



Schools Guide for Virtual Consultations

We are providing virtual consultations for schools in order to be more responsive to need. It is a solution focused approach similar to the current consultations we run in person. Consultations use a plan-do-review framework, whereby together we will come up with agreed actions. It is collaborative and is inclusive of teachers, parents/carers and pupils. All participants will be working towards positive outcomes for the pupil, so we ask that mutual respect is maintained throughout. Your named EP will support you to prioritise and select cases that are appropriate for Virtual Consultations in your termly SEN planning meeting.

- Virtual consultations are **45 minutes** and are beneficial for less complex cases where Educational Psychology input would be helpful. (Complex cases should be referred for in-school Casework).

Examples of virtual consultations cases include:

- Lower level learning challenges in the classroom (e.g. to look at ways to support around attention/ focus).
- Supporting children develop social skills.
- A specific area of need you have identified and feel you need more support in managing.
- A review of previous EP involvement (The name of the EP running the virtual consultation will be on the advertisement, therefore you may want to choose your school EP when booking a review).

Instructions for booking a virtual consultations

- 1) Virtual consultation availability will be advertised on Tameside Educational Psychology Eventbrite Page: www.eventbrite.co.uk/o/tameside-educational-psychology-service-31712630295, select the date and time you wish to book.
- 2) Email Tameside EPS (eps@tameside.gov.uk) with the signed and completed consent form (please see attachment), detailing who will be attending the consultation. We ask for SENDCo, parents/ carer and/or a member of staff who knows the pupil well.
- 3) Once the referral form has been reviewed, you will be sent a confirmation email and Teams link. **YOU WILL NOT RECEIVE A TEAMS LINK IF YOU HAVEN'T SENT A COMPLETED AND SIGNED CONSENT FORM.**
- 4) Once the teams link has been set to school, it is the school's responsibility to distribute the link with the relevant people, e.g. parents/carers and professionals.

Expectations during virtual consultations

The Trainee/Educational Psychologist will make the expectations clear at the beginning of the meeting:

- Before the meeting begins, there will be a round of introductions.
- There will be a discussion around how to proceed should the technology fail (e.g. arranging to try again in 5 minutes or rescheduling).
- The EP/TEP will explain the purpose of the consultation and what we will aim to achieve.
- The following questions will be discussed (N.B. the wording may be adapted slightly during the consultation):
 - What are the pupils strengths and interests?
 - What is working well?
 - What is working less well?
 - What does this pupil need?
 - What needs to happen next? (Agreed Actions)
- The consultation will be written up by an Assistant Educational Psychologist and shared with school, who will then need to pass on information to parents/ carers. Consultees may choose to make notes during the meeting. We will aim to get the consultation notes back to you within 1 week of the meeting.
- The EP/TEP will be leading the meeting and may redirect conversations to ensure the 45 minutes is used effectively. We ask that the meeting takes place in a quiet space where there is a reduced the chances of interruptions. Where possible, we encourage both school staff and people at home to use headphones to help ensure people are clearly heard/ understood.
- The EP/TEP will ensure that all consultees have an equal opportunity to discuss and listen to any thoughts or concerns.
- We expect that consultees will arrive 5 minutes before the meeting start time in case of technical difficulties.
- Consultees in the meeting must remain in the consultation for the full 45 minutes (except pre-arranged/ exceptional circumstances).