

Written Statement of Action (WSoA)

Parent Carers Forum
24.01.22

First steps

- Ofsted and CQC are responsible for approving your WSoA.
- Ofsted does not provide a standard template for WSoAs.

This allows local areas to ensure that the WSoA integrates with their general development and improvement plans that will already be in place and provides flexibility, aware that this plan is jointly owned by several partners.

Key features

- The WSoA focuses on each of the areas of significant weakness identified by the inspectors at the end of the inspection letter – these are at the heart of the WSoA.
- There is clarity about the governance arrangements including clear lines of accountability at the most senior partnership level and a clear description of the different roles of ‘reporting to’ and ‘accountability for’.
- The WSoA sets out the time frame and includes actions which may be long term with short term (within 18 months) SMART targets which will demonstrate progress.
- The overall time frame shows that the local area is ambitious and has identified realistic time frames for each area of work.

Key features

- The WSoA sets out the areas which need to be addressed alongside actions which are time limited and assigned to individuals
- The WSoA clearly shows the outcomes that will be achieved by the actions and how the area intends to measure the progress.
- Outcomes/Impact measures of success are clearly defined, and are demonstrable results of actions, not actions in themselves.
- The WSoA is written in plain English to ensure that it is accessible to families and practitioners.
- It is genuinely a joint plan developed in partnership rather than a series of actions by individual partners.

Key features

- Be able to demonstrate the **impact** of actions and activity on the lives of children and young people (C&YP) with SEND and their families.
- If the WSoA is not approved by Ofsted, the local area will be asked to resubmit the WSoA, taking account of the feedback from Ofsted/CQC.
- Once the WSoA has been agreed with Ofsted and CQC it forms an 'agreement' and should not be changed until after the revisit has taken place.

Monitoring progress

SEND and NHSE/I Advisers and Case Leads

DfE - Elaine Baulcombe NHSE/I – Christine Brown

- The two link Advisers will support across their area of expertise.
- NHS England, SEND Advisers and Case Leads are responsible for monitoring progress pending the revisit by Ofsted/CQC. Support and challenge for the local area takes place both through individual meetings and formal monitoring meetings.
- Formal monitoring meetings take place every 4-6 months depending on the individual circumstances of the local area.

Monitoring progress

SEND and NHSE/I Advisers and Case Leads

- In addition to providing support, the purpose of the formal visits is to provide feedback to the Minister about the progress that the local area is making in addressing the issues raised through inspection.
- The formal meetings will look at the Action Plan and identify progress and the current RAG rating will be agreed through discussion.
- Once dates are agreed, the local area will organise the venue and attendance of local participants.
- Following the meeting the area will receive a draft note to consider prior to the issuing of an Agreed Note.
- Monitoring visits should take place until there is a re-visit. This has to be confirmed once the new inspection framework is released.

Monitoring progress

- Templates are used by both the local area in preparation for the meetings and by advisors to record the meetings.
- The preparation templates act as an evidence base. This template has sections which follow the areas of weakness identified by Ofsted and looks at the actions taken and the **impact** of those actions.
- The local area's preparation template should be sent to advisers and Case Leads a few days prior to the meeting.
- Keep a simple evidence log which supports the impact statements

Wider support

- The department commissions a range of partner agencies to provide bespoke support.
- Local areas with a WSoA are a priority group for partners and together with your advisers you can consider the support that would help you to make progress.
- Accessing this support utilises a system which helps to define the most appropriate support at any stage and identifies the 'added value'/impact which will be achieved through this support.
- There is no cost to the local area for accessing support agreed by the department through this process.
- Examples for Rotherham – Whole School SEND, Council for Disabled Children