

Early Years

REQUEST FOR EDUCATIONAL PSYCHOLOGY SERVICE CONSULTATION

BEFORE completing this form, please read and sign our privacy notice (page 6-8)

Name of EP:	Date of request:
Name of preschool setting/nursery:	

Child's name:		Gender:
Date of Birth:	Age at present:	
Name(s) of Parents/Carers:		
email address(es): <i>please print clearly</i>	Contact Number(s):	

Ethnicity of Child/Young Person: please tick

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"/>	Traveler 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:	

Involvement requested by:	
Position Held:	
Contact Number:	email: preferably secure 'nhs.net' or 'york.gov.uk'
EPS Consultation leaflet shared with parent/carer Yes / No (please delete as appropriate)	

OTHER AGENCIES INVOLVED WITH THE CHILD

(Please provide all relevant agencies and dates and nature of involvement)

Agency	Dates and Nature of Involvement
Health	
Paediatrician	
GP	
Physiotherapist	
Occupational therapist	
Speech & language therapist	
Orthoptist/Ophthalmologist	
Dietician	
Children's community nursing team	
Specialist hospital consultant	
Audiologist	
Child and Adolescent Mental Health Service (CAMHS)	
Local Authority	
Educational Psychologist	
Specialist Teacher (VI/HI/ASC/Phys/Med)	
Social Care	
Voluntary services	
Youth Justice Team	
Other (Please specify)	

Has a FEHA been completed? (Family Early Help Assessment)	YES/NO
If yes, by whom?	
Is the child/young person in Local Authority Care?	YES/NO
Is the child/young person in receipt of additional funding Please state:	

Section A

What is important to the child, what are their preferences?

What are the parents'/carers' aspirations?

What one or two priorities would you like to talk about for this CYP in the consultation?

For example, Playing and Exploring, Active Learning, Creative and Critical Thinking

Section B

Developmental history, background (including significant life events)

What has been put in place, how long for, what has the impact been?

Section C

Current picture: what is going on at the moment?

What is their current attainment and recent progress? if you have any recent assessment data, please include this

All applicable documents should be attached. Please tick to confirm if each document is attached.

- SEN Support / IEP or My Support Plan (MSP) if completed
- Health Care Plan if appropriate
- Timetable of support or provision map
- Assessment Data e.g., *termly Tracker, EYFG, Birth to 5 Matters ranges*

Other applicable information to attach:

- Reports/advice from other professionals eg Portage
- Any additional information about strategies you have used or ways you have helped the child/young person.
- Minutes of multi-agency meetings, as appropriate including FEHAs.

Guidance notes: brief description of service and consent

EDUCATIONAL PSYCHOLOGISTS provide advice on children's development to practitioners, staff and parents/carers through direct casework, training and consultation

Who can request EP involvement?

- If a child/young person is attending a York school or setting (early years or Post-16), the involvement of the Educational Psychologist is negotiated with the Special Educational Needs Co-ordinator (SENCO), usually at the termly planning meeting. There must be parental permission or permission from the young person if over 16 yrs.

Criteria for requesting EP involvement:

- Where there are concerns about a child’s learning, development and/or participation in school.
- Where these concerns persist after staff have implemented a graduated response

PARENTAL CONSENT

I agree to the involvement of the City of York 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 relevant professionals who are already involved, or who become involved with them during the time that the 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.

I understand that under the data protection law, I have the right to request a copy of the information the City of York Council holds about me/my child.

Name of parent/carer:	
Signature:	
Date:	

WHAT HAPPENS NEXT?

Educational Psychology involvement is through prior discussion and agreement with the school/setting. A request is completed by the SENCO of the school/setting.

Once a signed request for service involvement has been received, basic details will be recorded by City of York Council.

Once accepted, a member of the Educational Psychology Team will be in contact with you and/or your child’s educational setting to arrange to meet you and your family if appropriate.

We look forward to working with you.

Please return this completed form by post or email to your named EP or our general inbox at: educational.psychology@york.gov.uk

If you prefer to return the consent form by post, please print the consent form out, complete and sign it, and send it to: The Educational Psychology Service, West Offices, Station Rise, YORK, YO1 6GA

Educational Psychology Service – Privacy Notice TO BE SIGNED p.8

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 the Educational Psychology Service enables us to support children and young people 0-25 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)
 - contributing advice as an expert witness at first tier tribunals
- The information you give us ensures that we can offer an appropriate assessment of need and provide recommendations regarding special educational provision.

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/young person'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 Educational Psychologists on behalf of the City of York Council (CYC) Educational Psychology Service and the Local Authority.

How is the information collected and stored?

Information about you/your child is collected through:

- completion of the 'Request for Educational Psychologist Involvement' form, either electronically or a paper copy. This form will also ask for your consent to the involvement of the Educational Psychology Service.
- meetings with you, and your child/young person

- 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 in accordance with the Practice Guidelines of the British Psychological Society (2017) - 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
- tell 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 school or setting, or in your home or another setting for those children who are unable to attend school because of ill health.
- Take photographs of work produced by your child for record keeping and assessment arrangements. Photographs will not be used for any other purpose without asking for your additional explicit and informed consent first
- Provide the child or young people with appropriate services
- 'Sign post' the family to support appropriate
- Measure whether our services are improving life 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 Educational Psychology 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 Educational Psychology 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](#). 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 Educational Psychology Service 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