



# Referral of Students to External Agencies Policy

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As part of the Pastoral and SEND (Special Educational Needs and Disability) support it is sometimes necessary to refer a student to an external agency for additional support. The reason for such a referral and the agencies used will vary according to an individual student's needs.

### 1. Intent

This policy seeks to uphold the values of the school of being positive, responsible and successful and our aims are to ensure all students:

- Stay safe
- Are healthy
- Aspire and Achieve
- Make a positive contribution
- Achieve economic well being

## **2. Purpose of Referral**

The purpose of referring a student to an appropriate external agency is to support an individual student and to help them overcome short or longer-term difficulties that they may be experiencing and which are impacting upon their school life, academic achievement or wellbeing. It is the aim of the school to prepare all students to take their place in society as well informed citizens, able to make sensible decisions and choices, prepared for their next steps after Princes Risborough School. To this end some students may need additional support from additional professionals.

## **3. External Agencies**

The school may need to access support of external agencies in order to meet needs of individual or groups of students to ensure that students. The following are examples, but not an exhaustive list, of agencies that may be called upon:

- Safeguarding Children Team, Multi Agency Referral Team or the The Early Help Team / Family Support Services
- School Nursing Team
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- Education Welfare Service
- Educational Psychologists
- Buckinghamshire Social Services
- Aspire or Blueprint outreach service including the Pupil Referral Unit (PRU)
- Young Carers
- Thames Valley Police
- CAMHS
- Mental Health Support Team
- Integrated SEND Support Services (including Occupational Therapy and Speech and Language Therapy)
- Mentoring from organisation MFSM
- Counselling organisations including internal counselling services
- Mind
- Brook Advisory (B-Safe)
- Alternative educational settings

#### **4. Criteria for Referral**

The criteria for referring a student to an external agency will depend upon the individual needs of a student. The following are examples of criteria that may be considered:

- Low attendance at school, including those showing signs of EBSNA
- Health or mental health related issues (e.g. self-harm, eating disorders) of individual student
- Repeated challenging behaviour
- Aggressive behaviour towards others
- Family difficulties
- Specific safeguarding concerns
- Indication of trauma or attachment needs that require more specialised input
- Wellbeing concerns based around substance misuse, sexualised behaviour etc.
- Additional SEND support being required

Each agency will have its own criteria for which referrals can be made and criteria for offering support or intervention. The School has no control over the criteria set by external agencies and whether support will be offered.

The nature of any additional support offered by external agencies and the length of time this input will last is based on individual agencies and is usually decided on a student by student basis. The school has no power to extend services or provisions beyond those set by the external agency. The school has no control of the cost of such provisions and as such students may not be able to access external referrals due to budgetary constraints.

#### **5. Who Makes a Referral?**

The decision to refer an individual / group of students to an external agency will be taken following discussions between staff within the pastoral or SEND teams. Any of the following may make referrals:

- Head of School
- Deputy Headteacher / Deputy Head of School
- Assistant Head Teacher – Pastoral Support and safeguarding
- Assistant Head Teacher – SENDCo
- Pastoral Manager
- Attendance Officer
- Raising Achievement Officers

- Heads of Year
- SEND Administrator
- Assistant SENDCos

Parental consent will be required for some referrals, e.g. Pupil Referral Unit. Regardless of whether parental consent is necessary it is school policy to inform parents of any referral to an external agency wherever possible. Students in older age groups may self consent for referrals.

## **6. Monitoring Tracking and Evaluation**

Students who are referred to external agencies will have progress tracked and regularly reviewed.

Copies of referrals made will be kept in individual student files.

Some external agencies will be asked by the school to produce termly/half-termly reports on the students they are working with. It should be noted that in some cases this may not be possible as to do so would breach confidentiality. We take advice from the individual organisations on confidentiality.

## **7. Safeguarding**

All external professionals and agencies are reviewed in line with the schools safeguarding policy. Due diligence is carried out on all agencies commissioned by the school. Those provided by the Local authority such as NHS therapists, CAMHS and Educational psychologists, the LA carry out their own checks and issue DBS certificates. DBS certificates are checked for new and regular visitors during their first visit to the school. Where appropriate a letter for Assurance is completed and held on file by HR. External Alternative provision providers are visited for safeguarding visits and student reviews are regularly held.

Where referrals have been made to local authorities services such as the NHS and Social Care their safeguarding policies are in place to protect students and parents.

## **8. Reviewing and Evaluating This Policy**

The effectiveness of this Policy will be reviewed annually with reference to:

- Students' views on working with external agencies
- Reviewing records of referrals to external agencies

## 8. Version Control

Date	Circulation	Amendments to previous version
November 2025	LGB	Updated external agencies, included budgetary constraints clause.