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24 June 2019

Mrs Alison Jeffery  
Director of Children's Services  
Portsmouth  
Guildhall Square  
Portsmouth  
PO1 2AL

Dear Mrs Jeffery

### **Inspection of Portsmouth provision for children and young people with special educational needs and disabilities from 1 July 2019 to 5 July 2019.**

Following my telephone call today, I am writing on behalf of Her Majesty's Chief Inspector of Education, Children's Services and Skills (HMCI) to confirm that your local area will be inspected under section 20 of the Children Act 2004 from 1 July 2019 to 5 July 2019.

The inspection will follow the framework for the inspection of local areas' effectiveness in identifying and meeting the needs of children and young people who have special educational needs and/or disabilities<sup>1</sup>, and the guidance set out in the inspection handbook<sup>2</sup>.

I will be accompanied on the inspection by Susan Tanner - OI, Sue Knight - CQC, Hilary Macdonald - SHMI QA and Lea Pickerill - CQC QA.

### **Ofsted and CQC employment and Disclosure and Barring Service<sup>3</sup> checks**

In the course of the inspection, inspectors will visit a range of providers and services and seek to speak with children and young people and their parents and carers about their experiences. I would like to reassure you that both myself and all inspectors have undertaken the appropriate employment checks, and an enhanced criminal record check within the last three years. We do not carry our DBS disclosure certificates with us but we all carry official Ofsted and CQC photo identification badges which are provided to confirm that we have been subject to the safeguarding process described above.

### **Data protection**

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<sup>1</sup> The framework for the inspection of local areas' effectiveness in identifying and meeting the needs of children and young people who have special educational needs and/or disabilities; <https://www.gov.uk/government/publications/local-area-send-inspection-framework>

<sup>2</sup> The handbook for the inspection of local area's effectiveness in identifying and meeting the needs of children and young people who have special educational needs and/or disabilities; <https://www.gov.uk/government/publications/local-area-send-inspection-guidance-for-inspectors>

<sup>3</sup> The DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/about-us1/what-we-do/>

During this inspection, the inspectors will collect information about children and young people in the area. They will be looking at local area records, speaking to area officers and leaders at educational settings, and speaking to children, young people and parents or carers. No names will be recorded, but some of the information collected may be capable of identifying a particular child, young person or adult. Ofsted and CQC will use this information to prepare their report, and for the purposes set out in their privacy notices. No information will be published that identifies any individual in the inspection report.

More information is available in the Ofsted and CQC privacy notices which can be found here:

[www.gov.uk/government/publications/ofsted-privacy-notices/social-care-ofsted-privacy-notice#local-area-send-inspections](http://www.gov.uk/government/publications/ofsted-privacy-notices/social-care-ofsted-privacy-notice#local-area-send-inspections)

[www.cqc.org.uk/about-us/our-policies/privacy-statement](http://www.cqc.org.uk/about-us/our-policies/privacy-statement).

Ofsted's Data Protection Officer is the Director, Digital and Information who may be contacted at [informationrequest@ofsted.gov.uk](mailto:informationrequest@ofsted.gov.uk). CQC's Data Protection Officer is the Head of Governance and Legal Services who may be contacted at [information.access@cqc.org.uk](mailto:information.access@cqc.org.uk).

I would be very grateful if you could confirm the name of your local area nominated officer who will liaise with me to make the necessary arrangements for the inspection to take place. This will include contacting and setting up meetings with stakeholders and confirming arrangements for the inspection team. I will work with your nominated officer to agree an inspection timetable for the week and we will review a draft inspection plan before the inspection begins. In advance of my telephone call with the nominated officer, please may I suggest you notify the following personnel of the inspection:

- elected Members of the Council, particularly those responsible for services to children and young people with special educational needs and/or disabilities
- the Chief Executive
- senior managers of the local authority responsible for the implementation of the Children and Families Act 2014 reforms, including the strategic development and operational management of educational and social care provision for children and young people who have special educational needs and/or disabilities
- the chief executive(s) of the CCG(s)
- senior health service managers responsible for the implementation of the Children and Families Act 2014 reforms, including the strategic development and operational management of provision for children and young people who have special educational needs and/or disabilities
- representatives of the local area's education, health and social care providers and

services.

## **Report on the inspection outcomes**

After the inspection team has reached its conclusions, the draft findings will be presented and briefly explained to senior representatives of the local area in a feedback meeting. In exceptional instances, inspectors may need to return to the local area to provide oral feedback if there remains a need to consider evidence further. While any oral feedback should be consistent with the inspection findings, the outcomes of the inspection are subject to moderation and quality assurance by senior Ofsted and CQC staff. The findings should be treated as confidential until the local area receives a copy of the final inspection report.

Ofsted will publish the inspection findings in letter form, setting out briefly the context of the inspection, the evidence gathered, any strengths and weaknesses and areas recommended for improvement. Where relevant, the letter will make clear whether the local area must produce a written statement of action in light of the inspection findings. The letter will constitute an inspection report under Regulation 3 of *The Children Act 2004 (Joint Area Reviews) Regulations 2015*.

The report will be forwarded to you for a factual accuracy check shortly after the end of the inspection. The local area will have 10 working days to respond. I will respond to the comments about factual accuracy.

You will receive an electronic version of the final report normally within 28 working days of the end of the on-site inspection.

Once a local area has received its final report it is required to take the steps set out in Regulations 3(7) and 3(8) within 30 working days. The report will be published on Ofsted's website within five days of this letter. Where HMCI determines that the local area is required to respond with a written statement setting out what action it proposes to take in light of the report of inspection findings, the local area must produce such statement in line with the requirements set out in Regulation 4.

If you have concerns about any aspect of the inspection, or about the conduct of any of the inspection team, please discuss this with me in the first instance. Although we expect that the inspection will run smoothly, there is a procedure for complaints, which is available on our website.

I hope this letter answers your immediate questions about the inspection, but if you have any further queries please do not hesitate to contact me.

Yours sincerely

Claire Prince

**Her Majesty's Inspector**

**Cc:** DfE Department for Education