

WCF Educational Psychology Drop-in Service for Children Looked After: Consent and Information Form

Worcestershire Children First (WCF) Educational Psychology Service (EPS) is working in collaboration with Worcestershire Virtual school to offer a 'drop-in' consultation service to discuss concerns and needs for Children Looked after. As you are completing this request in relation to a child attending your setting, we want to be sure that you understand who we are and what we do. Consent will then be sought via the allocated social worker unless the child or young person is aged 16 years or above, we will then also secure their consent separately as appropriate for our involvement.

WCF EPS is part of Worcestershire Children First's SEND 0-25 Service. We are all qualified educational psychologists who are registered with the Health Care Professional Council: we also have trainee educational psychologists and assistant psychologists working with us. Our main aim is to facilitate the social, emotional, and educational development of children and young people. We help support families, schools, and other settings with identifying solutions alongside other professionals (including health) who may also be involved.

The 'drop-in' is a consultation service. Consultation is a key means of service delivery for WCF EPS, often defined as a non-directive and collaborative 'problem-solving' discussion.

As part of this work the Virtual School will keep electronic records, which are held securely and confidentially. These records contain personal information, such as name, and date of birth, plus the details of the consultation, including agreed actions. Since we work alongside other professionals who may also be involved, we would want and may also exchange information with these other practitioners. Please note that any, personal data collected will be stored and managed in line with WCF's commitment to the General Data Protection Regulations. Please visit Privacy Statement.

As part of the terms and conditions you will be expected to complete an evaluation 8 weeks post drop-in (unless otherwise stated). This information is fundamental to allow us to monitor impact.

In order to proceed please complete and sign sections 1 and 2 below and return to the virtual school: virtualschool@worcschildrenfirst.org.uk

1. Child/Young Person's Details (setting to complete)

Name	DOB
Setting/School	Year Group

What is the nature of your concern?
What are your best hopes from this consultation?



2. <u>School / Setting Staff Details</u>
Name of staff member attending drop-in session
Role in school / setting
Email address
Names of additional members of staff attending 'drop in'
Email addresses of additional members of staff attending 'drop in'
Signature

We are releasing dates on a termly basis, each session will last 45 minutes. See below for the times when these sessions are available
 Please indicate below your **first** and **second choice** of date. We will endeavour to provide you with one of your two choices; however, we do anticipate a high demand for these sessions so may have to offer on a need's basis.
 The Virtual School will notify you of the status of your request.
 In conjunction with the Educational Psychology service, we are also offering group supervision sessions, and this may be an alternative way of supporting you and your child/young person.

Dates of drop-ins	First Choice (1pm)	Second Choice (2.15pm)
12 th May	Not available	
19 th May		
26 th May		
9 th June	Not available	
16 th June		
23 rd June		
30 th June		
7 th July		
14 th July		
21 st July		
	First choice (9am)	Second Choice (10.15am)
11 th May	Not available	
15 th June		
6 th July		

The information on this form will be recorded on a database along with any details relevant to subsequent educational psychologist involvement. These records will be held and used in accordance with the Data Protection Act 2018 and the General Data Protection Regulation 2018. We are compliant with Worcestershire Children's First

Privacy Notice <http://www.worcschildrenfirst.org.uk/privacy>. This information is being collected for the purpose of determining the educational needs of the named child or young person. It may also be shared with other professionals actively involved with the name's child or young person, to inform their work. The information collected may also be used for the wider purpose of providing anonymous statistical data used to assist with monitoring provision and/or determining areas of need to target future resources.

If the request is agreed the duration for which consent is given will be shared with the setting, parents/carers, and young person. A consent form cannot be accepted, and the information will not be held by WCF EPS if it is more than 2 months after it was signed and/or if there was no prior agreement with the allocated EP.