



**CHILDREN &
YOUNG
PEOPLE'S
SERVICES
DIRECTORATE**

**INFORMATION
COMMUNICATIONS
TECHNOLOGY**

**STRATEGIC
DEVELOPMENT
PLAN**

2007 - 2010

<u>Contents</u>	<u>Section</u>
Introduction	1
Vision for ICT	2
Themes	3
Audience	4
Links to Other Plans	5
Resourcing the Plan	6
Summary	7
Theme 1: Supporting schools and educational settings to use ICT effectively to underpin and enhance teaching and learning	8
Theme 2: Implementation of an effective e-communications infrastructure between the Children & Young People's Services, its clients, educational settings, professional agencies and stakeholders	9
Theme 3: Optimising investment in ICT ensuring best value and sustainability	10
Theme 4: Using ICT to increase the efficiency and effectiveness of the services offered by the Directorate to stakeholders including those involved in social care, schools settings, children's and locality centres	11
Reporting Mechanisms	12
Summary Statement	13
Appendix 1: Finance Summary	14

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1. Introduction

The purpose of this document is to summarise the key actions undertaken during the last year of the previous plan and to outline the activities, which North Somerset Council will undertake to deliver its vision for ICT within Children & Young People's Services during the period April 2007– March 2010.

2. Vision for ICT

“To empower all children and young people in North Somerset and those supporting them, through the provision of an accessible, anytime, anywhere, ICT environment, to allow them to fulfil their potential”.

This vision complements the following Council strategic documents:

- Single Plan for Children & Young People – April 2006
- North Somerset Council Corporate Plan 2006-2008
- Corporate ICT Strategy 2006-2009

The use of ICT in the home, the work place and within education has become an essential, inescapable element of everyone's' lives. No longer part of an imagined future, ICT is a tool for learning, communication, storage of data and entertainment. Learning must now encompass the changes in pedagogy that technology has brought about. From static to dynamic, from teacher led to learner led, from time constrained to open all hours, from local to global. Creating flexible learners with transposable skills for future success.

Our ICT Vision is to provide an ICT rich, learning environment:

- where learners can engage and respond to the high expectations set;
- where every learner is accorded equal worth and achieves their full potential;
- working towards achieving equitable access and removing barriers;
- promoting integration of information with clear routes of support;
- providing clear guidelines and support for e-safety issues for young people, families and practitioners;
- supporting the ICT reflective school to engage and harness developing technologies to assist the learner and extend education both within and beyond the school gates.

3. Themes

The Vision and Strategy for Children & Young People's Services will be progressed through a number of actions detailed within the following key themes:

1. Supporting schools and educational settings to use ICT effectively to underpin and enhance teaching and learning, in all phases of education, to include Primary, Secondary , Special and PRU provision.
2. Implementation of an effective e-communications infrastructure between the Children & Young People's Services, its clients, educational settings, professional agencies and stakeholders.
3. Optimising investment in ICT ensuring best value and sustainability.
4. Using ICT to increase the efficiency and effectiveness of the services offered by the Directorate to stakeholders including those involved in social care, schools settings, children's and locality centres.

4. Audience

Fulfilling this strategy will require the full support and approval from a number of groups/individuals/officers within the Children & Young People's Services Directorate and external bodies so that the proposed actions can be delivered within the stated timescale. In translating the themes into reality all partners and stakeholders will need to be clear about the resources that will be required.

Consultation on this strategy takes place each year as part of the annual review with the following:

- ICT Consultative Steering Group
- Primary Heads Association in North Somerset (PHANS)
- Secondary Heads in North Somerset (SHINS)
- Heads Association in North Somerset (HANS)
- Governor Executive Forum
- Executive Member for Children & Young People
- Strategic Schools Forum
- Children & Young People's Services Senior Leadership Team
- Corporate IT Strategy Group
- Children & Young People's Services ICT Strategy Group

5. Links to Other Plans

The ICT strategic plan cannot stand-alone and if it is to be successful, it is crucial that actions and activities contained within this document demonstrate and reflect synergy with other plans across the Council. For the purpose of this document and in no particular order of importance, these are:

- Corporate IT Strategy Plan 2006-2009
- Single Plan for Children & Young People – April 2006
- Medium Term Financial Forecast 2007-08

6. Resourcing the Plan

The capacity to deliver the actions contained within this plan is reliant on appropriate resources being in place, both physical and financial, year on year. Two main funding streams contribute to the overall budget, Department for Education & Skills (DfES) Standards Fund Grant (SFG) and local Council budget, full details of which can be found in **Appendix 1**.

Equipment and software to support central staff is funded from within individual team budgets within the Children & Young People's Services Directorate. There is no uncommitted central funding for equipment/software or the development of infrastructure other than that detailed in **Appendix 1**. The human resources deployed to facilitate the delivery of the strategic plan include representatives from the following teams:

- School Improvement
- Corporate IT
- Capita IT
- Awards and Admissions
- Inclusion
- Policy and Research
- Continuing Professional Development (CPD)

From 2000-2006 schools were reliant on Department for Education & Skills (DfES) grants to meet national targets and also sustain their current infrastructure as older technology becomes redundant and new systems emerge. Grants from the DfES are no longer reviewed annually by central Government and allocations are now included in the formula for each school under Capital and Revenue funding. Elements of grant funding that have been provided are those which cover Broadband and Learning Platform technologies the details of which are summarised in **Appendix 1**. The human resources required to deliver the core elements of the strategy (ICT Strategy Team) and actions outlined in the themes 1, 2, and 3 will continue to be financed until 31 March 2010.

If the overall vision is to be realised, Children & Young People's Services Directorate internal ICT developments for the period 2007-2010 as outlined in Theme 4 will require sustained, continued investment on an annual basis.

It may be necessary to review and refresh the plan from 2008 in light of new three year funding arrangements for schools being introduced by DfES.

7. Summary

Each of the themes detailed within the Strategic Plan have made significant progress during the past year. Building on those achievements during the next twelve months is both a challenging yet daunting exercise for all those involved, working within predefined budgets, to extremely tight time scales with existing resources. The approval of the Medium Term Financial Forecast (MTFF) for 2007-08 has afforded a number of significant actions to be commenced in the early part of the year. Whilst these will need to be fully implemented and sustained, additional work planned for the latter half of the financial year will need to commence as soon as possible in order to meet the targets detailed within each of the main themes.

8. Theme 1: Supporting schools and educational settings to use ICT effectively to underpin and enhance teaching and learning.

Context and Rationale

ICT is implicit in the North Somerset's Children's and Young People's Five Year Plan as a key activity. The national 'Every Child Matters' agenda is a central driver for the direction and focus of ICT developments. The ICT specific strands, which focus on teaching and learning, are:

- To improve and further develop school leadership, management teams and governance in the use of ICT to raise standards through assisted ICT self review
- To improve and develop further the quality of teaching and learning in ICT through support and training
- To raise awareness and provide resources to address e-safety issues for schools and settings
- To promote the dissemination of best practice of ICT within schools providing opportunities for networking, collaborative working and sharing success
- To support the embedding of effective Assessment
- To improve the opportunities for learners to attain accreditation for ICT

The Government agenda 'Every Child Matters' is the focus and over arching framework that informs the focus for the ICT Strategy document. The latest Government Papers, published in spring 2005, 'Harnessing Technology: Transforming learning and children's services' and the '14-19 Education and Skills - White Paper' are also pivotal to the direction and outcomes for the use of digital and interactive technologies to achieve a more personalised approach within all areas of education and children's services. To date 80% of schools have undertaken ICT Self Review. The ICT Strategy team are currently working with Becta to align the North Somerset Toolkit with the Becta Self Review Framework. The benefit to schools, particularly those undertaking ICT Mark accreditation, will be completing one review.

The ICT Continuing Professional Development (CPD) programme has been informed by School Improvement Plans and ICT Self Review priorities as part of the unified offer in North Somerset. A full range of Inset has been offered throughout the year with continued positive feedback from delegates (100% rated inset as very good or better with 68% rating it excellent). A six week basic ICT course created with resources, contextualised in classroom practice, has been piloted and rolled out to teaching assistants. There is a need to review the current mode of training to best fit schools' future needs, whilst recognising that the CPD online system has yet to be fully embedded across all schools. Schools will be assisted in identifying and planning for the ICT CPD needs of staff through use of an online ICTAC audit.

E-Safety has become a national issue with increasing access to the internet via a range of devices. North Somerset has taken a lead in the South West to address the issues by raising awareness in schools and actively working with the South West Grid for Learning (SWGfL) and Avon & Somerset Police. However, whilst access to the internet continues to increase via a range of devices, e-safety will continue to be a key area for development. Future plans include cross directorate working and continued support for schools and settings, including carers.

Opportunities for sharing best practice have continued to develop through local and regional conferences. The annual ICT regional Conference, (led and organised by the ICT Strategy team) recognised nationally as one of the best in the UK, provided schools with access to the latest teaching and learning technologies and ideas from classroom practitioners drawn from local, regional, national and international establishments. Attended by 70% North Somerset schools (500 delegates in total), this event continues to be highly rated by delegates (98% of delegates rated the conference overall as good or better). The primary networking conferences

for ICT coordinators are popular and provide face to face events for teachers, various suppliers and members of the ICT Strategy Team. At Secondary level, termly ICT co-ordinators meetings continue to focus on aspects of the National Secondary ICT Strategy, subject leader development and other local and national initiatives. An e-newsletter is circulated each term to the ICT coordinator and Head teacher in all schools and serves to inform on developments relating to local, regional and national priorities for ICT. The creation of an 'ICT Mark' support group, comprising schools currently working towards ICT Mark, will further enhance the development and dissemination of best practice, whilst the launch of the 'Noscars' film festival for primary schools will support the new Literacy framework 2007.

Support for Assessment has continued with a particular focus on formative assessment strategies. Continuing Professional Development (CPD) has been well attended and features strongly as an area for development in ICT Self Reviews. A guidance pack for primary schools with resources has been produced to aid the Assessment for Learning (AfL) agenda and in March 2007 the new ICT Framework for Primary schools will emerge. This will include assessment as an integral component, embedding ICT. Secondary schools who have planned to undertake the online KS3 ICT test may still do so and plans are in place to use this as part of a range of Assessment for Learning (AfL) approaches.

Actions

Raising standards is reliant on a well-informed senior leadership team with a clear vision that incorporates ICT provision, leading the ICT strategy within each school. The team will continue to work with senior leadership teams in schools to identify areas of strengths and aspects for development in ICT provision in line with national standards. The North Somerset ICT Self Review toolkit will be aligned with the Becta Self Review Framework and made available online for schools. Targeted support will continue to be provided to schools where teaching and learning in ICT is identified as poor.

Implementation of the Secondary ICT National Strategy will continue to be supported at local level through the development of ICT Partnership Plans, provision of targeted ICT Continuing Professional Development (CPD), school visits and residencies.

A programme for inset provision will be developed to align with the needs of staff and available within the annual North Somerset Continuing Professional Development (CPD) unified model of entitlement. The promotion of the online ICT Across the Curriculum (ICTAC) needs analysis audit to all schools via networking conferences and ICT newsletter will continue to support and identify targeted inset to meet individuals' and schools' needs.

E-Safety requires a structured programme of events and resources to support schools with this important agenda. Developments of links with the Teaching & Learning Adviser: PSHE & Citizenship will be explored, initially for secondary roll out and then for primary schools. Resources and up to date links will be continually added to the website, whilst all staff need to be aware and alerted to their responsibilities around possible abuse of emerging technologies. Embedding e-safety within 'Personal, Social, Health and Moral Education' as part of the curriculum will be explored and developed.

Dissemination of Best Practice will be further developed via new technologies. Regional and local conferences will continue, informed by changing agendas and schools needs. New events, like the 'Noscars', will encourage creativity using technology within the curriculum. The ICT e-Newsletter will continue to evolve as web development grows. It is intended to expand the circulation of the newsletter to Chairs of Governors from 2007.

Assessment requires a whole school approach. Quality benchmarking for ICT at KS3 will remain a priority in the Secondary arena. The focus here will be on the development of effective formative assessment practices, shared by all schools and making use of repurposed KS3 ICT Test materials.

The opportunity for more young people to gain ICT related accreditation, at KS4, will be supported through the review of schools' current ICT curriculum offer to pupils and a program which will oversee the piloting of ICT Functional Skills from 2007.

Targets

By 2008

- 90% of *all* schools will have undertaken ICT Self Review.
- 10% of *all* schools will have successfully undertaken 'ICT Mark' accreditation.
- 70% of pupils will have achieved Level 5+ in ICT at KS3 (in line with targets aggregated from those supplied by curriculum leaders, accepting that the ICT assessment process has in the past been lacking in moderation nationally).
- 75% of KS4 pupils have a Level 1 or Level 2 ICT related qualification.
- All schools will have an e-Safety representative.
- 30% of *all* schools undertaken online ICT Across the Curriculum (ICTAC) needs analysis audit with staff.

By 2009

- 100% of *all* schools will have undertaken ICT Self Review.
- 20% of *all* schools will have successfully undertaken 'ICT Mark' accreditation.
- 75% of pupils will have achieved Level 5+ in ICT at KS3.
- 78% of KS4 pupils have a Level 1 or Level 2 ICT related qualification.
- An e-safety pupil programme for KS2-KS3, established in all schools.
- 40% of *all* schools undertaken online ICT Across the Curriculum (ICTAC) needs analysis audit with staff.

By 2010

- 25% of schools will have successfully undertaken 'ICT Mark' accreditation.
- 80 % of pupils will have achieved Level 5+ in ICT at KS3.
- 80% of KS4 pupils have a Level 1 or Level 2 ICT related qualification.
- Effective e-Safety fully embedded and monitored in all schools.
- 50 % of *all* schools will have undertaken online ICT Across the Curriculum (ICTAC) needs analysis audit with staff.
- All ICT Self Reviews demonstrate improvement and are supported by evidence.

9. Theme 2: Implementation of an effective e-communications infrastructure between the Children & Young People's Services, its clients, educational settings, professional agencies and stakeholders.

Context and Rationale

North Somerset Council has continued to link together all its sites via a Wide Area Network (WAN) and in the past year has connected 19 Primary schools via a Broadband link to the Town Hall and implemented an additional internal secure pipe for Secondary schools at a higher bandwidth. All schools and educational settings now have access to Broadband technology at either 2mb or 8mb connections through the South West Grid for Learning (SWGfL). The SWGFL contract is in place for three years until 2009 and schools continue to pay an annual contribution to the Broadband provision based on pupil numbers and a lump sum which increases annually as defined and agreed by the Headteacher consultative steering group.

Implementing an electronic infrastructure, which will transform the communication between the Children & Young People's Services Department, schools and stakeholders in the wider community, has continued to evolve on a number of fronts. The Broadband infrastructure is now in place and all schools and three pupil referral units have access to a managed service through SWGFL which includes the facility for each school to monitor and track its own Internet usage on a 24 hours/7 days a week (24/7) basis. An Acceptable User Policy (AUP) for pupils and staff is in place and monitoring and reporting of any sites that are identified as potentially illegal by the Internet Watch Foundation list (IWF) takes place on a 24/7 basis. This is a particularly important aspect of the communications strand as E-Safety continues to be a key feature of the Every Child Matters Agenda.

Plans are now in place to recruit a lead officer to take responsibility for this theme from April 2007. The decision by the ICT consultative steering group to increase the original post from 3 to 5 days a week serves to highlight the importance attached to this ever expanding theme. The person appointed will take responsibility for the development and implementation of all theme 2 actions within this plan. Working with the latest interoperable technologies will require a strong lead and close collaborative working with schools, Corporate IT and external providers will also be required if actions are to be delivered within the time scale.

The Department for Education Standards (DfES) target to deliver the core features of a personalised web learning space for every student by 2008 and move to a fully interoperable solution by 2010 is by far the most challenging feature within this communications theme. Whilst the core platform for this major initiative is being commissioned in conjunction with the South West Grid for Learning (SWGFL) it will be necessary during the interim period for the authority to continue to make use of existing applications including the Portal, email and the NSC web site. Positive reports have been received from groups of staff, governors and head teachers who have made use of the community facilities within the Portal as it is a web-based application, accessed by users from anywhere with web access and provides a useful working example of one of the core elements of a personalised learning space.

The 2006 target for a common email system accessible anytime, anywhere for all school staff was achieved on time and within budget. Being web-based, the system now addresses the needs of staff that wish to access e-mail from home as well as from school and whilst the system is freestanding, it can also be integrated completely within the Portal, allowing a single log-on to both systems. Further work in this area is however needed in the next year to support those community groups who would benefit from an integrated information sharing system.

Actions

This theme requires a sustained involvement in each year of the plan in a number of key areas, namely:

- The need to sustain and maintain a safe and secure technological infrastructure to enable and facilitate improved communications across all users
- The provision of reliable information to users via a safe and secure interactive web site
- The continued provision of a reliable web based email for all users within a portal community
- The development and implementation of a personalised learning web space for all learners

In order to take these forward a number of activities along with measurable outcomes are planned over the period of the plan, the specific details of which will be included in the service and individual team delivery plans which are updated on an annual basis

Ensuring quality data and information internal links between teams within the Directorate and schools/settings is a key action throughout Theme 4. It is important therefore that actions are undertaken within this theme to ensure that there is provision for remote access to school Management Information Systems (MIS) for business support purposes to include finance team Personnel, school Management Information Systems (MIS) helpdesk/support. This facility needs to be in place by September 2007 and will be one of the early actions for the team to address in April 2007.

The Portal will continue to be available with training to all school staff within the directorate. We will identify key documents, which will be published through the Portal. Additional communities will be established according to users needs. Developing the Portal as a two way communication tool whilst the procurement and implementation of Merlin, the South West Grid for Learning (SWGFL) learning platform takes place will usefully serve to provide improved links between a number of user groups. The integration of the existing email system to all users will be a focus in year one whilst implementation of additional user groups including Governors and will form part of the actions to be undertaken in the latter part of the year. As part of the development of the North Somerset Council website, the Children & Young People's Services area will be developed as a two way communication aid.

Improving information sharing across all subjects and settings will require in the first instance a virtual learning environment (VLE) which provides user storage which is readily accessible through a web browser. In the first year, a number of pilot projects will be established in selected settings to research the various offerings available through the Becta approved list of providers. Reporting back through the ICT consultative steering group the outcomes will serve to assist in the selection of a learning platform for the 4 – 11 age phase. Working in conjunction with SWGFL and the Merlin solution will take up most of the first year, at the end of which all schools will be provided with the core elements of a personalised learning space for pupils.

There is a need to consider the rationalisation that sits behind the information dissemination as the plan unfolds. It is important that this is continually subject to review by the various groups as not all communication requires technology in order to get the message across. It is equally important to consider the changing needs of the stakeholders as the technology will change and there will be an increase in the use of mobile devices and games technology that will impact on how we communicate in the future. Keeping abreast of the changes will be a challenge for all team members and it is therefore important that elements of an Research & Development programme are embedded in this theme from the outset.

Resources

The Easy Mail Plus e-mail system for school based staff will continued to be financed from the funding available within the ICT Strategic Plan and any enhancements will be sourced from within existing budgets. Any additional training resulting from phased improvements will be undertaken at no cost to end users

Funding for the development of the core elements of a learning platform is contained within the Department for Education & Skills (DfES) 121 grant for Broadband and Digital Technologies. Details of the amount available for the next financial year are included in **Appendix 1**. It is planned that the core interoperable elements of the platform will be sourced along with all the fourteen other South West authorities from the tender to be undertaken by SWGFL. Working with the consortium, the intention is to provide a menu of choices for schools as it is recognised that schools will be at differing stages along the route to becoming an e-confident establishment and as such should be allowed to progress at their own pace in line with their school development plan.

The cost of sustaining the current portal for all staff and governors within the authority is currently already accounted for within the annual subscription to the SWGfL. The cost to each secondary school from April 2007 who may wish to use with pupils as an interim is £248.00 p.a, and for primary schools £165.00 p.a. The pupil cost will need to be borne by each school.

The cost of sustaining and moving forward the Children & Young People's parts of the North Somerset Council web site and supporting materials is negligible. The human resource required for undertaking a lead on the web site and supporting the portal and other aspects of the learning platform at a help desk level has recently been realised through internal restructuring within Children & Young People's Services. The ICT strategy team now has a web master in place to take web communications and other aspects of communication associated with this theme forward at a support level. When appointed, the communications theme lead officer will manage and coordinate the work of the web master.

Targets

Sustained development by the ICT Strategy team in conjunction with South West Grid for Learning (SWGfL), Corporate IT team and members of the schools and wider community will ensure that:

By 2008

- The core features of a personalised e-learning web space will be available for all pupils, this covers the provision of an effective VLE facility.
- An E-mail system with advanced features is in place for all school staff.
- All central ICT policies, plans and guidance will be available on the Internet/Intranet.
- The Portal community with integrated email will be available for all school staff.
- A shibboleth single user sign on will be available for all schools.
- Appraise options for a wireless connection within an educational / wider community setting.
- A comprehensive Internet safe monitoring mechanism is in place in all Council settings where children access the web including youth centres, children's centres, carer's homes, libraries and locality teams.
- Identification of pupils engaging with 14-19 Diplomas

By 2009

- All pupils will have access to an e-portfolio for their work.
- 60% of Primary schools will adopt and use the SWGFL Merlin solution as a means of secure communication between themselves and the authority.

- Web based transactions will be in place for users accessing the NSC web site/Intranet.
- Broadband upgrades will have been completed in 50% of Primary schools.
- A resilience plan for failing technology will have been implemented in all Secondary schools.

By 2010

- A fully integrated e-learning platform will have been implemented for all young people.
- Broadband upgrades for all secondary and primary schools will have been completed.
- All schools and educational settings will access information direct from the Intranet.
- Virtual Learning Environment (VLE) and Managed Learning Environment (MLE) systems will be fully interoperable across all educational settings.

Summary

Whilst the major challenge of implementing a communications infrastructure containing the core elements of a Learning Platform solution for educational settings continues over the next two year period, the existing Portal and other web technologies will continue to be used as an interim measure as a means of communication between schools, the authority and communities of likeminded users. Existing virtual learning environment (VLE) systems within schools will continue to be used as a means of delivering aspects of the curriculum whilst the process to implement a truly integrated and consistent e-mail system for all teachers and support staff will continue.

True integration will be realised when all educational settings and all pupils have the capacity to access interactive learning opportunities, anytime anywhere.

For North Somerset Council and the Children & Young People's Services Directorate that target date is **July 2010**.

10. Theme 3: Optimising investment in ICT ensuring best value and sustainability.

Context and Rationale

The government vision for ICT has progressed significantly over the past 3 years. From a position where specific funding has been provided to ensure that a robust ICT infrastructure, broadband provision, hardware, and software could be provided, we are now moving into an era where the focus of ICT is its integration with other subjects and has led to the integration of budgets. The result of this is to move the drive from the provision of ICT to its use.

The focus of new funding is now via the Building Schools for the Future (BSF) programme. This changes the emphasis of ICT from a discrete add-on to an integrated part of the provision. It is expected that the ICT provision will be a driver within a Building Schools for the Future (BSF) project rather than an afterthought. This further promotes the overall integration of ICT into the schools day to day operations.

As the Building Schools for the Future (BSF) process will form the major part of education development for the foreseeable future, this must be reflected in our focus. This will mean that a significant part of the project management resource available will be utilised to ensure that best value is achieved and delivered.

During the past year progress can be summarised as:

- Delivery of ICT provision to 4 new Children's centres (Ashcombe, Crockerne, Oldmixon, and Windwhistle)
- Delivery of ICT provision to new and extended schools (St George's Primary, St Martin's Junior, High Down Infant, EOTAS North and Westhaven)
- Computer Internet Misuse (CIM) pilot
- Delivery of schools ICT service level agreement
- The provision of Cache and content servers to all schools

Every Child Matters places a responsibility on the local authority to ensure the safety of all children in its care. A significant part of this is to ensure that children and young people are provided with a secure electronic environment in which to work, play, and interact. We will maintain an ongoing focus on this provision.

Actions

Within the authority there will be an ongoing focus on the provision of Children's Centres. The ICT provision in these will vary dependant on the scope of each centre but will need to be tailored to meet the needs of the professionals that will be based in or working from it, and will be required to integrate with Locality Teams and Youth Centres and other local authority facilities which may be on the same site. The connectivity from these and other locations, including staff working from home, should allow access to all data and systems which staff require to function to an optimum level. This connectivity will need to mirror the single sign on provision being introduced for all pupils, staff, governors and parents as part of the introduction of e-Learning Platforms.

We will seek to have early involvement in the visioning and design of all Building Schools for the Future (BSF) schools and through regular and ongoing contact with the design and build team monitor the adoption of the vision through to delivery. This is imperative if the authority is to be best positioned when government consideration is being given to future investment in additional schools.

Our aim is to ensure that the provision of ICT to the Children's Centres is robust, cost effective, and meets the needs of all users. This may be particularly challenging where multiple agencies are sharing a facility.

We will continue to monitor the marketplace, identify best practice and technologies, and promote the use of these as appropriate within schools and settings as well as throughout the wider community. Action will be required to align the information access requirements of the schools with the security and data management standards of the authority. Too much resource and manual intervention is currently employed to allow school staff access to information stored within the corporate systems which is routinely and readily available to their centrally based colleagues.

The offer of technical, procurement and project management support to the ICT aspects of school and local authority driven projects will be continued. The provision of an ICT SLA to all schools is to continue, two of the key features of which include:

- a core entitlement for advice on ICT project management and procurement. 1.0 day sec / 0.5 day primary and special.
- Specific technical advice or support from Corporate ICT for all schools. 1.0 day sec / 0.5 day primary and special.

Resources

Funding to support the activities within this theme in addition to that already detailed in **Appendix 1** includes:

- 10% of the Nailsea Building Schools for the Future (BSF) build for ICT infrastructure
- An agreed share of the Trinity school build budget for ICT infrastructure
- School revenue allocations for ICT technical support
- DfES Computers for Pupils budget allocation for Secondary students

Targets

2008

- A single support structure for ICT in each school is in place by September 2008.
- Specific project management support with regard to ICT provision and infrastructure for new builds and major extensions is rated as good or better
- Targeted support for schools undertaking procurement is rated good or better in all projects
- Computers for Pupils project is successfully implemented in participating secondary schools
- All Children's Centres have an ICT infrastructure supporting the delivery of the services they offer.

2009

- A framework contract structure for the procurement of ICT equipment is in place for use by all educational settings
- BSF ICT projects are completed to specification on schedule

2010

- Children & Young People's Services staff have access to the data and systems that they need to work effectively.

11. Theme 4: Using ICT to increase the efficiency and effectiveness of the services offered by the Directorate to stakeholders including those involved in social care, schools settings, children's and locality centres.

Context and Rationale

The development of comprehensive Management Information System (MIS) standards within Children & Young People's Services commenced with the Department for Education & Skills (DfES) Information Management Systems (IMS) Strategy first published in 2000. The National and local impetus and focus on efficient and effective Information Management has to date enabled all schools and school improvement staff to share information accurately, efficiently and readily, adding value to the services provided to identify vulnerable groups.

With the Children Act 2004 and subsequent development of Children and Young People's Services embracing the Change for Children Agenda, the drive now is to broaden the access to and sharing of information as appropriate with the wider range of professionals and settings who are our partners.

The agenda covers access to information for all professionals working with individual children and young people, specific to schools. Ideally they need to be able to provide access to anyone with a "need to know" working with student/pupil not just about the other professionals working with the child, but also seeing contextual pupil information from the MIS via accessible adequate reporting. The key is creating access to all of the factors affecting Children & Young People welfare/education and support and commitment to sharing between all front-line professionals.

The Change for Children requirement that Local Authorities implement the Common Assessment Framework (CAF) by April 2008, Contact Point (previously known as Information Sharing Index) being rolled out and Integrated Children's System (ICS) by October 2008 is a core area of work which ICT will underpin, more specifically the DfES have advised that full implementation of the CAF is not feasible without e-enablement.

The Council's Customer Access Programme demands the creation of an Electronic Document Records Management System (EDRMS) – the corporate project to roll out an EDRMS solution is underway but social care records are prioritised more immediately than 'education' records. Consequently, before EDRMS can be implemented information management arrangements need to be aligned. Working practices within the Children & Young People's Services directorate will need to conform to the future 'workflow' processes, whereby hard copy documents received are scanned, but more importantly in relation to ICT developments that existing electronic records are captured in standard templates and file structures are restructured for clarity and to reduce duplication. The challenge will be to develop file management structure and protocols/ templates for the Children & Young People's Services Directorate to meet government requirements and to enable efficient adoption of the Electronic Document Record Management System.

The central Children & Young People's Services (Education) databases require review, service areas have alerted to required new or additional data or reporting and the refresh of the central database following the impending re-tendering exercise – all of which point to review of and provision for data recording in a variety of areas.

The drive for more integrated workforce development intelligence is being steered by the national agenda. There are workforce data requirements being required through the new School Workforce Census but more importantly, locally there is a need to accord with the wider national drive for workforce development intelligence.

Childcare Act 2006 – Section 12 & 13, duty to provide information, advice and assistance, and duty to provide information, advice and training to Childcare providers. Section 11, duty to undertake a childcare sufficiency assessment by March 2008 and annually thereafter.

Youth Matters – The green paper – To publicise positive activities, the provision of information to young people regarding positive activities and associated facilities.

Actions

There is a need to implement efficient data solutions to enable Change for Children initiatives to be effectively delivered across agencies. Key systems include:

- Integrated Children's System (ICS) Phase II (roll-out to Adoption and Fostering Services, Phase 1 covered provision of mainstream processes for children in need, child protection and looked after children in an electronic case management and recording system for Social Care Children's Services.)
- Contact Point (previously known as Information Sharing Index)
- Electronic Common Assessment Framework (e-CAF)
- Children's Disability Register

The Electronic Data Record Management System (EDRMS) project is being corporately led and the focus currently is within social care adult records, as plans for wider implementation emerge the Children & Young People's Services Directorate will need to respond with prioritisation of social care records.

Management Information System (MIS) requirements for the Youth Service will need to include enablement of the collection and reporting of accurate performance indicator data for the Youth Service.

Implementation of additional MIS modules or databases as appropriate for Children & Young People's Service teams to meet legislative service requirements, are also required along with business needs and/or to assist in meeting Gershon savings.

Over the course of timeline of the strategy there is also a need to:

- Investigate and develop tools to enable electronic data transfer and interrogation capabilities across the directorate and with partner agencies observing security and access requirements.
- Implement all aspects of the Data Sub Programme of DfES/Becta within the directorate to include interoperability protocols, extension of school census to capture data from pupil referral units (PRUs), alternative provision and early year's settings, to incorporate extension of data collection to include school workforce data and post 16 data.
- Align the workforce data collection and maintenance arrangements for schools and centrally employed staff to minimise duplication of effort, ensure data integrity between users and combine with information from other agencies to provide informative management information for the workforce development function.
- Consider electronic data transfer and interrogation capabilities across the directorate and with partner agencies observing security and access requirements.

Targets

By 2008

- Children & Young People's Services central Management Information System (MIS) contract will be renewed.

- Common Assessment Framework (CAF) implemented (eCaf) – April 2008.
- Contact Point (previously known as Information Sharing Index)– start roll out October 2008.
- The Integrated Children’s Services (ICS) Infrastructure will have been adopted, e.g. scanning facilities.
- Training of all staff processing social care records completed.
- Youth Service will use MIS to collect and report Best Value Performance Indicators (BVPI), this data from youth clubs and projects relating to contact, reach, levels of participation, accredited outcomes.
- The Children & Entertainment module will have been reviewed.
- Contracts management & monitoring system will have been enhanced.
- Routefinder module will be in place.
- Appeals on-line system implemented.
- Children’s centres and nurseries are equipped to meet the data collection requirements stipulated by the DfES.
- CPD On-Line interface with corporate Human Resources (HR) & Finance systems completed.
- New data exchange protocols implemented.
- CPD and Personnel systems between schools and corporate systems fully integrated.
- To gather and collect information about Childcare and children’s activities for 0-20 years and upload to www.childcarelink.gov.uk and www.direct.gov.uk Children’s Services Directory will also help schools with their self-evaluation form for signposting parents. (Jan 2008)
- To gather and collect information on staff qualifications working within North Somerset settings and share with colleagues within North Somerset for CPD.
- Gather and collect information on all staff working within the Early Years sector – This will help with ICS.
- Analyse demand for childcare, map supply of childcare, map supply to demand.
- Explore opportunities to share integrated pupil data with schools using for example SIF/GIS

By 2009

- Children’s Services (ICS) fully implemented.
- Contact Point (previously known as Information Sharing Index) will be in place.
- Electronic Document Record Management System (EDRMS) processes for social care records adapted and in place.
- School kitchens asset register reviewed.

By 2010

- Electronic Document Record Management System (EDRMS) complete.
- Implement the recommendations of Management Information System (MIS) provider following best value reviews.
- Management Information Systems (MIS) all updated following best value reviews.

12. Reporting Mechanisms.

In addition to the monitoring and reporting mechanisms already highlighted in the main section of this document, this plan will be presented annually to other groups/individual/officers within the Council for approval and adoption. In no particular rank order these will include:

- Executive Member for Children & Young People
- Executive Member for Finance & Performance
- Strategic Schools Forum (SSF)
- Children & Young People's Services Senior Leadership Team
- Corporate IT Strategy Group
- Children & Young People's Services ICT Strategy Group
- ICT Consultative Steering Group
- Primary Heads Association in North Somerset (PHANS)
- Secondary Heads in North Somerset (SHINS)
- Heads Association in North Somerset (HANS)

13. Summary Statement

The actions and activities outlined in this document serve to inform the reader of how the vision outlined on page one can be turned into reality within the three year cycle.

We believe that whilst the targets set are challenging, they are equally quantifiable in terms of outcome and are both realistic and achievable, subject to existing human resources being sustained for the period of the plan.

Financial resources for the period 2007-08 have been allocated and committed. Sustained funding in addition to that allocated for this financial year will however be required in the following two years of the plan if we are to meet the targets for 2008-2010. The cost of any future developments will need to be considered when the MTFF for 2007-2008 financial year is reviewed. **(Appendix 1)**

14. Appendix 1

Resourcing the Children & Young People's Services ICT Strategy

Category	Funding Requirements	2007-2008
Standards Fund – 121 Broadband & Learning Platforms	DfES contribution £447,192 LA contribution £184,790	631,982
Electronic Learning Credits (eLCs)	100% from DfES	185,984
Computers for Pupils (2 Secondary Schools)	100% from DfES	61,200
Corporate IT - SLA to Children & Young People's Services	Corporate Services charge to Children & Young People's Services (including Youth, Children's Social Services). Apportionment of recharges to directorates is formula based; the two measures for allocation of costs employed by the Council are the count of equipment within the directorates and the amount of helpdesk calls over the year. This is an accounting contribution to the full range of services provided by Corporate ICT.	487,238
Capita Contract – Children & Young People's Services	Annual charge for EMS services to Children & Young People's Services (including EMS licences)	217,000
Capita Admin Contract - Schools	Annual cost of service purchased from Capita by schools (billed direct)	210,000
Children & Young People's Services - ICT Team	Core funding	294,780
Children & Young People's Services ICT Strategy budget (See detail overleaf)	Core funding	89,500
Contact Point (previously known as Information Sharing Index) Grant	100% revenue grant funding	160,645
Integrated Children's Services (ICS) Grant	100% capital grant funding	48,000
Total Expenditure		2,386,329.00

Medium Term Financial Forecast (MTFF) Approved Bids 2007 – 2008

MTFF Bids 2007 -2008	Notes	2007–2008 £
Development of Common Assessment Framework (CAF) & Contact Point (previously known as Information Sharing Index)	Revenue	151,000
Children & Young People's Services Capital Funding: <ul style="list-style-type: none"> • MIS Youth Service System - £45,000 • eCAF - £80,000 • EMS/SWIFT and Oracle upgrades - £75,000 • ICS mobile access - £40,000 	Capital	240,000
Total Expenditure		391,000

Children & Young People's Services ICT Strategy budget - 2007-2008 breakdown

Core Expenditure	Cost (£)	Budget
CSS and EPM modules – annual maintenance.	20,000	Core Children & Young People's Services funding
Pulse – annual maintenance	17,000	Core Children & Young People's Services funding
Pupil Attendance & Exclusions	6,000	Core Children & Young People's Services funding
A&T online (Admissions)	10,500	Core Children & Young People's Services funding
Web box	7,000	Core Children & Young People's Services funding
Business to Business (B2B) System	12,000	Core Children & Young People's Services funding
Easymail plus system.	11,000	Core Children & Young People's Services funding
Delivering Change for Children Programme	6,000	Core Children & Young People's Services funding
Total Expenditure	89,500	

NOTES:

Costs above include annual maintenance and licences for Education Management System (EMS) modules implemented since 2005-06.

The capacity to deliver the actions contained within the Children & Young People's Services ICT Strategy is reliant on appropriate resources being in place, both physical and financial.

Two main funding streams contribute to the overall budget, DfES Standards Fund Grant (SFG) and local Council budget.

The first and third tables detail the existing committed financial resources for 2007/2008. The second table identifies the new Medium Term Financial Forecast (MTFF) bids for 2007/2008.