

PARTNERSHIP AGREEMENT

Primary Outreach Team

The Team will:

Acknowledge all referrals promptly by return email. *Please alert the Primary Outreach Team if no response is received within 3 working days (dccharles@olamail.co.uk – Debby Celestine-Charles - Bi Borough Team or daleksic@olamail.co.uk – Divna Aleksic – Hammersmith and Fulham Team).*

- Arrange an initial meeting to gather further information and discuss the referral in more detail
- Undertake at least two observations and give feedback to the key staff involved
- Work with key staff to produce a Joint Intervention Plan, with appropriate target(s) that are specific, achievable and measurable and with an agreed review date
- Work collaboratively with the school staff to develop their capacity to respond to pupils with SEMH needs
- Support the implementation of the agreed Intervention over the stated time frame (this may be extended due to unforeseen circumstances or as agreed with the school)
- Keep the school informed regarding the alteration or cancellation of any appointments
- Schedule a review meeting to discuss progress made and any future actions required
- Be available to liaise with parents via the school, where possible and where appropriate

The Mainstream School will:

- Identify a link person (SENDCo or member of SLT) in addition to the class teacher, who will be available to liaise with Outreach staff and ensure that class teachers are involved in all referrals pertaining to their class.
- Release staff for the agreed meeting times:

<input type="checkbox"/> Initial meeting	30-45 minutes
<input type="checkbox"/> Summary of information from observations and discuss recommendations	45-60 minutes
<input type="checkbox"/> Joint intervention planning (level 2 or 3 interventions)	60 minutes
<input type="checkbox"/> Monitoring meeting (level 2 or 3 interventions)	30 minutes
<input type="checkbox"/> Review (level 2 or 3 interventions)	45-60 minutes
- For staff to be available at the agreed times to attend meetings regarding the intervention in order to gather information, monitor progress, review and discuss the impact of the strategies implemented
- Provide Outreach staff with relevant reports from other agencies, as appropriate
For level 2 or 3 interventions
- Work with Outreach staff to produce a Joint Intervention Plan, with appropriate target(s) that are specific, achievable and measurable and with an agreed review date
- Implement the intervention plan and any additional strategies over the agreed time frame
- **Inform the Outreach Team member involved in the intervention about any known absences or non-availability of key staff or pupils to attended in person or online meetings, where practical. Failure to do so on 2 or more occasions may result in the intervention being closed, this is due to the demands on our capacity and ensuring fair access to all schools.**
- Provide agreed spaces to work/meet e.g. places to take groups, where possible
- Complete an up-to-date Behaviour for Learning Assessment form in time for the review and email it to the relevant Outreach staff to process
- Complete and return the evaluation form to the Outreach Team member, at the end of the intervention