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| **REQUEST FOR EDUCATIONAL PSYCHOLOGY INVOLVEMENT**  Request Form to be completed before start of Educational Psychologist involvement. |

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| **BACKGROUND** |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | | | Date of Birth: |
| Aka/previous names: | | | Age: |
| Parent/Carer names: | | | |
| Contact Tel no(s): | | | |
| Home Address: | | Educational Setting: | |
| Year Group: | |
| Any special considerations (e.g. CiC/Kinship Care/adopted/Pupil Premium/EHCA/disability) |  | | |
| Any adjustments for meetings  (e.g. translator, accessible room, particular times of day) |  | | |

The Educational Psychology team use psychology to support happy, effective learning. We collect information about children and young people to work out and be clear about their special educational needs (SEN) and agree ways of supporting them. It is important you know why we are collecting this information and how we will look after it. See the full policy on the [Council website](https://www.bristol.gov.uk/en_US/about-our-website/privacy). I give consent for the Educational Psychologist to gather information and compile this as a record of work done. I understand I can meet with the Educational Psychologist if I wish but I don’t have to do this. I am aware of the information on all parts of this form and agree to the sharing of information with the other relevant services:

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Signature | Date |
| Setting staff coordinating request |  |  |  |
| Parent/carer |  |  |  |
| Child/young person  (essential from age 13) |  |  |  |

**NAMES/ROLES OF PEOPLE WORKING WITH THE CHILD**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name(s)** | **Role(s)** | **Currently involved?** |
| Key people in school |  |  |  |
| Health |  |  |  |
| Social Care |  |  |  |
| Other |  |  |  |

**STRATEGIES AND INTERVENTIONS TRIED**

Please include any strategies that are recommended by other agencies:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date (Approx):** | **Strategy/Intervention** | **Outcome** | **Still in use?** | **Agency involved?** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**CONTEXT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **School/Setting** | **Parent/Carer** | **Child/Young Person** |
| Background infomation (include strengths and interests) |  |  |  |
| What would you like to gain from EP involvement? |  |  |  |
| How would you know the situation had improved? |  |  |  |

**CONCERNS AND AREAS TO DEVELOP**

What would you like to change and what outcomes are you looking for across these areas?

|  |  |  |  |
| --- | --- | --- | --- |
|  | **School/Setting** | **Parent/Carer** | **Child/Young Person** |
| Talking and communicating with others |  |  |  |
| Thinking and Learning |  |  |  |
| Friendships, social skills, wellbeing and behavior |  |  |  |
| Physical and medical needs, including hearing and vision |  |  |  |
| Independence skills |  |  |  |

**To enable the EP to complete this work we will need to store some of you and your child’s personal data. This will include:**

Your child’s:

* name
* date of birth
* key address
* contact phone numbers
* assessment information and recommendations.

**Any reports will be shared with yourselves, school and other key people working with your child such as health and care professionals.  The information will be kept until your child reaches 25 after this it will be destroyed.**

**Your rights as a data subject:**

You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected.  In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing and may also have the right to have your data transferred to another data controller.

You also have a right of complaint to the Information Commissioner’s Office (ICO) at [www.ico.org.uk](file:///C:\Users\brlsct1\Desktop\www.ico.org.uk) if you think we have not dealt with your information in a proper manner.

You can ask to see what information we hold about you and have access to it. You can do this by contacting:

Senior Data Protection Officer

Bristol City Council

ICT Commissioning and Information Governance

P O Box 3176

BRISTOL

BS3 9FS

[Data.protection@bristol.gov.uk](mailto:Data.protection@bristol.gov.uk)