Use the audit to identify staff strengths and use the results to identify next steps for developing SEND skills and knowledge within your setting. These will then feed into your Action Plan.

This audit can be used with faculties, departments or individuals. Faculty and Department leads can feed this information back to the SENCo to be used to identify any needs for SEND specific CPD which can in turn be shared with governors and included in the SEND Action Plan.

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| **Staff Member/Department:**  **Date of Audit:**  **Date for review:** |

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| **Points to consider** | **RAG** | **Evidence** | **Action/next Steps** |
| All children and their families feel welcome. |  |  |  |
| All staff understand the Graduated Approach. |  |  |  |
| All staff are aware of children’s targets on their support plans and how to meet them. |  |  |  |
| All staff understand what a One Page Profile is and how to use it. |  |  |  |
| Parents’ communication needs are supported (EAL, written/electronic communication). |  |  |  |
| Regular times are given for staff and parents/carers to talk. |  |  |  |
| Parents are provided with key policies eg behaviour, inclusion, SEND. |  |  |  |
| There is effective use of Pupil Premium funding. |  |  |  |
| All staff know how and to whom they should raise concerns regarding the development of a child. |  |  |  |
| Staff understand the development of children and are able to identify when a child is not following the typical pathway. |  |  |  |
| Staff have regular CPD on supporting children with a wide range of SEND. |  |  |  |
| Staff support one another in developing their skills and their understanding of SEND children. |  |  |  |