**2024/2025**

Referrer Details

|  |  |
| --- | --- |
| **Name of Referrer** | Click or tap here to enter text. |
| **Job Title** | Click or tap here to enter text. |
| **Contact details/email:** | Click or tap here to enter text. |
| **Name of Setting** | Click or tap here to enter text. |
| **Attendance: hours/days pw** | Click or tap here to enter text. |
|  |

|  |  |
| --- | --- |
| **FIRST NAME** | Click or tap here to enter text. |
| **FAMILY NAME** | Click or tap here to enter text. |
| **Preferred name /Known by** | Click or tap here to enter text. |
| **Date of Birth** | Click or tap to enter a date. |

Child Details

Identified Needs

|  |  |
| --- | --- |
| **Current SEND Status** | [ ] SEND Support [ ] EHCP |
| **Early Years SEND Funding received?** |  [ ]  NO [ ]  YES Band [ ]  B [ ]  C |
| **PRIME AREA(S) of identified need** | [ ]  Cognition & Learning[ ]  Communication & Interaction[ ]  Sensory/Physical [ ]  Social, Emotional, Mental Health |
| **Other details impacting Well Being** *(eg ACEs*) | Click or tap here to enter text. |

SEND provision

|  |  |  |  |
| --- | --- | --- | --- |
| **AGENCIES/SERVICES involved:** | *Current* | *Previous –**within last 12 months* | *Recently Referred - date* |
| INSPIRE – Specialist Teacher Outreach |[ ] [ ]  [ ] Click or tap to enter a date. |
| Education Psychologist |[ ] [ ]  [ ] Click or tap to enter a date. |
| Speech & Language Therapist |[ ] [ ]  [ ] Click or tap to enter a date. |
| Occupational Therapist |[ ] [ ]  [ ] Click or tap to enter a date. |
| Physiotherapist |[ ] [ ]  [ ] Click or tap to enter a date. |
| Child Development Centre *eg Cheyne* |[ ] [ ]  [ ] Click or tap to enter a date. |
| Social worker |[ ] [ ]  [ ] Click or tap to enter a date. |
| Health Visitor |[ ] [ ]  [ ] Click or tap to enter a date. |
| Paediatrician/Consultant |[ ] [ ]  [ ] Click or tap to enter a date. |
| Other: Give detailsClick or tap here to enter text.  |[ ] [ ]  [ ] Click or tap to enter a date. |

*For the 7 areas of learning, please click to best describes the child’s current attainment/progress*

Progress & Development

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Area of strength** | **Area of Concern/difficulty** |
| **Personal, Social and Emotional Development** | Making relationships |[ ] [ ]
|  | Self-confidence and self-awareness |[ ] [ ]
|  | Managing feelings and behaviour |[ ] [ ]
|  |  |  |
| **Communication & Language** | Listening & Attention |[ ] [ ]
|  | Understanding |[ ] [ ]
|  | Speaking |[ ] [ ]
|  |  |  |
| **Physical Development** | Moving and handling |[ ] [ ]
|  | Health & Self Care |[ ] [ ]
|  |  |  |
| **Literacy** | Reading |[ ] [ ]
|  | Writing |[ ] [ ]
|  |  |  |
| **Mathematics** | Number |[ ] [ ]
|  | Shape, Space & Measure |[ ] [ ]
|  |  |  |
| **Understanding The World** | People & Communities |[ ] [ ]
|  | The world |[ ] [ ]
|  | Technology |[ ] [ ]
|  |  |  |
| **Expressive Arts & Design** | Exploring and using media and materials |[ ] [ ]
|  | Being Imaginative |[ ] [ ]

Additional Information

**SENSORY PREFERENCES –** *Please indicate if relevant from a Sensory Profile*

|  |  |  |  |
| --- | --- | --- | --- |
| **SENSE** | **Hyper** *- avoider* | **Hypo** *- seeker* | **Additional notes/observations** |
| Sound |[ ] [ ]  Click or tap here to enter text. |
| Visual |[ ] [ ]  Click or tap here to enter text. |
| Taste |[ ] [ ]  Click or tap here to enter text. |
| Smell |[ ] [ ]  Click or tap here to enter text. |
| Touch |[ ] [ ]  Click or tap here to enter text. |
| Balance |[ ] [ ]  Click or tap here to enter text. |
| Proprioception - *sensing where the body is in space* |[ ] [ ]  Click or tap here to enter text. |
| Interoception - *detect and attend to internal bodily sensations* |[ ] [ ]  Click or tap here to enter text. |

**SELF CARE –**

*using toilet – STAGES secured:*

[ ]  **Visiting bathroom & sitting on toilet securely**

[x]  **Indicates need for using toilet by** Click or tap here to enter text.

[ ]  **Nappy/Pull Ups off ALL day**

 **Other information:**

*dressing skills* Click or tap here to enter text.

*cutlery skills* Click or tap here to enter text.

Additional Information

|  |
| --- |
| **HEALTH – including allergies; medication, glasses, hearing aid, current medical conditions as relevant**Click or tap here to enter text. |

Parent/Caregiver Information

|  |
| --- |
| ***DETAILS of Parent/Caregiver of Child/Young Person***  |
| Name of Parent/ Caregiver | Click or tap here to enter text. |
| Relationship to Child | Click or tap here to enter text. |
| Contact details | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
|

|  |
| --- |
| **Discussed with Parent/Caregiver:** |
| Referral cannot be actioned unless agreed:INSPIRE Privacy Statement (at end of Form) has been read and agreement given for referral to INSPIRE given by Parent/Caregiver. *(Setting/School to retain permission evidence)* | [ ] YES [ ] NO Date:  |

**PARENT/CAREGIVER COMMENTS**Click or tap here to enter text. |

Setting Information

|  |
| --- |
| ***RELEVANT TRAINING COMPLETED BY SETTING:*** |
| *\*\*Please detail any training courses/INSET/Advice sessions attended by staff* ***within past 12 months*** *to support learning & inclusion as relevant to needs of child named above*

|  |  |  |
| --- | --- | --- |
| ***Title of Training & provider –*** *relevant to named child referred* | ***Nos. staff trained*** | ***Date*** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap to enter a date. |
|  | Click or tap here to enter text. | Click or tap to enter a date. |

***\*\*Please include any that are booked/confirmed in future Use calendar to indicate date if known******\*\*please note: Evidence of Relevant Training engagement is a requirement for Referral Acceptance*** |
| ***OUTCOMES for Child*** |
| ***Please give details of how a referral for intervention from InSpIre will benefit or make a difference as an outcome for the CYP?*** Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Date submitted to Inspire:** | Click or tap to enter a date. |

Please return completed referral form to **inspire@lbhf.gov.uk**

***\*\*\* only Referrals received in the INSPIRE inbox can be considered…referrals to individual staff will be returned***

**For INSPIRE use only:**

|  |  |
| --- | --- |
| Date Form received: | Click or tap to enter a date. |
| Reviewed by: | Click or tap here to enter text. |
| Allocated to: | Click or tap here to enter text. |

***\*\*Please ensure that the Privacy Notice below is read and agreed***



**Privacy Notice (How we use CYP information)**

The Inclusion and Specialist Intervention Outreach Service (InSpIre) holds the legal right to collect and use personal data relating to Children, Young People and their families, and we may also receive information regarding them from their previous setting/school, LA and/or the DfE.

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law.

**The categories of CYP information that we collect, hold and share include:**

* Personal information (such as name, unique pupil number and address)
* Characteristics (such as ethnicity, language, nationality, country of birth, LAC, CiN and free school meal eligibility)
* Attendance information (such as sessions attended, number of absences and absence reasons)
* SEND information
* Relevant medical information
* National Curriculum Assessments/results
* Individual Assessment Data
* Exclusion / Behaviour Information
* Destination post 16 and post 19

**Why we collect and use this information**

We collect and hold personal information relating to Children and Young People on the caseloads of our Specialist Teachers and may also receive information about them from their previous setting/school, local authority and/or the Department for Education (DfE) as well as Health or Social Care Providers.

We use the CYP data:

* to support learning and access
* to monitor and report on progress
* to provide appropriate specialist support and interventions for CYP
* to provide appropriate specialist support for families
* to assess the quality of our services
* to comply with the law regarding data sharing
* to safeguard children and young people

**The lawful basis on which we use this information**

In accordance with General Data Protection Regulation (GDPR). 25th May 2018