**Collaborative Problem-Solving SEND Consultation using Solution Circles Approach**

The virtual Early Years SEND Consultation follows a solution circle approach; an evidence-based approach which supports collaborative problem solving. These virtual sessions are designed to support early intervention for individual children or support a whole setting SEND need.

There will be three SENCos attending each session, facilitated by the Early Years and Childcare Service. Each SENCo in turn will have the opportunity to present their child or situation.  All SENCos will be involved in the process. This will involve sharing your knowledge and professional experiences to support each other to identify practical solutions moving forward*.*

**The Solution Circles Approach**

There are several roles within the Solution Circle Approach:

* Facilitator (Early Years and Childcare Service Member)
* Presenter (Setting SENDCo)
* Attendees (Setting SENDCos)
* Timekeeper (Early Years and Childcare Service Member)

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| **Step One: Presenter (Up to a maximum of six minutes)**  The presenter shares a brief description around areas of identified need/support with no interrupting from the attendees/facilitator. If the presenter stops talking before the six minutes is over, everyone else stays silent unless the presenter indicates that they are finished.  Once the presenter agrees that they are finished. There is an opportunity for the attendees to ask one or two questions to clarify any points. |

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| **Step Two: Attendees (Up to a maximum of six minutes)**  Everyone in the attendees team ‘chips’ in with ideas for solutions to what they have heard from the presenter. Share anything that you think may be a way forward, making suggestions. **It is not the time to ask for clarification or ask questions about the issue/s.** During this step, the presenter sits and listens without speaking or responding. |

**Step Three: Discussion (Up to a maximum of six minutes)**

The presenter chooses at least 2 or 3 of the ideas mentioned in step two. Ideas that they would like to

hear a bit more about. The presenter now has a chance to lead further discussion around these ideas

to find out more.

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| **Step Four: Next Steps (Up to a maximum of six minutes)**  Everyone discusses the first steps that can be taken forward over the next few weeks. It is important that at least one action (however small) is started within the next few days. The importance of this initial next step happening quickly has been highlighted as crucial in research carried out in this area. Your Cluster Advisor/Worker will be contacted to let them know that you have attended a session. You may like to share the outcome of the session together at your next visit. |

**Please find below the notes template to be used during the process.**

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Step One: Presenter Step Two: Attendees

Step Four: Next Steps Step Three: Discussion