



## 1. Purpose

- To provide an opportunity to identify and develop elements of the DCO role which would benefit from an agreed and / or consistent approach aligned with legal frameworks and national guidance.
- To share better practice and have opportunities to learn from each other and share resources, approaches and pieces of work in a comfortable and trusting space.
- To provide peer support and develop a network of trusted colleagues with a shared commitment to improving the outcomes of Children, young people and their families with SEND across the South West.

## 2. Accountability/Governance

- Report updates into DCO huddle
- Share relevant information with the wider SEND network at regional network meetings as appropriate
- Regional NHSE SEND lead and SEND manager to feedback as appropriate to national team

## 3. Membership

### Core members

- Designated Clinical Officers
- Associate/Deputy Designated Clinical Officers
- Designated Medical Officers

Other attendees by invitation

## 4. Frequency of meetings

Face to face meetings - quarterly meetings face to face from 10.00 – 16.00 for a 12 month period followed by re-evaluation

Virtual meetings - quarterly virtual meetings on Teams platform for 2.5 hours to follow up on workstreams and plan next meeting



## **5. Approach to meetings**

Suggesting agenda items – all members

Planning agendas – steering group

Broad topic areas to cover:

- Priorities and Work plans
- Annual reports
- Evidencing the impact of DCO role
- Understanding legal responsibilities
- Quality assurance including QA Frameworks and consistent wording for EHCP health sections
- Tribunals and mediations including regulation 6 responses.
- SEND inspections
- Position statements
- Medical needs in schools
- Section 23 notifications