

## SEND Services 0-25 online consultations – Guidance for schools

September 2023

### **Introduction**

This academic year we have introduced bookable online specialist teacher consultations for all Cambridgeshire primary schools. These are a **one hour** SEND consultation to discuss an individual child. Whilst these consultations are aimed at key adults who support the child in school such as class teacher, teaching assistants and SENCo's, we strongly encourage parents/carers to be invited to attend as well. Problem-solving together will mean strategies discussed will best fit the child, the school context and current home/family life.

The consultation will offer an important opportunity to review what is working, troubleshoot issues with strategies, adjust and develop understanding of the child's challenges and ensure ongoing implementation of support. A Record of Involvement (ROI) of the consultation will be provided and should be incorporated into the schools graduated response. Dates for online consultations will be available for booking in the penultimate week of each term.

### **Booking Process**

- You should have discussed the child with your link practitioner **before** booking an online consultation. Bookings **will not** be accepted if:
  - You have not discussed the consultation with your link practitioner prior to booking.
  - There has already been a consultation for the same child within the last 6 weeks.
  - There is no parent or pupil views recorded on the booking form.
- You will need to confirm you have discussed the consultation with the parent/carers and have consent. To assist with this, we have developed a C-RIC (Consultation Required Informed Consent), specifically for online consultations. Complete the C-RIC and email to [SENDConsultations@cambridgeshire.gov.uk](mailto:SENDConsultations@cambridgeshire.gov.uk) **BEFORE** booking a virtual consultation. You can find the C-RIC on the SEND Learn Together pages [Link Planning - Learn Together \(camblearntogether.co.uk\)](https://camblearntogether.co.uk)
- Once the C-RIC has been sent, online consultations can be booked via booking bug: [SEND Online calendar booking \(bookingbug.com\)](https://bookingbug.com)
- Consultations have been grouped into three areas of need (as defined in the SEND Code of Practice) - Social Emotional and Mental Health, Cognition & Learning and Communication & Interaction. Children and young people (CYP) may have overlapping needs and whilst these consultations ask you to focus

on a primary presenting need it is likely that other areas may be covered. Once you have selected the area of need you can then choose the next available date for a consultation

- You will then complete the online booking form. It has been designed to ensure all relevant information needed to carry out a consultation is collected in advance. Information you will need to input includes:
  - Pupil and parent views
  - Pupil strengths and interests
  - What the main concerns are
  - Other services that are involved
  - Details of training that has been delivered to staff working with the child
  - Details of support and interventions already in place including use of the OAP toolkit [OAP Toolkits - Learn Together \(camblearntogether.co.uk\)](http://camblearntogether.co.uk)
  - Details of attendees including name, role and email address
- Following the submission of the online booking form, Microsoft teams invites will be sent to all the attendees listed on the booking form for the date and time selected. This will confirm the consultation has been booked\*\*.
- The consultation will last **1 hour**. Immediate actions will be agreed at the end of the consultation and the final Record of Involvement (ROI) will be sent within 10 days working days.
- Following the consultation, you will be contacted by your link practitioner who will arrange a date to meet to review the ROI with you. This review meeting will take place within 6-8 weeks of you receiving the consultation ROI.

**\*\*Important**

*If the C-RIC is not received by SEND Consultations 3 working days in advance of the consultation, the booking will be cancelled, and you will be notified. You will not be able to book on a consultation less than 3 days in advance.*

