**Educational Psychology in the Community Ltd (EPiC)**

Applying psychology to find a way forward

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**Information to be gathered prior to EP involvement**

**Version 3 March 2021**

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| **Pupils name:****Gender:****Ethnic origin/ Language used:** | **D.O.B:****Current Yr group:****Current CT/HOY:****LSA/Key worker:** | **School/Setting:****Admission date:****Previous school:** |
| **Address:****Parent/Carers name:****Siblings(please give names and ages/yr group):** |
| **Is the pupil in care (CiC), adopted or in a special guardianship arrangement?****Is the pupil’s family known to social care?****Does the school receive a pupil premium in respect of this pupil?** |
| **Are any other agencies involved either now or previously?****Have they been seen by an EP before? (if yes, when)** |
| **Current academic functioning: (Please comment on whether the pupil is reaching age related expectations, any test scores would be useful such as reading and/or spelling or norm referenced testing)****Is the pupil considered to have SEND, if yes what is their category of need? (Please include copies of any One planning information)** |

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| **Why is this pupil being discussed with an EP? What are the primary concerns?** |
| **What has been happening recently that may be impacting on the situation?****(loss, bereavement, change of home circumstances, change of teacher, friendship issues, learning needs)** |
| **What interventions have you tried/have been successful?** |
| **Pupils view on the situation:**  |
| **Parents view on the situation:**Consent for EP involvementI confirm that I am the parent/guardian for the pupil named above, I have parental responsibility (PR) for the named pupil and have discussed this information with any other parties who also have PR. The school have explained their concerns as described above and given me opportunity to add my comments;In signing this I give permission for the school to discuss the situation with the EP and if necessary for the EP to observe/work with my childI confirm that I am happy for any reports that the EP writes to be shared with other involved professionalsConfidentiality, Storage of Records and Personal InformationThe information held on pupils will be held in confidence and in accordance with Educational Psychology in the Community Data Protection Policy, which is available on request, unless disclosure is required by a Court of Law or other statutory duty such as safeguarding obligations. Information will not be shared with schools or other professionals without the consent of the parent/pupil (if pupil is 16+). Cases may be discussed on an anonymized basis as part of professional supervision sessions, as required by the professional regulatory body (HCPC). Reports will be kept electronically on file, password protected, for a minimum period of seven years, after which they may be destroyed. Clients should ensure that they store their report in a secure place in case it is needed at a future date. I have read and agree to the terms and conditions above and give my consent for the EP to be involved with my child**Signed……………………………………………………………………………..(parent/carer)****Date………………………………………………………………………………….** |