

Current Pathway Planning Process

Pathway Planning is the process which enables the review of Children's Plans by a central multi-agency team to support the development of an appropriate learning pathway for a child / young person.

This process is for Children and Young People in need of Targeted interventions i.e. when supports available at school and local level (ASG Partnership Forums) have been exhausted and an unmet need remains. Please refer to the **SIF (Staged Intervention Framework) on Abernet**.

All parties supporting or with the potential to support the child / young person should be engaged in the development of the Child's Plan. Key to the success of the Child's Plan is the capacity of colleagues to capture the voice of the child / young person and the parent / carer. Where these parties cannot be present it is vital that their voices are heard and represented.

Where there has been a significant incident e.g. a bereavement / family trauma, or a complex and enduring need is identified then the Establishment Contact should consider whether a targeted level intervention is required as this is not a fixed or linear process.

In all cases the school's Educational Psychologist should be consulted re the proposal to submit a Child's Plan to Pathway Planning. When the Child's Plan is completed, including the Assessment and Analysis and Recommendations sections the Child's Plan should be submitted via the Pathway Planning email address: pathwayplanning@aberdeencity.gov.uk

There is no requirement to identify a specific resource but the nature of the unmet need must be clear.

The Pathway Planning group will be based in a location within each ASG on rotation, changing every term. The reviewers will consist of the Service Manager, Targeted Provision; Education Support Officers; relevant PTs Pupil Support; appropriate Senior Education Social Worker; an EPs representative; a member of SMT or PT Pupil Support from a nominated ASG; Children's Services colleagues, as appropriate. Pathway Planning meetings will be held fortnightly on a Thursday morning.

All Child's Plans will be screened on receipt to ensure they are complete and that the unmet need is clear through the information provided. Any queries regarding the Child's Plan will be followed up by the appropriate Education Support Officer.

- For some interventions it is possible that the child / young person will be added to a waiting list. Lists will be reviewed weekly and places will be allocated on a priority basis.
- Any Child's Plans received after the end of a Tuesday afternoon will be carried forward to the next meeting of the group.
- Following the review of the Child's Plan the establishment contact will receive an email advising the outcome of the discussion and details of the contact which will be made as a result.

The Establishment Contact is required to call an initial review at 12 weeks or when a change of circumstances or lack of any progress triggers an earlier review.



When there are ongoing / significant / additional concerns for a child/young person, and the needs cannot be met locally, the Establishment Contact will convene a Multi-Agency Meeting with a view to submitting a Child's Plan .

- The date of the meeting should be arranged to enable those most likely to have key information about the child/young person and the family to attend
- The family will be prepared for the meeting and made aware of who will be in attendance
- The voice of the child/young person should be sought in advance of the meeting or the child / young person should

The Child's Plan provides the agenda, minute and action plan for the meeting. Refer to '**Effective Child's Plan Meetings**' available on the GIRFEC website. Following the assessment of wellbeing the assessment and analysis section of the plan will be completed. Thereafter, consideration should be given as to how the unmet need might be addressed. Once this

Once the plan has been completed the Named Person will check to ensure:

- All sections on page 1 are completed
- The assessment and analysis of wellbeing has been completed
- A recommendation has been made

When completed the Child's Plan will be submitted to the Pathway Planning Group

pathwayplanning@aberdeencity.gov.uk

The Pathway Planning mail box will generate an automatic reply to confirm receipt of the Child's Plan. The Child's Plan will be checked for completion and then logged for the Pathway Planning Group in advance of the Pathway Planning meeting, which will be held fortnightly on a Thursday morning. Following the screening the Child's Plan will be added to the agenda for the next Pathway Planning Meeting or the Education Support Officer will liaise with the Establishment Contact regarding next steps.

Pathway Planning Meetings will be held in ASG locations on rotation. They will be attended by: Service Manager (Inclusion); Education Support Officers (ESOs); a representative from Educational Psychology Service; and the appropriate PT (s) Inclusion; and colleagues from the ASG.

Outcomes of the Pathway Planning discussion will be shared with the Establishment Contact by email or through direct contact by a member of the group.

The Establishment Contact will communicate with partners to the Child's Plan on receipt of feedback from the Pathway Planning Group.

After twelve weeks the Establishment Contact will convene an initial review of the Child's Plan. Feedback from the twelve week review will be shared with the Pathway Planning Group, via the Pathway Planning mail box:

pathwayplanning@aberdeencity.gov.uk

When a change of circumstance or lack of any progress triggers an earlier review the Pathway Planning Group will be advised via pathwayplanning@aberdeencity.gov.uk or the respective ESO.

Feedback from the annual review will be shared with the Pathway Planning Group. This should include the date of the next planned review.