



ElmsBank

Outreach Policy

This policy is reviewed every year

History of Document

Issue No	Author/Owner	Date Written	Approved by Resource	Received by Governors	Review date
1	Helena Morrissey	1/9/2016			1/9/2017

About the Service:

Elms Bank Outreach Service is currently overseen by Helena Morrissey, Assistant Headteacher.

The Service provides training/development/support for staff in mainstream schools and settings, in the domains of social inclusion, attainment and independent daily living skills, allowing them to build upon their existing skills, knowledge and expertise so that they are better equipped to cater for those children and young people with SEND in their placement.

The Service is available to mainstream schools with children and young people whose needs are not being met, and where a school or setting would benefit from specialist advice, usually short term, on how best to support them.

The majority of these children and young people will have had their needs assessed through:

- statutory assessment resulting in a Statement of SEN or Education Health and Care Plan (EHCP);
- the annual review process.

Requests for outreach support can be made in respect of children and young people with:

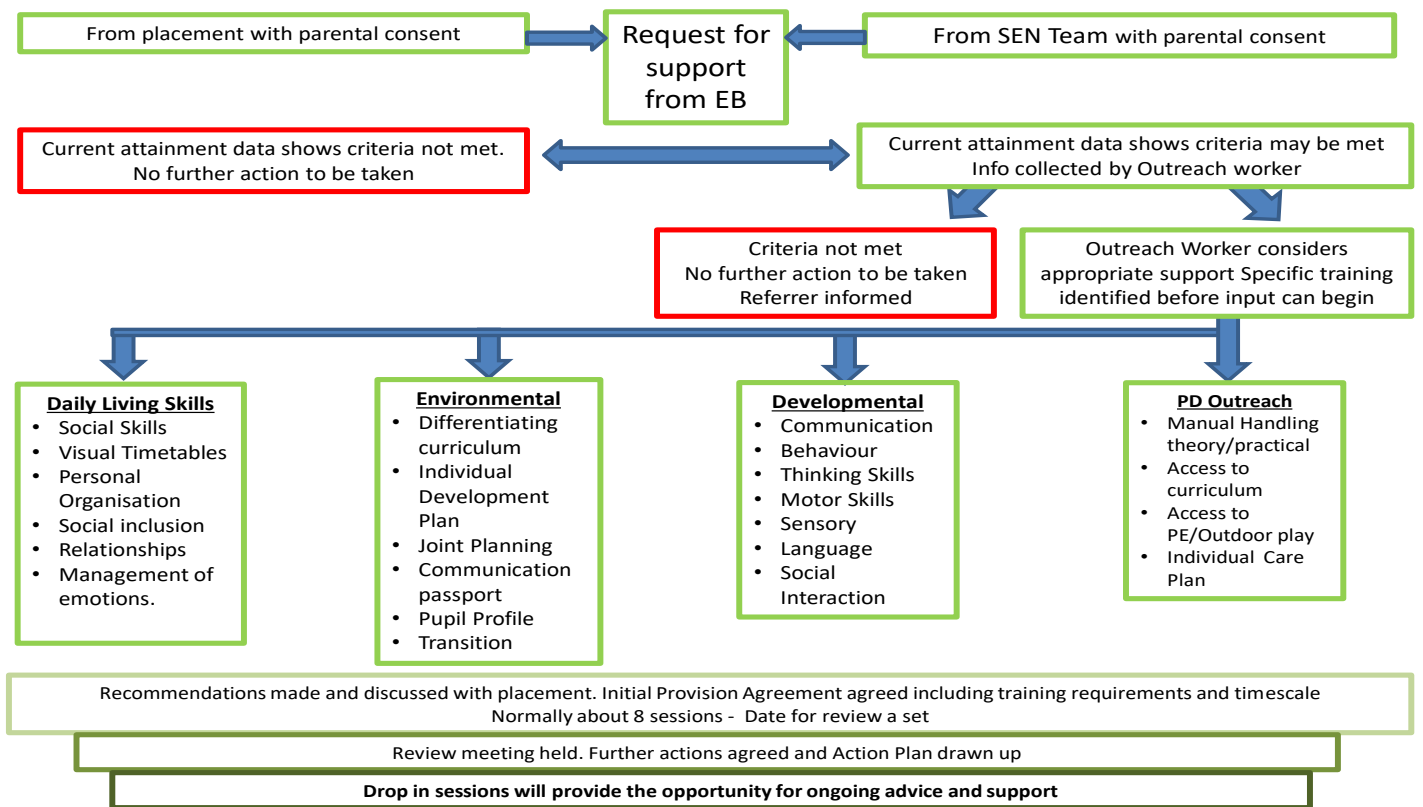
- **complex needs in the area of cognition and learning** whose level of need would meet the criteria for placement within a special school;
- **profound and multiple learning difficulties** who are likely to have severe developmental delay, impaired ability to communicate and interact with the environment, and regressive conditions in some instances;
- **communication and interaction difficulties, or diagnosed Autistic Spectrum Conditions** who are experiencing difficulties accessing mainstream provision.

Where the needs of the child or young person would not meet the criteria for outreach support, advice may be sought from other appropriate agencies.

The service offers: See Elms Bank Outreach Service Provision Flow Chart below

- an annual programme of training opportunities, to include training on specific teaching strategies and mandatory training, eg, manual handling and risk assessment;
- bespoke training sessions to address particular needs;
- support in the assessment of pupil needs;
- observation of pupils and suggested interventions;
- advice on current practice, including sharing concerns, enabling more successful planning for individual pupils;
- observation and feedback to teachers and support staff;
- in-reach visits to special schools for staff to observe lessons and work alongside identified staff on specific issues;
- advice on differentiation to enable pupils to access the curriculum to their full potential;
- support with communication needs;
- identification of appropriate resources;
- advice around specialist materials and equipment.

Elms Bank Outreach Service Provision Flow Chart



Request Process: all forms are available for download from the school website

A school or setting can make a referral by first contacting Bury SEN Team, then completing the [Request for Outreach Support](#).

The Head of Outreach will decide if the request meets the criteria. In making a request, the school or setting will need to identify a named person and allow time for the named person to liaise with the Outreach Worker.

If the request is agreed, the Outreach Worker and the named person will draw up a [Provision Agreement](#) outlining the type, level, frequency and duration of input – which will usually be up to 8 sessions. The school or setting must ensure that identified staff participate in the training recommended and provided by the Service, and that skills are transferred across staff, especially at times of transition.

In some cases, the Outreach Worker may identify a particular training course that staff need to attend before outreach support can commence.

Monitoring and Evaluation:

Monitoring and evaluation is built into the process. Feedback from the school or setting will be requested at the end of each period of involvement.

Quality Assurance is underpinned by the following standards: progress towards outcomes systematically recorded and monitored.

- Interventions based on up to date specialist knowledge and expertise of suitably qualified professional staff will be promoted.
- clear outcomes will be agreed by Elms Bank and the placement .
- Elms Bank will regularly collect feedback and use this to improve the quality of work.