



1.10 Co-production

What is co-production?

Co-production is all about the idea that the people who use a service are best placed to help design it. Co-production is a long-term, trusting partnership between the services, school /setting and the family.

The term 'co-production' refers to a way of working where the people who use services (in this case children and young people with SEND in South Gloucestershire), their parents, carers and service providers, all work together to create a service that works for them all.

Co-production builds upon trust, transparency, open communication and equal value being given to each participant's contribution. It happens when we work together to agree outcomes, co-produce recommendations, plans, actions, and resources as a collective. It is an approach which builds upon meaningful participation and assumes effective consultation and information.

Having users at the heart of strategic decision-making helps to bring CYP, parents and services together to form a shared vision, make a difference, and to bring about real change.

Co-production is not about asking for CYP or parent carers views on a piece of completed work (this is called consultation) it is about working on the piece of work together right from the start.

Co-production should happen at all levels of service delivery:

- Individual- using a person-centred approach
- Operational-delivering services in a way that works for the community
- Strategic- being involved in decisions in partnership

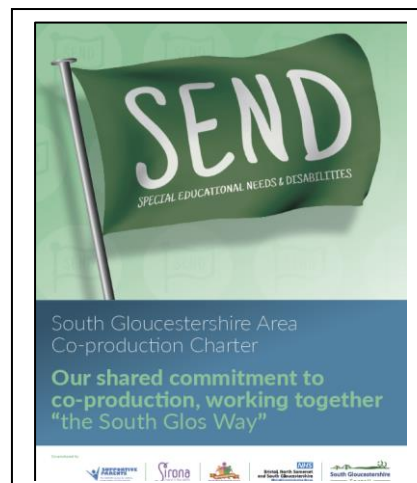
South Gloucestershire Council works with the [South Gloucestershire Parent Carer Forum](#) (South Glos Parents and Carers) and other parent/carer groups to make sure parents and carers participate in strategic decision-making.

The Special Educational Needs reforms also requires each Local Authority to demonstrate how they co-produced and reviewed their Local Offer. South Glos Parents and Carers have worked together with the council and health colleagues to write the [Council's SEND Local Offer](#) website –a source of information on help and support for families, children and young people aged 0-25, with special educational needs and disabilities.

The South Glos Way: A SEND and inclusion toolkit for South Gloucestershire education settings and professionals

To formalise the way we work across the local area with regards to Co- production. We have developed in partnership a Co- production charter.

This is a statement of intent that shows our commitment of how we would like to work together. This Charter can be used as a framework by schools and settings to help you with Co-production.



What is best practice in co-production in schools and settings?

Co-production sits hand in hand with participation. It cannot work unless there are opportunities for CYP to be involved in decision making and for their voices to be heard. It relies on parents/carers and children/ young people with SEND being actively involved in the decisions that affect them.

- CYP and parent/carer voice central to decisions that are made in a person-centred way
- Co-evaluation/review of assess, plan, do review
- Co-identification of need and areas for improvement
- CYP and their parents have regular planned opportunities to talk about what is working and what could be better
- Parents/carers and CYP work together to produce the SEN Information Report
- Co-design, including planning of curriculum, additional interventions, safe spaces, sensory rooms, preparation for adulthood
- Co-delivery of provision, including peer support, buddying, mentoring, anti-bullying initiatives

Further information

The [Council for Disabled Children](#) and [Contact](#) for families with disabled children has an extensive range of resources aimed at helping practitioners involve children and young people and parents and carers in decision-making.

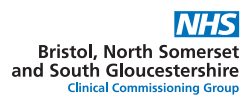
[The Four Cornerstones Approach to Co-production](#) strengthening inclusive practice, emotional health and wellbeing within your ethos and culture



South Gloucestershire Area Co-production Charter

**Our shared commitment to
co-production, working together
“the South Glos Way”**

Co-produced by



www.southglos.gov.uk/SENDlocaloffer

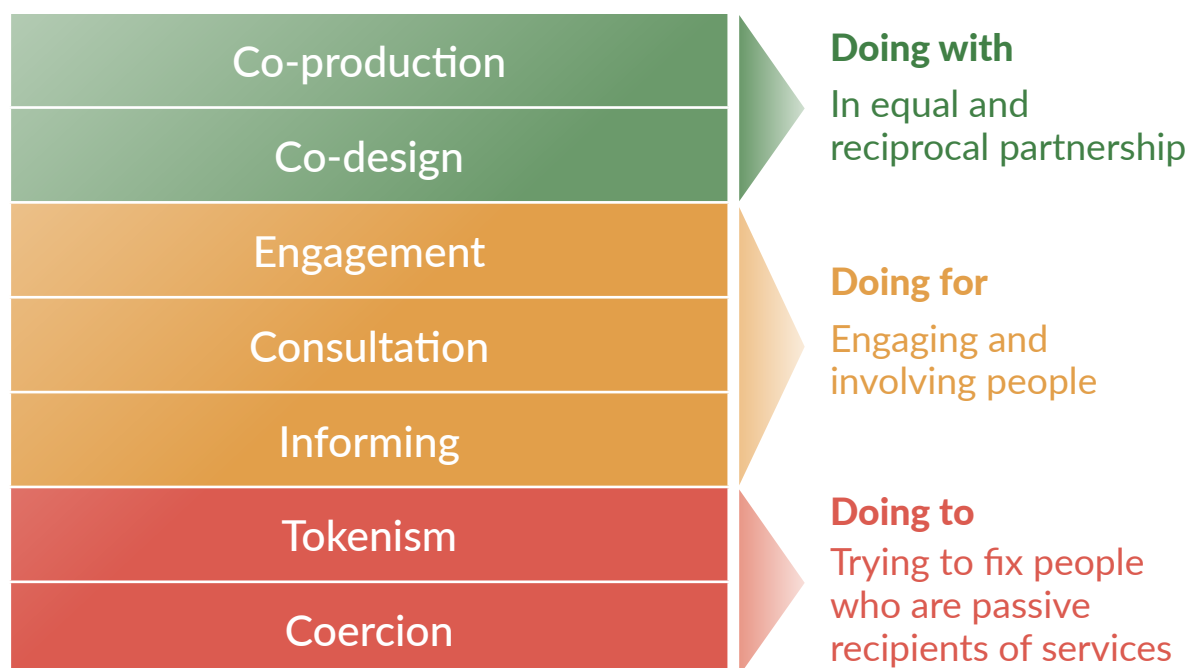
In signing this charter, we commit to working together to ensure that the principles of effective co-production underpin the shaping and improvement of support and interventions which affect the long term outcomes of children and young people with special educational needs and disabilities (SEND). This is so that we can meet our SEND strategy vision of “Enabling children with SEND to achieve their potential and aspirations in a caring and supportive community”.

Co-production definition

Co-production is about trust and builds upon transparency, open communication and equal value being given to each participant’s contribution.

Co-production happens when all team members together agree outcomes, co-produce recommendations, plans, actions and resources as a collective.

It is an approach which builds upon meaningful participation and assumes effective consultation and information.



Co-production principles

We will adopt the following principles as used by the National Alliance for Partnership Working when implementing co-production and our involvement will be:

- 1) welcoming and caring
- 2) valuing and including
- 3) communicating with each other
- 4) working in partnership

We will develop and nurture our working relationships and partnerships in order to achieve trust.

How we will know co-production is happening

We recognise that true co-production is taking place when we are all able to agree with the following statements:

- *"I am an equal partner in the local area"*
- *"I am able to participate in every stage (from the start to the end of the processes as appropriate)"*
- *"I feel that my views and experiences are represented"*
- *"I am prepared to consider new approaches and to work in different ways to achieve the best outcomes"*
- *"I receive clear information, how and when I expect to, and in a way that works for me"*
- *"I am able to actively participate in meetings and other events"*
- *"My contributions are recognised and valued"*
- *"I am supported to actively and meaningfully participate in and or facilitate co- production activity"*
- *"I have a say in the priorities of co-production projects to help improve change"*

Working together

To ensure that genuine co-production takes place in South Gloucestershire, we agree that:

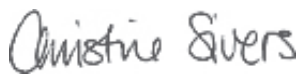
- the best starting place for co-production is always at the beginning of any plan or project.
- from the outset, we will consider “who do we need to involve” and we will make contact at the first opportunity. We will always ask ourselves “who have we missed?” throughout our projects.
- we will approach working together with no pre-determined agenda, “with an open mind” and build our views together.
- we will directly involve children with SEND, their parents/carers, along with other participants to ensure our way of working together is built upon trust, transparency, open communication, and equal value being given to each participant’s contribution.
- we will begin any work by agreeing together the outcomes we would like to achieve so that we can co-produce recommendations, plans, actions and resources as a collective group.
- we will keep confidential the experiences and stories of participants.
- we recognise that being involved in co-production does not prevent anyone from expressing their views, however the final outcome may involve a degree of compromise by participants.
- we will ensure that everyone gets the same information in a way they can access it in a timely manner. Consideration will be given to the timings and location of meetings.
- we will work to ensure a broad and inclusive range of ideas and views are heard recognising that everyone can contribute given the right support.
- we will facilitate discussion and actively listen – checking our understanding of views.
- we will always report back to everyone who took part on how things progress and will ensure people can see the impact and outcome of our work.

Monitor, evaluation and embedding

To ensure effective co-production is happening we will:

- review how well we are embedding co-production by measuring how we work using the co-production quality indicators as part of our annual self-evaluation.
- measure our impact
- always challenge ourselves to learn, improve and to recognise the positives.

Yours sincerely



Chris Sivers

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Jenny Theed

Director of Operations
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This charter can be used by any other groups or organisations in South Gloucestershire to help implement Co-production as a way of working.

This Co-production Charter links with the following strategies and plans for South Gloucestershire:

SEND strategy 2018-2023
Joint Commissioning Plan
Young People Participation Strategy
Shared Outcomes Framework



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