**0-5 SEND Support Service – Locality Teacher**

**The right support, at the right time**

We just want to check we are doing what we need to be doing to support this child

We think we know what we are doing but would like a professional’s opinion

Parents won’t agree to a full referral but are happy for us to have a one-off discussion for adv ice

We could do with some help but don’t have enough evidence to support a referral

We have new concerns about a child that used to be known to the team

**You can request a consultation**

* Complete a consultation form and obtain a parent/carers ‘wet’ signature.
* Send completed consultation form to 0-5 SEND Support Service via anycomms 0-5SEN or password protect and email to [0-5SEND.SupportService@sheffield.gov.uk](mailto:0-5SEND.SupportService@sheffield.gov.uk)
* Your Locality Teacher will be in touch to arrange a date for the consultation

**0-5 SEND Support Service consultation policy**

**Consultation requests from settings:**

Settings can request consultations for individual children by completing a consultation form and sending it to 0-5 SEND Support Service. This can be done through anycomms 0-5SEN or by password protecting the document and sending via email to [0-5SEND.SupportService@sheffield.gov.uk](mailto:0-5SEND.SupportService@sheffield.gov.uk)

**Reasons for consultations requests could include:**

* The child has recently joined the setting and there is not enough evidence to make a full referral to 0-5 SEND Support Service
* The setting is seeking advice around how to initiate support for a child new to their setting or has been identified as having emerging additional needs
* The setting requires advice to support the EHCP process but does not need full involvement
* The child does not need a full assessment visit: the setting is seeking advice around a specific identified need and other support is already in place
* The setting is unsure whether the child meets the criteria for a referral and is seeking advice
* The parent/carer is reluctant for a full assessment referral but agrees for a consultation to take place
* Children who are new to a school setting (FS2) and not eligible for a full referral to our service. **Please note**: If primary need is social communication, support should be sought from ASCETS
* Child has previously had involvement from the team and further advice is being sought

**Consultation process:**

1. Setting contacts parent/carer to ask for permission for a consultation meeting to take place. Setting completes sections A, B and C on the consultation form. The parent/carer’s permission via a wet signature **MUST** be gained before a consultation meeting can take place.
2. Setting sends the consultation form to 0-5 SEND Support Service via anycomms or password protected email.
3. The Locality Teacher will contact the setting to arrange a date to complete the consultation. This will usually take place within the half term.
4. The consultation meeting can take place in-person or by phone. If in-person, a **brief** observation of the child may take place as part of the meeting
5. Section D is completed **during** the consultation by either the EYIT or SENCo/key worker
6. Both the EYIT and setting will retain a copy of the completed consultation. Settings may provide feedback to the parent/carer as and when necessary
7. EYIT involvement will end following the consultation.