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**Primary Outreach Service**

PART OF THE PROVISION OFFERED BY KINGSLAND SCHOOL, OLDHAM

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Information for Parents and Carers

This leaflet gives you information about the POS service to enable you to make an informed decision about the team becoming involved with your child

**Primary Outreach Service**

**Parental Consent Form**

I have read the information on the other side of this page and give consent to POS/SOS involvement with my child.

Child’s name ………………………………………………………………………………………….…………

 Child’s Date of Birth …………………………………………………………………………………………….

 School ………………………………………………………………………………………………………..…

 Parent’s Name ……………………………………………………………………………………….…………

Parent contact details ……………………………………………………………..……………………………..

**I, the undersigned, acknowledge that I have been informed about the Positive Handling procedures used at school, and I consent to these techniques being applied to my child if necessary.**

Parent/Guardian Signature: ………………………………………………………………………………………………….

Date:…………………………………………………………………………………………………………..

**POS Staff** work with schools to help support children with Special Educational Needs and Disability (SEND).

POS works with pupils who are experiencing social emotional and or mental health difficulties (often referred to as behaviour difficulties) and those at increased risk of exclusion.

**Getting POS Involved**

Oldham POS Team mainly takes requests for involvement from schools. All schools have a Special Educational Needs Co-ordinator (SENCo)/Inclusion Manager who will liaise with the POS staff. For the school to involve POS Staff they must first obtain the consent of someone with parental responsibility for the child.

**What does POS Involvement mean?**

POS Staff involvement with a child will vary from case to case, depending on the nature of the child’s needs and the support they require. As part of our involvement, we may undertake some or all of the following:

* **Discussion with staff who work with your child**

Staff hold a lot of useful information about your child in school. By working together and problem-solving, staff and the POS staff can identify some things that school staff can change to help your child. The POS staff may also observe your child in school to inform these discussions. Sometimes these discussions are sufficient, and no further POS involvement is needed.

**Work with your child**

As part of the information-gathering process, the POS staff may work alongside the school staff to explore the nature of any difficulties reported.

The POS staff will also talk to your child to try to obtain their views about the situation. Depending on the circumstances, the POS staff may work alongside your child and the school staff for a period until everyone involved feels the situation has improved.

* **Discussion with parents/carers**

The POS staff are happy to discuss with you their involvement with your child. Where the POS staff has more in-depth involvement they may ask to meet with you as part of the assessment process. The POS staff may ask questions about your child at home and ask for your views and ideas about helping your child.

* **Information sharing**

Sharing information about your child is an important part of understanding their needs and helping them. The POS staff may therefore see information from other professionals, e.g. professionals from Health including Health Young Minds and Early Help/ Social Care. Similarly, the POS staff may also share the information they have gathered with other relevant professionals. POS Staff will only share their information when they consider this to be in your child’s interest and in all, but emergency or safeguarding situations will seek your consent first. No information will be shared for marketing purposes and any information we keep about your child will be held securely for the legally prescribed amount of time. You have the right to view information kept in your child’s file through following procedures contained in the Freedom of Information Act 2000.

* **Feedback**

Any written feedback provided to the school about your child is available from staff at your child’s school.

**Our Staff**

All POS Staff have worked extensively in the field of special education. Occasionally we may be accompanied by volunteers who are looking to train in the field of SEMHD. These volunteers will be always supervised by POS staff.

**Giving Consent**

To give consent for POS staff involvement with your child, please sign the enclosed form. POS staff involvement will not commence until this has been received by the POS Service.

**As part of our commitment to ensuring the safety and well-being of all staff and pupils, we may need to use Positive Handling techniques. Positive Handling is used only in exceptional circumstances, such as when a pupil’s behaviour poses a risk of harm to themselves or others. DfE (2013) Use of reasonable force Advice for headteachers, staff and governing bodies.**

If your child is in Year 6, we may refer their case to our Secondary Outreach Service. By signing this consent form, you are also giving consent for the involvement of the Secondary Outreach Service.