

Educational Psychology Service

Working with parents/carers – Key messages for schools

Early Intervention direct work with individual pupils

Before EP involvement

School systems

- Make sure that effective [One Planning](#) is already in place
- Help all staff to make effective use of the [Essex Provision Guidance](#) – particularly the High Quality Teaching and Additional School Intervention/SEN Support sections
- Make sure you have a plan about how to increase parent confidence around SEND, which is clear about how school makes decisions about the involvement of outside agencies
- Make sure all parents know about the EP Helpline

If an EP is going to be involved in seeing an individual child, they will need to meet with parents/carers (in line with professional requirements and SEND legislation).

For a specific child (Early Intervention EP time)

- Make sure parents know who their key link person is in school to talk to (so they don't have to talk to a different staff member each time)
- **Give parents/carers a copy of the leaflet '[Essex Educational Psychology Service: A guide for parents and carers](#)' and discuss this with them.**
- Explain the EPs role and why you would like to request EP involvement with their child, bearing in mind how they might feel about this
- Liaise with parents/carers, the EP and other school staff to set up the visit
- **Agree a timetable for the EP visit** (e.g. times for initial consultation with staff, observation, individual work with child, consultation with parents, consultation with staff, action-planning meeting with EP/staff/parents)
- Negotiate with the parents and EP whether it is appropriate to hold separate or joint consultations with parents/carers and school staff

Communication is key:

Clarify arrangements for involving both parents/carers wherever possible.

Are there any considerations that parents would like us to take into account (e.g. dates/times etc)?

Make sure parents/carers know

- they can bring a friend to the meeting if they would like
- times and dates
- venue – is the school the best venue?

- who they will see
- when they will see them and for how long
- what will happen during the EP visit
- the sorts of things that might be discussed
- they can ask the EP any questions (and could think about these beforehand/write them down)
- what each of the sections of the Consent and Data Form (CDF) mean – please make sure you use the most up-to-date version
- who to ask if they have any questions
- **Send the completed Consent and Data Form two weeks before the planned visit**
- Book the room/s needed for the EP visit – quiet, confidential, won't be disturbed, but access to others is available if needed etc
- Arrange for cover so that staff can meet with the EP/parents

During EP involvement

- Check the timetable for the EP visit is all set to work to plan – including releasing staff
- There needs to be an Action Planning meeting towards the end of the visit where a manageable number of specific outcomes and Agreed Actions are jointly discussed and written down by key staff or the EP (agree at the meeting who will do this). This should include parents/carers input
- Make copies of the Agreed Actions for staff, the EP and the parents so that everyone is clear about the What/Who/When, and how the actions will be reviewed – this means that people can put actions into place straight away, without having to wait for an EP report

After EP involvement

- Start putting the Agreed Actions in place straight away
- Make sure all relevant staff are given a copy of the outcomes and Agreed Actions (or the parts appropriate to them)
- Give parents/carers a copy of the EP report or record of involvement (if it has been agreed that further written information will be provided) ASAP when it arrives, and discuss this with them to see if they have any queries
- Keep parents/carers informed and involved about how the EP Agreed Actions and Recommendations are put in place, so that parents are confident that this is happening effectively
- Make sure parents are clear about how and when the actions will be reviewed

To be read and used in conjunction with 'Essex Educational Psychology Service – A guide for parents and carers' leaflet.

This work was co-produced through an EPS Solution Oriented Service Systems team of Essex Parents, Schools and EPs.