

## Audit Tool for Transition Planning

<p><b>The school site &amp; wider environment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Main entrance</li> <li><input type="checkbox"/> Student entrance(s)</li> <li><input type="checkbox"/> Carpark/bus drop off</li> <li><input type="checkbox"/> Muster point in case of fire</li> <li><input type="checkbox"/> Lockers</li> <li><input type="checkbox"/> Recreational areas, e.g. playground</li> <li><input type="checkbox"/> Play equipment</li> <li><input type="checkbox"/> Forest school</li> </ul>	<p><b>Inside the school building</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Door widths</li> <li><input type="checkbox"/> Door thresholds</li> <li><input type="checkbox"/> Floor coverings</li> <li><input type="checkbox"/> Opening doors</li> <li><input type="checkbox"/> Corridors</li> <li><input type="checkbox"/> Lifts</li> <li><input type="checkbox"/> Grab rails</li> </ul>	<p><b>Within classrooms</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Space to move between desks</li> <li><input type="checkbox"/> Accessible fire exit</li> <li><input type="checkbox"/> Seating</li> <li><input type="checkbox"/> Different desk heights</li> <li><input type="checkbox"/> Plug sockets for equipment</li> <li><input type="checkbox"/> Meeting vision &amp; hearing needs</li> </ul>										
<p><b>Specialist areas</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dining hall/canteen</li> <li><input type="checkbox"/> School hall</li> <li><input type="checkbox"/> Science</li> <li><input type="checkbox"/> Technology</li> <li><input type="checkbox"/> ICT</li> <li><input type="checkbox"/> Music</li> <li><input type="checkbox"/> Drama</li> <li><input type="checkbox"/> Library</li> <li><input type="checkbox"/> Changing rooms</li> <li><input type="checkbox"/> Sports hall</li> <li><input type="checkbox"/> Fitness suite</li> <li><input type="checkbox"/> Swimming pool</li> <li><input type="checkbox"/> Playing fields</li> </ul>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>Name</b></div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"><b>Audit date</b></div> <p style="text-align: center;"><b>Can the student access the physical environment?</b></p> <p style="text-align: center;"><b>Hint:</b> take a journey through the school day with your pupil</p> <div style="border: 1px solid black; padding: 2px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Contributors</b></td> <td style="width: 20%;">School</td> <td style="width: 20%;">Pupil</td> <td style="width: 20%;">Parent</td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td>Others</td> <td></td> <td></td> <td></td> </tr> </table> </div>	<b>Contributors</b>	School	Pupil	Parent			Others				<p><b>Meeting/managing self-care</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dressing</li> <li><input type="checkbox"/> Eating &amp; drinking</li> <li><input type="checkbox"/> Intimate care</li> <li><input type="checkbox"/> Storage of specialist equipment</li> </ul>
<b>Contributors</b>	School	Pupil	Parent									
	Others											
<p><b>Meeting physical &amp; medical needs</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Medication</li> <li><input type="checkbox"/> Space to rest/have time out</li> <li><input type="checkbox"/> Space to store &amp; charge powerchairs</li> <li><input type="checkbox"/> Area &amp; equipment for physio</li> </ul>	<p><b>Actions arising</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>	<p><b>Other things to think about</b></p>										

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<b>Does the school/setting have the following policies/protocols/procedures?</b> <b>Hint: do they make specific reference to SEND &amp; students with physical &amp;/or medical needs?</b>	
<b>Type</b>	<b>Yes/no/not applicable?</b>
Accessibility policy	
Assessment policy	
SEND policy	
SEND improvement plan	
Self-evaluation policy	
Safeguarding	
Equality plan	
Site risk assessment	
Off-site/school trip risk assessment	
Fire evacuation – student may need a Personal Emergency Evacuation Plan	
Admission policy	
Ofsted inspection report	
Staff CPD programme	
A forum for student voice, e.g. School council	
GDPR	
SEND information on school website	

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<b>Actions arising</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
<b>In the classroom</b>  <input type="checkbox"/> Sit on the floor <input type="checkbox"/> Sit at the table <input type="checkbox"/> Circle time <input type="checkbox"/> Get personal equipment, e.g. pencil case <input type="checkbox"/> Get classroom equipment <input type="checkbox"/> Moving around the classroom <input type="checkbox"/> Assessments & exams	<b>In the hall</b>  <input type="checkbox"/> Assemblies <input type="checkbox"/> School plays	<b>Wider school life</b>  <input type="checkbox"/> Spending time with peers at break & lunchtimes <input type="checkbox"/> 'Wet play' <input type="checkbox"/> Clubs <input type="checkbox"/> Day trips <input type="checkbox"/> Residential trips
<b>Learning out of the classroom</b>  <input type="checkbox"/> Targeted curriculum intervention programmes <input type="checkbox"/> Targeted physical development programmes <input type="checkbox"/> Support for SEMH <input type="checkbox"/> Support to implement therapy advice	<p style="text-align: center;"><b>How will the student manage the following class &amp; school activities/routines?</b></p> <p><b>Hint:</b> ask the student and their parents what they are most concerned about</p>	<b>Use equipment</b>  <input type="checkbox"/> To record work <input type="checkbox"/> ICT <input type="checkbox"/> In practical subjects
<b>Personal care &amp; independence skills</b>  <input type="checkbox"/> Hang up their coat <input type="checkbox"/> Use their drawer/locker <input type="checkbox"/> Get changed for PE <input type="checkbox"/> Eat lunch <input type="checkbox"/> Medical needs	<b>In the toilet</b>  <input type="checkbox"/> Access the cubicle <input type="checkbox"/> Get on/off toilet <input type="checkbox"/> Sit on the toilet <input type="checkbox"/> Reach & use the toilet paper <input type="checkbox"/> Reach & use the soap dispenser <input type="checkbox"/> Turn the taps on/off <input type="checkbox"/> Teach the hand dryer/paper towels <input type="checkbox"/> Alert staff if they need assistance	<b>On the playground/school field</b>  <input type="checkbox"/> Have a place to sit <input type="checkbox"/> Use play equipment <input type="checkbox"/> Line up to come in

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<b>Actions arising</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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<b>Curriculum access</b>  <input type="checkbox"/> Lesson differentiation <input type="checkbox"/> Homework differentiation <input type="checkbox"/> Fatigue management	<b>Staff awareness &amp;/or training</b>  <input type="checkbox"/> Intimate care <input type="checkbox"/> Moving & handling <input type="checkbox"/> Medical protocols <input type="checkbox"/> Awareness of condition/diagnosis <input type="checkbox"/> NG feeding <input type="checkbox"/> Emergency situations	<b>Peer awareness</b>  <input type="checkbox"/> Social interaction
<b>Accessing the school building &amp; site</b>  <input type="checkbox"/> Downstairs timetabling <input type="checkbox"/> Extra time to move around the site <input type="checkbox"/> Alternative routes round the school <input type="checkbox"/> Toilet pass <input type="checkbox"/> Lift pass <input type="checkbox"/> Identified parking space	<b>What the student needs support for?</b>	<b>Risk assessment &amp; protocols</b>  <input type="checkbox"/> Healthcare <input type="checkbox"/> Intimate care <input type="checkbox"/> Moving & handling <input type="checkbox"/> Personal Emergency Evacuation plan <input type="checkbox"/> Additional insurance <input type="checkbox"/>
<b>Other</b> <input type="checkbox"/> Variations to school uniform <input type="checkbox"/> Physio exercises <input type="checkbox"/> Variations to kit for PE and Sport	<b>Actions arising</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Additional things to think about</b>

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**Next steps**

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**Review date**