

Children 0 – 5 years (Preschool)*

REQUEST FOR SPECIALIST EARLY YEARS SUPPORT TEAM INVOLVEMENT

BEFORE completing this form, please read and sign our privacy notice (page 7-9)

Please indicate below which part of the SEYST you are requesting involvement from:

Early Support
☐
Portage
☐
Specialist Early Years Teacher (SEN)
(*2-5 years)
☐

Complete pages 1-3

Complete pages 1-3

Complete pages 1-3 and appendix 1

Child's full name:					Gender: M/F
Date of Birth:				Age at present:	
Address:					
Name of Parents/Carers:					
email address(es): <i>please print clearly</i>				Contact Number(s):	
Ethnicity of Child: <i>please tick</i>					
Asian / Asian British – Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	White European	<input type="checkbox"/>
Asian / Asian British – Indian	<input type="checkbox"/>	Mixed – Any other mixed background	<input type="checkbox"/>	White other	<input type="checkbox"/>
Asian / Asian British – Pakistani	<input type="checkbox"/>	Mixed – White & Asian	<input type="checkbox"/>	Gypsy / Roma	<input type="checkbox"/>
Any other Asian Background	<input type="checkbox"/>	Mixed – White & Black African	<input type="checkbox"/>	Traveller of Irish Heritage	<input type="checkbox"/>
Black / Black British – African	<input type="checkbox"/>	Mixed – White & Black Caribbean	<input type="checkbox"/>	other	<input type="checkbox"/>
Black / Black British – Caribbean	<input type="checkbox"/>	White British	<input type="checkbox"/>	Prefer not to state	<input type="checkbox"/>
Any other Black Background	<input type="checkbox"/>	White Irish	<input type="checkbox"/>		
Primary area of need:			Secondary area(s) of need (if appropriate):		
Main language used at home:			Other language(s) used at home:		

Has a FEHA been completed? (Family Early Help Assessment)				YES/NO	
If Yes, by whom?					
Is the child in Local Authority Care?				YES/NO	
Was the child born low weight /pre term?	Birth Weight		Gestational weeks		
Is the child in receipt of additional funding such as:					
Early Years Inclusion Fund				YES/NO	
Early Pupil Premium				YES/NO	
Disability Access Fund				YES/NO	
Other – please specify				YES/NO	

What is the reason for this request? Please outline the nature of the child's needs and your concerns. *Please attach any additional relevant information, eg: reports, MSP.*

Child's weekly timetable: *please insert setting(s)/activities attended*

	Monday	Tuesday	Wednesday	Thursday	Friday
am					
pm					

OTHER AGENCIES INVOLVED WITH THE FAMILY

(To be completed by ALL requesting involvement

Please tick all

relevant agencies and provide name where available)

Agency	Name	Contact details
Paediatrician		
GP		
Health visitor		
Physiotherapist		
Occupational therapist		
Speech & language therapist		
Orthoptist/Ophthalmologist		
Dietician		
Children's community nursing team		
Specialist hospital consultant		
CAMHS		
Educational Psychologist		
Specialist Teacher (VI/HI/ASC/Phys/Med)		
Audiologist		
Social worker		
Voluntary services		
Nursery/Childminder Setting		
Other (Please specify)		

PARENTAL CONSENT

I agree to the involvement of the City of York Specialist Early Years Support Team, which is part of the Educational Psychology Service. I understand that this may involve specialist staff working directly with my child, family and educational setting staff, with my knowledge.

I agree to the sharing of information about my child with other professionals who are already involved, or who become involved with them during the time that the Specialist Early Years Support Team and/or Educational Psychology Service is involved, in order for them to provide co-ordinated support and to improve multi-agency working.

I understand that as a result of this involvement my child's name, date of birth and address, together with parents/carers names, will be recorded by City of York Council, both paper and electronic records may be kept and that these records will be kept securely and destroyed safely, according to their document retention and deletion policy. For non-statutory files this is up to 25 years of age and for statutory (EHC Plan) files this is 35 years from closure.

I understand that under the Data Protection Act 1998, I have the right to request a copy of the information the City of York Council holds about me/my child.

***** Referral to Specialist Early Years Support Team requires parental signature *****

Name of parent/carer:			
Signature:			
Date:			

Involvement requested by:			Date of request:
Position Held:			
Address:			
Contact Number:		email:	

Please return this completed form by post to:

Specialist Early Years Support Team
The House, Hob Moor Children's Centre,
Green Lane, Acomb, YORK. YO24 4PS

or from a **secure** health email (nhs.net) to:

sara.pay@york.gcsx.gov.uk or
caroline.walsh@york.gcsx.gov.uk

or from a City of York email (york.gov.uk)

seyst@york.gov.uk

WHAT HAPPENS NEXT?

Once a signed request for service involvement has been received, basic details will be recorded by City of York Council. Providing the request meets the criteria (see page 6-7) it will be passed to the SEYST Referral Panel to consider. The person making the request will be advised of the decision to accept or decline the request giving reasons why.

Once accepted, a member of the Specialist Early Years Support Team will be in contact with you and/or the Early Years Setting to arrange to meet you and your child.

We look forward to working with you and your child.

SPECIALIST EARLY YEARS TEACHERS

To be completed by Early Years Settings requesting involvement from Specialist Early Years Teachers (SEN)

How do the child's needs affect their access to the learning environment and curriculum?

What SEN Support is already provided for the child in your setting?

How has this made a difference for the child?

What would be helpful or needs to change?

How are you hoping that the Specialist Early Years Teachers (SEN) may be able to help you and your setting to address the child's needs? *(i.e. what would you like the child to do, achieve or get better at?)*

SPECIALIST EARLY YEARS TEACHERS

All essential documents must be attached. Please tick to confirm each document is attached.

IF CORRECT DOCUMENTS ARE NOT ATTACHED - THIS FORM WILL BE RETURNED

Essential documents to attach for request for SEYT(SEN) involvement:

- ☐ Minutes / records of My Agreed Outcome Meeting(s)/ reviews
- ☐ Evaluated 'My Agreed Outcomes' sheets
- ☐ Early Years Foundation Stage (EYFS) records including a baseline of the child's skills across all areas of development, trackers and characteristics of learning.
- ☐ Completed Every Child a Talker Monitoring Tool
- ☐ For children with behavioural needs, copies of STAR and evaluated Behaviour Change Charts

Additional information to attach:

- Reports/advice from other professionals e.g. Speech and Language Therapist
- Any additional information about strategies you have used or ways you have helped the child
- Minutes of multi-agency meetings, as appropriate, including FEHAs

Guidance notes: brief description of each service and entry process

EARLY SUPPORT is a way of working that aims to improve the delivery of services for disabled children, young people and their families. It enables services to coordinate their activity better and provide families with a single point of contact and continuity through key working. It ensures that service delivery is child, young person and family-centred. It focuses on enabling services and practitioners to work in partnership with children, young people and their families.

Who can refer?

A referral can be made by any agency: Health, Education or Social Care. We also welcome referrals from families themselves.

Referral Criteria:

- Child aged 0-5th birthday
- Has complex and/or multiple health, social or educational needs or a disability
- Receives support from 3 or more services eg. Health, Education or Children's Social Care
- Lives within the City of York

PORTAGE is a home visiting education service for pre-school children with disabilities and/or additional needs. The aim of Portage is to help parents help children develop and learn.

Who can refer?

Parents can refer themselves and referrals can be made by any agency: Health, Education, Social Care, Voluntary Sector etc.

Referral Criteria:

- Child aged 0 – 5th birthday
- Has difficulties in more than one area of development or a diagnosis which may predict such difficulties
- Children born low-weight pre-term who are at risk of developmental difficulties
- Children in care of the local authority where there are concerns about their development
- Lives within the City of York

SPECIALIST EARLY YEARS TEACHERS (SEN) have expertise and training in child development, early learning and meeting the needs of children with additional needs in the early years. They aim to enable pre-school children with additional needs to access the Early Years Foundation Stage as fully as possible and support families and other professionals in developing their skills.

Who can refer?

Early Years practitioners and professionals from other agencies, such as Health or Social Care can make referrals. These must always be made with the signed consent of a parent or carer.

Referral Criteria:

- Child aged 2nd – 5th birthday
- The child's primary area of need is learning, cognition, SEMH or speech and language (if the child's communication needs impact on his/her learning)
- Lives in the City of York but does not attend an early years setting, or attends an early years setting within the City of York
- Has been supported and evidence provided of interventions at Band 1/2
- If a pre-school child has been known to the Specialist Teaching Team but the primary area of need changes to learning and cognition, it may be appropriate to refer to the Specialist Early Years Teachers (SEN)

We keep our privacy notice under regular review and it was last reviewed and updated in May 2018.

When we use your personal data, City of York Council (CYC) complies with data protection legislation, and is the registered 'Controller'. Our data protection notification is registered with the Information Commissioner's Office (ICO) – reference **Z5809563**.

If you have any questions about this Privacy Notice or you want to contact the council's Data Protection Officer, you can email foi@york.gov.uk or phone [01904 554145](tel:01904554145) or write to

Data Protection Officer
City of York Council
West Offices
Station Rise
York
YO1 6GA.

Why do we collect information?

- The information you provide to SEYST enables us to support children 0-5 years and their families to meet our legal responsibilities in accordance with the SEND Code of Practice (2015).
- We will ask for your written informed consent for non-statutory work such as consultation and assessment, prior to direct involvement with you or your child.
- For statutory work, the information you provide enables us to fulfil our legal duties, including:
 - statutory advice to the Local Authority as part of an education, health and care needs assessment
 - monitoring of provision and outcomes to contribute to the annual review process for children and young people who have an Education, Health and Care Plans (EHCPs)
- The information you give us ensures that we can offer an appropriate assessment of need and provide recommendations regarding special educational provision.
- We collect and use your personal data because we have asked for and you have given us, your explicit informed opt in consent.

What information do we collect?

We collect and use the following information:

- Personal information (including name, date of birth and contact details)
- Characteristics (including gender, language and ethnicity)
- Details of any special educational needs for children
- Where appropriate, relevant medical information for children or parent/carers
- Where appropriate, relevant information regarding your/your child's status as a child/young person in care
- Attendance/exclusion data from the child's educational setting
- Any additional personal information (including the name/contact details of the parent/carer) that is necessary for us to assess and provide you with the service you require
- Previous involvement with specialist services

Who is collecting the information?

- Information is collected by Portage Home Visitors, Specialist Early Years Teachers (SEN), Early Support Co-ordinator, Educational Psychologists and SEYST Business Support, on behalf of the City of York Council (CYC) SEYST and the Local Authority.

How is the information collected and stored?

Information about you/your child is collected through:

- completion of the 'Request for SEYST form, either electronically or a paper copy. This form will also ask for your consent to the involvement of the Specialist Early Years Support Team.
- meetings with you, and your child
- consultation with other professionals

- professional/relevant service reports or CYC databases
- post, email and telephone conversations as appropriate

When we ask you for personal information, we will:

- ensure you know why we need it
- only ask for what is necessary for the work we are undertaking
- store it securely (electronically from 2017)
- ensure access is only given to authorised staff on a need to know basis
- retain it up to the age of 25 years for non-statutory files and 35 years from closure for statutory (EHC Plan) files.
- securely and confidentially delete/destroy this personal information when we no longer have a need to keep it.

We ask that you:

- give us accurate information
- inform us of any changes
- inform us as soon as possible if you notice mistakes in the information we hold about you/your child.

How do we use your personal information?

We will use your information to:

- Ensure that services and practitioners understand how they can best help you/your child
- Support our work with your child in his/her setting, or in your home or another setting
- Take photographs of work produced by your child for record keeping and assessment arrangements. Photographs will not be used for any other purpose without the additional consent of parents / carers (see below).
- Provide the child and family with appropriate services
- 'Sign post' the family to appropriate support
- Measure whether our services are improving lives for children, young people and families
- Help us develop and improve our services
- Help inform which services and interventions require commissioning across the City of York to support families and communities
- Create statistics that are anonymous and cannot be linked back to you or your family for the purposes of local and national surveys
- Administer and protect public funds.

Who do we share data with?

We may share information about you/your child with other relevant professionals who are already involved, or who become involved, during the time that they are known to the Specialist Early Years Support Service to provide co-ordinated support and to improve multi-agency working.

Below is a list of parties with whom we regularly share information:

- Educational settings
- CYC SEND Specialist Services
- Professionals from Health, Social Care and Early Help teams

We will not share your personal information with any other organisation or 3rd party other than those set out in this privacy notice without your consent, unless required to do so by data protection law, in delivering our statutory functions (Children and Families Act 2014), or such actions are necessary for safeguarding children and young people.

We may use the information to create statistics that are anonymous and cannot be linked back to your family or individuals. We could use these statistics to see how the Specialist Early Years Support Service, the wider Council and its partners are supporting families and individuals, to help design better services and to contribute to national surveys and government returns e.g. to the Department for Education (DfE).

Your rights

You can find out about your rights under data protection law, on the [Information Commissioners Office \(ICO\) website](https://ico.org.uk/your-data-matters). You can also find out more about how the City of York Council uses personal information and your rights at <https://www.york.gov.uk/privacy>

You have the right to ask us if we hold personal information, what it is used for and to view the information we hold. You also have the right to know whether we disclose your personal information to other people and to ask us to correct anything that is wrong.

You have the right to see your personal information with some specific exceptions. For example, you will not be allowed to see personal information that contains details about someone else, even a member of your own family, until that person has given permission. There may be occasions when it would not be in your best interests to see it. If that is the case we will ensure that you are given a full explanation at the time so that you understand why this decision was made.

You can ask the council to stop processing your personal information in relation to any council service. This may delay or prevent us delivering a service to you. We will seek to comply with your request but may be required to hold or process information to comply with our legal duties.

If you want to exercise any of your rights or if you have a complaint about how we are using your information, please contact the council's Data Protection Officer, by email to foi@york.gov.uk or phone [01904 554145](tel:01904554145) or write to

Data Protection Officer
City of York Council
West Offices
Station Rise
York
YO1 6GA.

I give my consent for my personal information to be processed as described in the privacy notice above.		
Name	Signature	Date

If you wish to withdraw consent for the Specialist Early Years Support Team to process your/your child's data at any time then please contact:

The Principal Educational Psychologist
City of York Council
SEN Services
West Offices,
Station Rise
York
YO1 6GA
educational.psychology@york.gov.uk