



Kingston
Parent Carer Forum



**South West
London
Integrated
Care System**



**achieving
for children**

A commitment to co-producing SEND services with parents and carers in Kingston

What is co-production?

Co-production means involving people who use services in **equal partnership** at the **earliest stages** of service design, development, commissioning and evaluation and in **all core decisions** about services. In the case of special education needs and disabilities (SEND), co-production involves parents and carers and children and young people, although this document relates to parents and carers only.

Why is co-production vital?

Co-production means that individual needs are optimally met, and crucial insights are obtained into how services and outcomes can be improved. For this to happen, all partners need to engage with children and young people with SEND and their parents and carers on decisions about their own support, and on services offered across the wider system.

What does the Children and Families Act 2014 say about co-production?

The Act makes it clear that at both an individual and systemwide level integrated care systems (ICSs) and local authorities (LAs) must take into account the views, wishes and feelings of the child or young person, and the child's parents. For this to happen, they must be provided with the information and support necessary to enable participation in those decisions. The Act also says that ICSs and local authorities **must**:

- consult children with SEND, and their parents and young people with SEND when reviewing local SEND and social care provision
- consult them in developing and reviewing their local offer and make sure that children with SEND and their parents, and young people with SEND are provided with advice and information about SEND matters

What is the commitment to co-production in Kingston?

The ICS and LA ("we") are committed to co-producing services whenever possible. We will work with parents and carers to both improve existing services, and develop new ones.



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Our principles are that :

- a. Parents and carers will be treated as **equal partners** and their views given the same weight as those of professionals
- b. Given the overriding responsibilities of parents and carers to their children, and their different access to technology and professional support, **reasonable adjustments** will be made to deliver genuine equal partnership. For example meetings involving parents and carers will **not** take place during school drop off or pick times.
- c. Parent carer representatives will be involved in strategic working groups and task and finish groups, the commissioning process and workforce development to put forward the views of the wider parent carer group
- d. Consultation will be **meaningful** so that parents' voices are heard and listened to when services are being developed or reviewed. There will be **no** "last minute consultation", or consultations with the main period spanning school holidays
- e. Information will be made available in **clear** and **accessible** formats and shared in a **timely** way so that parents and carers have sufficient time to read, reflect and respond
- f. Communications will be **honest** and **transparent**
- g. Parents and carers will be involved **as early in any process as possible**, whether this is planning, developing, implementing or reviewing a service or evaluating the impact that changes have made
- h. Confidentiality and data sharing agreements will be used as necessary to allow parent and carer representatives to be equal partners in meetings and decision making

How will co-production work in practice?

- a. We will invest the time and resources necessary to foster a productive and positive relationship with parents and carers and their representatives, including through the official Parent Carer Forum (PCF).
- b. We and the PCF acknowledge that co-production is a learning curve for all involved, and to be successful requires commitment to the time and resources involved, and an understanding of the complexities of the SEND system. We will **invest the time** required to help parents and carers develop the skills and understanding they need to make informed decisions about service developments.
- c. When asking parents and carers to commit their valuable time, we will make sure it is "time well spent"



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- d. When asking parents and carers to commit their valuable time, we will be clear about the nature of the work, and where it sits in the following table:

What is it?	What does it look like?	What does it feel like?
Co-production	Workstream Working group Workshop	We want to make decisions together
Consultation	Survey Meeting	Here are some ideas, what do you think?
Information	Statements on Local Offer	This is what is happening

- e. Senior members of staff from AfC and the will meet with representatives of the PCF on a regular basis, and at least every other month.
- f. The PCF will be represented on the SEND Partnership Board, responsible for delivering improvement to the SEND system through the SEND Futures programme.
- g. A representative of the PCF will co-chair the “Participation, Engagement and Co-production” workstream of the SEND Futures programme.
- h. A set of co-production priorities will be agreed with the PCF. A forward plan will allow parent and carer input to be included in a timely way.
- i. Whenever possible, the PCF will nominate a representative to lead the co-production work for each priority, and act as a point of contact for the professionals involved.

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