

Children's Speech and Language Therapy Service (CSLT) & Leeds Community Healthcare NHS Trust (LCH)

June 2026

Opening

The Children's Speech and Language Therapy Service have been updating the templates which we use for our reports and support plans. We write these after we have assessed a child or young person. It provides information for parents/carers, settings and the GP involved in a CYP care.

Opportunity

Inviting the Youth Board to review CSLT report and support plan templates offers an opportunity to improve the clarity, accessibility and relevance of information provided to schools and parents/carers. Their feedback can help ensure language is easy to understand, reduce unnecessary jargon and make recommendations more user-friendly. Involving young people strengthens co-production, supports person-centred practice and ensures resources reflect the needs and experiences of service users. This can increase engagement with advice, promote self-advocacy, improve inclusivity and provide valuable quality assurance. It also demonstrates the service's commitment to participation, continuous improvement and working collaboratively with children and young people.

Outcome

The Youth Board provided valuable feedback that helped improve the clarity, accessibility and user-friendliness of CSLT report and support plan templates. They were happy that we use of understandable language and minimal jargon. The review strengthened co-production, increased confidence that documents meet the needs of service users. Overall, the process enhanced the quality and effectiveness of the information shared by the service, helping users better understand and act on the advice provided.

Obligation

