Annual Review process

School sends Annual Review request (this should include date/time/venue of meeting) to central point of contact 8 weeks prior to the meeting. (DSCO@torbay.gov.uk). Marked for the attention of DSCO.

This is monitored by the DCSO.

DSCO screens the Annual Review request and identifies if child is open to Social Care or Early Help Services.

If the child is open to a service, the allocated practitioner and team manager is notified by the DSCO and a request for Annual Review report is made and date provided for attendance. All requests in terms of timeliness (two weeks) of the response are tracked by the DCSO.

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Practitioner completes the Annual Review report which is then endorsed by their Team Manager within two weeks. This is then returned to the DSCO, who is responsible for the final quality assurance of the information which could be returned if further amendments are required. A final copy of the Appendix E is then saved on LCS/EHM. In the event of the completion deadline not being met this will be escalated to Service Manager provided. HOS will be notified in the event of the legal timeframe not being adhered to.

If the child is not known, the DSCO liaises with education settings to advise of this and there will not be a representative or report at the Annual Review meeting but will provide information relating to the Torbay Local Offer including Family Hubs and Early Help Portal.

If the child or young person has been open or closed between annual reviews the DSCO will clarify in annual review request

The DSCO will remain the key central point of contact for schools and the SEND service, with any additional requests prior for example to amendments of plans in terms of significant changes being to DSCO@torbay.gov.uk for the DSCO's attention.

The DSCO returns the requested information to the school and advises conformation of the details of the annual review meeting has been shared with the practitioner and they should liaise with them to confirm attendance