**SECONDARY BEHAVIOUR SUPPORT**

**OUTREACH 1-1 REFERRAL FORM**

Please complete this form in full and email it together with any relevant documents to

[sbss@enfield.gov.uk](mailto:sbss@enfield.gov.uk)

If areas of the form are incomplete it may be returned before any intervention can take place.

If you have any queries, please contact the Secondary Behaviour Support Team on 020 8132 0314

**Personal information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name:** |  | **Year Group:** |  |
| **DOB:** |  | **Gender:** |  |
| **Referring School:** |  | **Date on roll of referring school** |  |
| **Ethnicity:** |  | **Language:** |  |
| **Medical conditions if applicable:** |  | | |
| **Home Address:** |  | | |
| **Parent/Carer:** |  | **Additional parent/carer** |  |
| **Contacts:** |  | **E-Mail:** |  |

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| --- | --- | --- | --- |
| **Previous School:** |  | **Reason for Leaving:** |  |
| **SEN / EHCP status:** |  | **Need:** |  |
| **Current Attendance:** |  | **Authorised:** |  |
| **Unauthorised:** |  | **Punctuality:** |  |

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| **Please comment on the reason for this referral**  **Please include information you feel will be helpful for Behaviour Support to consider, particularly in relation to their behaviour. Are there any other issues you are aware of in the home or outside of school that could be impacting behaviour?** |

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| **What are the desired outcomes/impact of this referral? Please list**   1. **…** 2. **…** |
| **Please indicate on the scale below, how often the child achieves these desired outcomes – 1 never & 10 always**  **1)** 1 2 3 4 5 6 7 8 9 10  **2)** 1 2 3 4 5 6 7 8 9 10 |

**Conduct/Intervention information**

|  |  |  |
| --- | --- | --- |
| **Achievement Points:** |  | |
| **Behaviour Points:** |  | |
| **Exclusion Data** | | |
| **Date** | **No. Days** | **Reason** |
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| **Interventions used so far (tick any that apply)** | **✓** | **Most recent Date of Intervention** | **Any Useful Info?** |
| Parental meetings |  |  |  |
| Tracking and Monitoring |  |  |  |
| Learning Mentor |  |  |  |
| Internal Counselling |  |  |  |
| Behaviour Support Plan (BSP) |  |  |  |
| Discussion with SENCO |  |  |  |
| Discussion with Educational Psychologist |  |  |  |
| Attendance Officer Involvement |  |  |  |
| Inclusion Panel |  |  |  |
| Learning Support Unit |  |  |  |
| Nurture Group |  |  |  |
| BSS group work |  |  |  |
| BSS 1:1 Mentoring |  |  |  |
| EWO Involvement |  |  |  |
| Behaviour Risk Assessment |  |  |  |
| Currently on Pastoral Support Plan (PSP) |  |  |  |
| Previously on Pastoral Support Plan (PSP) |  |  |  |
| TAF or professionals meetings |  |  |  |
| Off-site provision / AP |  |  |  |
| Governors Panel |  |  |  |
| Behaviour Panel |  |  |  |
| Referral to Parent Support Service |  |  |  |
| Referral to Educational Welfare Service |  |  |  |
| Referral to Educational Psychologist |  |  |  |
| Referral to CAMHS |  |  |  |
| Has an Enfield Early Help Form? |  |  |  |
| Is the pupil known to YOS? |  |  |  |
| Is the pupil known to Social Services? |  |  |  |
| Is the pupil on a Child Protection (CP) Plan? |  |  |  |
| Is the pupil on a Child in Need (CIN) Plan? |  |  |  |
| Is the pupil known to CSE team? |  |  |  |
| Is the pupil currently looked after? |  |  |  |
| Has the pupil ever been looked after? |  |  |  |
| Other: Please State |  |  |  |

**Welfare Information (Details of any outside agency involvement)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AGENCIES** | **KEY WORKER NAME** | **CONTACT DETAILS** | **CURRENTLY INVOLVED?**  **YES NO** | |
| CAMHS/EP |  |  |  |  |
| SEN Advisory Officer |  |  |  |  |
| Education Welfare / Attendance |  |  |  |  |
| Health Service |  |  |  |  |
| Social Care |  |  |  |  |
| Child Sexual or Criminal Exploitation Team |  |  |  |  |
| Youth Offending / Gang Support Worker |  |  |  |  |
| Prevent |  |  |  |  |
| LGBT Support |  |  |  |  |
| Family Adolescent Support Team (FAST) |  |  |  |  |
| Change and Challenge / Family Support |  |  |  |  |
| Compass/Drug/Alcohol Support |  |  |  |  |
| LAC |  |  |  |  |

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| **Student Assessment**  **Never Rarely At Times Often Always**  **1 2 3 4 5**  **Is attentive and has an interest in schoolwork**  **Good learning organisation**  **Is an effective communicator**  **Works efficiently in a group**  **Seeks help where necessary**  **Behaves respectfully towards staff**  **Shows respect to other pupils**  **Only interrupts and seeks attention appropriately**  **Respects property**  **Has empathy**  **Is socially aware**  **Is happy**  **Is confident**  **Is emotionally stable and shows self-control** |

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| **REFERRER NAME:**  **REFERRER SIGNATURE:**  **EMAIL:**  **PHONE:**  **DATE SIGNED:** |
| **PARENTAL NAME:**  **PARENTAL SIGNATURE:**  **DATE:** |

**PLEASE NOTE THIS REFERRAL CANNOT BE PROCESSED WITHOUT PARENTAL CONSENT**

Please complete this form in full and email it together with any relevant documents to [sbss@enfield.gov.uk](mailto:sbss@enfield.gov.uk), [Ian.Fordham@Enfield.gov.uk](mailto:Ian.Fordham@Enfield.gov.uk)

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| **Enfield Secondary Behaviour Support Privacy Notice** |

**PLEASE READ AND SHARE WITH PUPILS / GUARDIANS BEFORE SUBMITTING A REFERRAL**

When processing your personal data, we must tell you what we are doing with it. You have the right to know why we need it, what we’ll do with it and who we are going to share it with. This privacy notice was updated March 2022.

**Our contact details**

Name: Secondary Behaviour Support Service London Borough of Enfield

Address: John Wilkes House, Hertford Road London EN3 4EN

Phone Number: 02083791000

Email: sbss@enfield.gov.uk

**Personal Information**

The information which you supply to us will be used to:

* + - * Support pupil behaviour in an educational setting
* Provide appropriate pastoral care
* Assess the quality and the equality of our service
* Assess pupil trends in Enfield and design services that meet the presenting and future needs

**The categories of the information that we collect, process, hold and share include:**

* Personal data (name, contact details, date of birth)
* Characteristics such as attendance, exclusions, known presenting behaviours and strategies used by educational settings, SEND information, any other agency involvement, family background and intended outcomes
* Behaviour Support Plans, Pastoral Support Plans detailing interventions that have been delivered in educational settings
* Contact/intervention records that include next steps and progress against identified outcomes
* Database that tracks intervention progress
* Where pupils are referred to Alternative Provision or for an Education Health and Care Plan assessment information maybe shared with relevant agencies
* Evaluation surveys with schools, parents and pupils

We may also ask for sensitive information which the UK GDPR refers to as special categories data such as:

* + personal data revealing racial or ethnic origin;
  + personal data revealing religious beliefs;
  + genetic data;
  + data concerning health

**Information sharing**

We routinely share pupil information with:

• Referring school (regularly)

• Parents/Carers

• Local Authority

• Other agencies that maybe co-working the case. Eg Early Help workers, CAMHS, CYPS, Educational Psychology, Autism Outreach Service, Speech and Language, other medical professionals

• DFE/Ofsted

## The lawful basis on which we use this information

The lawful basis on which we use this information is consent [UK GDPR Article 6 (1)(c)]. Schools obtain parental consent for the referral and the processing of personal data for the BSS team to deliver a service to the pupil/parent/carer.

The Council may also rely on Article 6 (1)(d), where appropriate in order to protect the vital interests of our children and young people.

Some of the information we need to hold is classed as special category information – primarily ethnicity, gender, and any health conditions. In addition to the above lawful bases, we will process this type of information where we have explicit consent [Article 9(2)(a)] or it is needed to protect their vital interests [Article 9(2)(c)].

## Data retention

We hold pupil data for 7 years from the end of our intervention. All information is held securely with physical, organisational, and electronic access controls to safeguard the information both at rest and when in transit.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you would like to exercise one of your data protection rights, please contact [complaintsandinformation@enfield.gov.uk](mailto:complaintsandinformation@enfield.gov.uk) with your request.

**Contact**

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

Please contact: Mervin Cato Head of Secondary Behaviour Support [mervin.cato@enfield.gov.uk](mailto:mervin.cato@enfield.gov.uk) for further information regarding this privacy notice.

Alternatively, you can contact the Information Commissioner’s Office at <https://ico.org.uk/concerns/>