Inclusion is making positive change

A Service Support Plan (SSP) is an assessment, planning and evaluation tool designed to assist educators in eligible children’s services to build their capacity to include children with additional needs and to establish, improve and maintain quality inclusive environments for all children.
Developing a SSP

The development of a SSP is underpinned by the processes of reflective practice, undertaken with support from an Inclusion Support Facilitator (ISF) to assist educators to:

- Undertake a **Service Review** to:
  - reflect on what is currently happening within the service or care environment, including issues and dynamics impacting on educator’s capacity to include children with additional needs; and
- Create a **capacity building plan** that supports educators to:
  - identify staff needs
  - determine team goals
  - develop an action plan to achieve these goals
  - identify and locate resources to implement the plan
  - review progress towards their goals and identify future directions.

**Tips for making the most of an SSP:**

- Get the whole team on board. This will mean they are more likely to have ownership of the plan and play a part in implementing it.
- Be specific about the actions. This means being clear and explicit about who will do what, where, when & how.
- Make sure the goals are achievable. Challenging goals are good, but if they are too difficult people may lose hope or give up.
- Continue to build on what is already happening and working well, as well as including additional strategies and/or solutions that may be required.
- Choose strategies that are realistic and manageable, given the resources and supports available.
- Stay on track by making time to reflect, evaluate, and celebrate successes as you go.

**Key Points**

- A SSP is a planning tool for educators to build capacity, promote quality, and support inclusion.
- Reflection is an important part of developing, implementing and reviewing the plan.
- SSPs also support ongoing professional learning and continuous improvement.
- A SSP is required to support applications for Inclusion Support Subsidy (ISS) and Flexible Support Funding (FSF), and for accessing bicultural support and specialist equipment.
- ISFs are available to assist teams of educators in the process of developing a SSP.

**For more information**

More information is available in the Inclusion and Professional Support Program (IPSP) Guidelines. The current version of the guidelines can be accessed from the Department of Education, Employment and Workplace Relations (DEEWR) website. Information about the IS Portal can also be accessed here, and on the KU Children’s Services website. A range of fact sheets about SSPs and other related issues can also be accessed from the KU Children’s Services website.

The role of **Inclusion Support Agencies** in all regions across Australia is to provide education and care services with resources and access to a range of practical supports so that those services can provide quality inclusive environments for all children.

For contact details of local **Inclusion Support Agency** visit your Professional Support Coordinator’s website.

For more information go to:  www.pscalliance.org.au