

SEND Reform Implementation Project Plan

Access to information and support and co-production with families and partners

PARENT CARER WORKSTREAMS AND STEERING GROUP

TERMS OF REFERENCE

Purpose

The Parent and Carer Engagement Group has been established to ensure that the voices and experiences of parents and carers help shape the delivery and implementation of the SEND Reforms Implementation Plan within the local area across the partnership

The group will work collaboratively with the Local Authority and partner organisations to:

- Share lived experiences.
- Provide constructive feedback on proposed changes.
- Help develop and improve services.
- Inform decision-making through co-production.
- Encourage wider engagement with families across the borough.

Objectives

The group will:

- Gather feedback from parents and carers.
- Identify barriers and potential solutions.
- Participate in workshops and consultation activities.
- Review information and resources and provide constructive feedback.
- Promote inclusive engagement.
- Support communication between families and professionals.
- Help ensure services reflect the needs of children and young people with SEND.
- Support and encourage engagement with and from more parents and carers across the local area.

Membership

Membership is open to:

- Parents and carers of children and young people with SEND in Lewisham.
- Representatives from the Parent Carer Forum.
- Local Authority officers (as agreed).
- Health or education professionals invited for specific discussions.

Members are expected to contribute respectfully and constructively.

Members are required to complete agreed and assigned actions in-between meetings to ensure progress of the work.

Meetings

- Meetings will normally take place monthly. TBA
- Meetings may be online or face-to-face.
- Agendas will be shared in advance.
- Notes and agreed actions will be circulated afterwards.

Confidentiality

Members agree to:

- Respect confidential information shared during meetings.
- Respectfully work with each other and all partners.
- Not share personal information about other families.
- Comply with GDPR and data protection requirements.
- Raise any safeguarding concerns appropriately.

Decision Making

The group will aim to reach decisions through discussion and consensus.

Where consensus cannot be reached, differing views will be recorded and shared.

Working Practice/Ground rules

All members agree to:

Respect

- Treat everyone with dignity and respect.
- Listen without interrupting.
- Value different opinions and experiences.
- Use inclusive and appropriate language.

Working Together

Members will:

- Be honest and constructive.
- Focus on being ambitious to improve services for the greater good of our CYP rather than individual cases or complaints.
- Keep discussions solution-focused and be forward looking.
- Allow everyone the opportunity to contribute.

Confidentiality

Members will:

- Respect personal information.
- Not discuss individual cases/scenarios outside meetings.
- Follow GDPR requirements.
- Agree to ensure that 'what is discussed in the room, stays in the room'.

Attendance

Members should:

- Attend regularly where possible.
- Let the organiser know if unable to attend.
- Read papers before meetings where practical.

Participation Agreement

By joining the Parent and Carer Engagement Group, I agree to:

27th August 2026

- ✓ Work respectfully with other members.
- ✓ Share my experiences/views honestly and constructively.
- ✓ Respect confidentiality.
- ✓ Help create an inclusive environment.
- ✓ Support the principles of co-production.

Work with the wider partnership to ensure the SEND Reforms can be successfully implemented for your children & young people with SEND.

Name: _____

Signature: _____

Date: _____