



SHEFFIELDSENDIAS

Sheffield Special Educational Needs & Disability Information Advice & Support

Support in Meetings

We often get requests for Sheffield SENDIAS to attend meetings.

Due to the number of parents/carers, children, and young people we support we are not able to accept all the meeting requests we receive.

Meeting requests will always be looked into, and a decision will be made based on the below guidelines.

Meetings

This refers to any meeting requests including with schools, LA Officer's, mediation and tribunals.

- Requests for meeting attendance must be received at least 3 weeks prior to the meeting date.
- Meeting attendance from SSENDIAS is subject to our availability and may be reduced in busy periods.
- Meetings in person are subject to availability, necessity, and location.
- SSENDIAS may offer to attend a meeting virtually, using Microsoft Teams or Zoom online, if attending a meeting in person is not possible.
- Caseworkers will only attend meetings if they have a valuable contribution to make or if you are unable to advocate for your child, or yourself.
- If we do not agree to attend a meeting, we can provide support before the meeting or signpost you to relevant resources, if given enough time before the meeting date, and offer support after the meeting.



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- SSENDIAS will not attend any meetings relating to or affecting a service user unless at their invitation.
- SSENDIAS will not attend any meetings relating to or affecting a service user if the service user is not in attendance.

N.B.

If a parent has an alternate advocate/adviser, then Sheffield SENDIAS will stop support for that particular issue to avoid duplication of work.

However, if another, unrelated issue comes we will provide a service on that i.e. if the independent advocate is for Tribunal then we won't get involved with any Tribunal work but if the child then gets excluded we would provide information, advice or support around that or any other issue.

Tribunal Hearings

- SSENDIAS caseworker's can attend Tribunals with you if they are available and if you are unable to independently advocate for your child, or yourself.
- At Tribunals caseworkers can attend in a supporter or a representative role. Attendance as a supporter or representative must be agreed with your caseworker before naming them on an appeal form. Please see '*Tribunal Support Policy*' (available through SSENDIAS)
- If we receive a request for support with a tribunal already lodged and the timescale is short to the hearing date, we will use our best endeavours to advise and support.



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Self-Advocacy

Self-advocacy means being able to speak for yourself.

Our role at Sheffield SENDIAS is to provide information and tools to give you the confidence to express your views, wishes, and rights.

You are the best person to speak for your child or for yourself.