



Referral of Students to External Agencies Policy

Date issued	February 2022
Review date	February 2023

Contents

Section	
1	Intent
2	Purpose of Referral
3	External Agencies
4	Criteria for Referral
5	Who makes a Referral
6	Monitoring Tracking and Evaluation
7	Reviewing and Evaluating This Policy
8	Version Control

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
- Be healthy
- Enjoy 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 professional

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 or the Multi Agency referral Team
- School Nursing Team
- Family Support Service
- Education Welfare Service
- Educational Psychologists
- Social Services
- Aspire or Blueprint outreach service including the Pupil Referral Unit (PRU)
- Young Carers
- Thames Valley Police
- Addaction
- Switch
- CAMHS
- Mental Health Support Team
- Integrated SEND Support Service

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:

- Poor attendance at school
- Health related issues (e.g. mental health, self-harm, eating disorders) of individual student
- Repeated challenging behaviour
- Aggressive behaviour to others
- Family difficulties
- 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 in individual agencies and is usually decided on a student by student basis.

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 Teacher
- Deputy Headteacher
- Assistant Head Teacher –Pastoral Support and safeguarding
- Assistant Head Teacher –SENDCo
- Pastoral Manager
- Attendance Officer
- Raising Achievement Officers
- Heads of Year
- SEND Manager
- Assistant SENDCo
- Post 16+ Self-Referral to CAMHS

Parental consent will be required for some referrals, e.g. Pupil Referral Unit. Regardless of whether parental consent is necessary it is school policy inform parents of any referral to an external agency

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.

7. 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