

Southampton Advisory Outreach Service for SEND



Agreed practices for partnership working with schools

Protocols to be followed by the service provider:

1. Make contact with the recipient school within 10 working days of the request being agreed by the Primary Headteachers' Inclusion Group or a booking form being received.
2. Carry out an initial assessment visit, including observation of the pupil and consultation with key staff.
3. Carry out an agreed number of visits to work directly with pupil and/or consult with staff as appropriate.
4. Set up a review/evaluation meeting with the receiving school to review outcomes of the intervention.
5. Provide verbal and written reports/records where appropriate.
6. Ensure appropriate and effective supervision systems are in place to support the work of outreach staff.
7. Share resources with the receiving school as appropriate.
8. Inform the receiving school promptly of any need to cancel or reschedule visits.
9. In the event of any safeguarding concerns, inform the school's Designated Lead Officer.
10. Follow host and recipient health and safety guidance, including any risk assessments, in relation to Covid 19.

Protocols to be followed by the service recipient:

Who will take responsibility

1. Identify a key person as a main point of contact with the service, including a name, email address and contact number.	
2. Enable a member of the senior leadership team to attend initial and final meetings in order to confirm working arrangements, agree objectives and review outcomes.	
3. Ensure that requests for support are signed by parents/carers before support can go ahead.	
4. Liaise with parents/carers throughout the intervention and provide copies of reports on request.	
5. Inform the pupil/student in advance that additional support will be provided.	

6. Provide key documentation to SAOS in advance of the initial visit, as requested e.g. EHC Plan, behaviour plans.	
7. Provide a suitable space for outreach staff to work jointly with pupil/student and staff and make reasonable resource facilities available for use in order to support the programme.	
8. Inform the service as early as possible of any changes that may affect the visit e.g. absence, school closure, off site visit etc.	
9. Work collaboratively with outreach staff to increase own ability to meet the needs of the pupil/student and in turn contribute to the monitoring, evaluation and review of the intervention.	
10. Take responsibility for cascading advice and strategies to other members of staff in order to build capacity within the school.	
11. In the case of children with very challenging behaviour, ensure a behaviour management plan/risk assessment is in place as Outreach staff cannot become involved in physical intervention.	
12. Ensure there is a consistent member of staff to work alongside Outreach SSAs to enable work to be modelled and monitored.	
13. Allow time for the staff member to develop and make resources where appropriate and implement strategies between visits.	
14. Complete an online evaluation form at the end of the intervention in order to inform improvements to the service. <u>Data generated from the survey will remain anonymous and may be used for research purposes.</u>	
15. Agree to abide by Risk Assessment Guidance provided by the host school in relation to Covid 19.	

Schools need to be aware that as SAOS is commissioned and funded by the Local Authority, it is required to share outcomes and levels of engagement for monitoring purposes.

Name of pupil:

Name of school:

Date:

1. Signature of service user:

_____ (SLT/SENCo) _____ (PRINT NAME)

2. Signature of service provider:

_____ (Outreach Advisory Teacher) _____ (PRINT NAME)