

ESSET/ECC Outreach Referral and Information Sharing Process

School need support regarding SEND (either During panel meetings, SEND Operations feel individual or class/group/school) and have that involvement from ESSET/ECC Outreach consulted their Inclusion Partner. would be beneficial. SEND Operations inform the school by School completes the referral form giving written communication that they details of support needed. (obtaining parent recommend a referral to the Outreach permission first if for individual support) Service. The QOL will email the IP and inform them The referral is triaged by the relevant that they have received a referral, when they Quadrant Outreach Lead (QOL) and they will be visiting and offer the opportunity to aim to make contact with school, either via share any relevant information. email or telephone call within two working days. QOL to liaise with school and agree a planned piece of work. This will look different in each case as Outreach is bespoke. Time between referral and visit will depend on QOL capacity. QOL to share visit form with school and Inclusion Partner. Professionals Officer to QOL to complete 'Summary of Visit Form' collate data from initial feedback forms and and request schools to complete Initial share with ECC at monthly meeting. Feedback Form. Any future visits or further outreach support to be delivered and any other Visit Summary Forms shared with schools and Inclusion Partners. Outreach to come to agreed end. Schools to complete 3 monthly feedback form and data to be collated by Professionals Offer and feedback given to relevant persons. QOL will inform IP of visits and share feedback forms. QOL encourage IP's to contact them if they

*QOL aim to make contact and visit schools as quickly as possible, but this is dependent on QOL capacity. All data collected from referrals, visits and feedback will be carefully analysed to understand trends and need across Essex.

see the need arise in order to encourage partnerships and prevent duplication.