Oldham Specialist Support Service Request form

(Educational and Child Psychology Service ONLY)

In order to provide a more equitable and needs led service, from November 2023, the ECPS will be piloting a new delivery model

1. A core centralised offer, for which a calendar overview has already been provided.
2. An ‘on request’ offer, to respond to specific needs from individual schools/academies, subject to capacity and at the discretion of ECPS.

For all individual requests relating to work specifically for your school/academy please use this form.

Completed enquiry forms will be considered by OSSS Management for the most appropriate response.[[1]](#footnote-1)

Please see Appendix A for working practice.

This request form is for use by maintained and academy schools, both mainstream and special, in Oldham.

|  |
| --- |
| School/setting name: |
| Person making the request:Role:Signed:Date: |
| Date of Request: |
| Consent form attachedYES/NO (please select) |

|  |  |  |
| --- | --- | --- |
| Work type requested(Please tick one) | Bespoke training/workforce development[[2]](#footnote-2) |  |
| Case work (no previous involvement/no involvement in last 12 months) |  |
| Case work (specialist services involvement in last 12 months) |  |
| EHCP maintenance work (please specify), including attendance at an Annual Review |  |
| Other (please specify) |  |
| Outline of reason for request*In addition to current support what are the outstanding concerns?* |  |
| Have you consulted the Graduated Response toolkit and/or Inclusion Framework? | YES / NO |
| Have you consulted with any external professionals?*Please state who/ what support has been provided (where case work)[[3]](#footnote-3)* |  |
| Identified primary area of need (where case work) |  |
| What previous training you have had in this area (where a training request) |  |

Please attach any current SEND support plans or equivalent

**Please return to** **osssenquiries@oldham.gov.uk**

**Appendix A**

Working Arrangements

* 1. To access the ‘on request’ offer, settings **must** complete and submit the attached enquiry form.
	2. Work requested via this form is subject to capacity. Educational Psychologists (EPs) are unlikely to take up more than one piece of work per setting at a time, except where agreed as an exception.
	3. Settings are advised to make requests in a manner consistent with this, ensuring appropriate prioritisation of work.
	4. Settings will ensure they have utilised the wide range of service offers prior to requesting work, e.g., SEND and Inclusion Hub, consultation sessions.
	5. The SENCo will be the initial point of contact unless otherwise stated.
	6. The school / academy will need to arrange any requested meetings, as agreed in advance following negotiation.
	7. In relation to non-statutory work the school / academy must ensure that informed, recent, signed consent from parents / carers has been obtained **prior** to any ECPS involvement.
	8. The school / academy will make appropriate records and documents available for the ECPS on request.
	9. Written feedback will be provided as agreed and copies sent to the SENCo for circulation to parents / carers and others as appropriate. Written feedback is not an automatic outcome of case work involvement and should be negotiated with the Educational Psychologist (EP)
	10. Case work activities will be determined by the EP in discussion with the setting.

EPs are required to adhere to the Health and Care Professions Council (HCPC) Standards of Proficiency. (Please contact us if you require a copy of these).

1. *EP involvement should support settings to develop/strengthen their graduated response around child/ren with SEND. The ECPS is unlikely to respond to casework enquiries which are not consistent with this aim, e.g., to support a setting’s request for an EHCNA, to facilitate change of placement; enquiries made by settings on behalf of other parties. If you are unsure about the suitability of a request, please discuss with your link EP* [↑](#footnote-ref-1)
2. This will incur a charge [↑](#footnote-ref-2)
3. A SEND support plan or equivalent can be attached [↑](#footnote-ref-3)