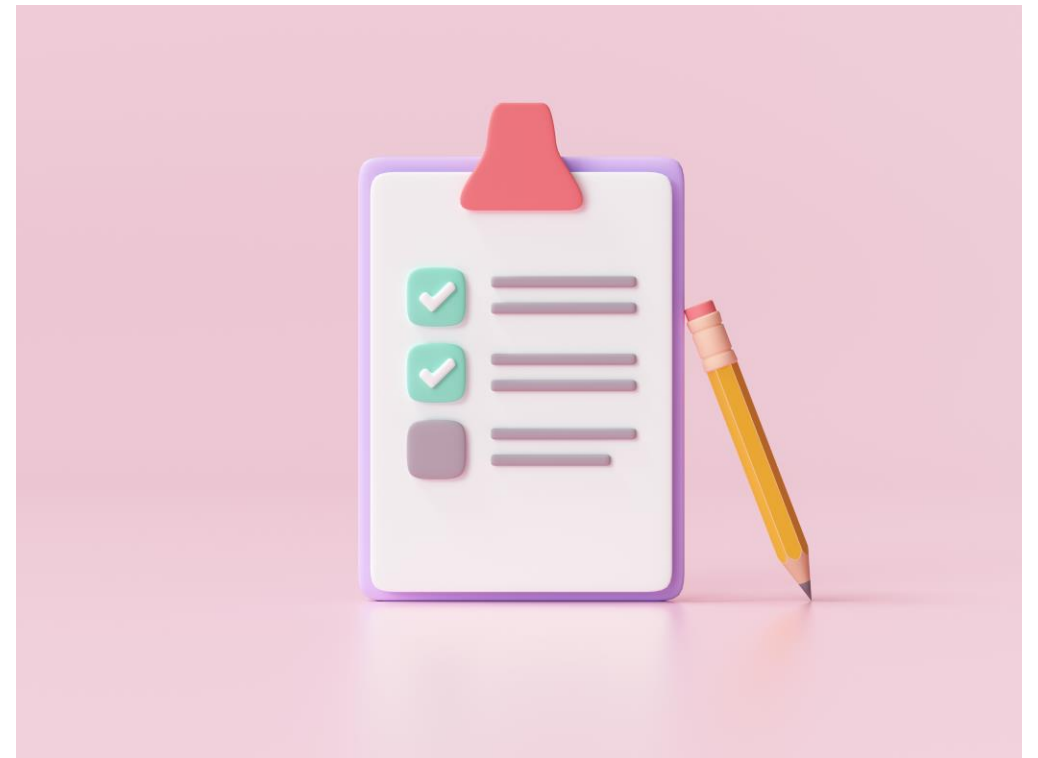# OAP Checklist

Purpose:

- Several services in Hillingdon joined experiences and knowledge in creating a resource for schools called the Ordinarily Available Provision Checklist.

- Ordinarily Available Provision (OAP) can be defined as the provision made for children whose special educational needs can be met from the resources generally available to the school or setting. This will apply to all children without an Education Health and Care Plan (EHCP), but children with an EHCP will also benefit from this type of provision in addition to the provision written in their plan.

- OAP checklist is a compact and substantial toolkit of original OAP. OAP currently is being reviewed by Teams in Hillingdon.

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Leadership

U= Universal/QFT T = Targeted	Provision/ Strategy	Not in place	In place	Used consistently	Impact evidence
U	Inclusive mindset: A good leader of SEND understands and values the unique needs and abilities of individuals with special educational needs and disabilities. They promote an inclusive environment where everyone feels respected, supported, and included				
U	Knowledge and expertise: A leader should have a deep understanding of SEND legislation, policies, and best practices. They should stay updated with the latest research and developments in the field to ensure effective support and provision for individuals with SEND.				
U	Effective communication: Communication is crucial in leading SEND provision. A good leader should be able to communicate clearly and effectively with individual CYPs and their families, staff, and other stakeholders. They should actively listen, provide feedback, and ensure that all information is accessible and understandable to all.				
U	Collaboration and teamwork: A leader of SEND should foster a collaborative and supportive team environment. They should encourage teamwork, cooperation, and shared decision-making among staff, parents, and professionals involved in SEND provision. Collaboration helps to ensure that the needs of individuals with SEND are met holistically.				
U	Empathy and compassion: A good leader of SEND should demonstrate empathy and compassion towards individuals with SEND and their families. They should understand the challenges they face and provide emotional support, encouragement, and advocacy when needed.				
U	Strategic planning and organisation: Effective leadership involves strategic planning and organization of resources, interventions, and support systems. A leader should have a clear vision, set achievable goals, and develop comprehensive plans to meet the diverse needs of individuals with SEND.				
U	Continuous professional development: A good leader of SEND should be committed to their own professional development. They should actively seek opportunities to enhance their knowledge, skills, and understanding of SEND to				