Education Emotional Wellbeing Practitioner Referral

(EEWP - part of the Education Psychology Team (EPT))

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| * Complete all sections of this form with as much information as possible. * For the referral to be processed by the team, section 2 of the form must be completed by the parent/carer. * Scan all pages and submit this document securely through Galaxkey to: [EdEmotionalWellbeing@bradford.gov.uk](mailto:EdEmotionalWellbeing@bradford.gov.uk) |

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| **Section 1: Referral criteria** |
| The Education Emotional Wellbeing Practitioners (EEWP) support Children and Young People (CYP), aged 0-25, in educational settings, that are currently experiencing mild to moderate Social Emotional Mental Health (SEMH) needs. This referral form must be completed by a member of staff in an educational setting working with the CYP. The information you provide will help the team to triage the referral. Only refer if you do not currently have an NHS BDCT Mental Health Support Team in school or the CYP is not accessing support from an external organisation or in-house counselling service. The CYP must be have good attendance.  For further information, access the BSO page:  [Education based Emotional Wellbeing Practitioners (EEWP) Team | Bradford Schools Online](https://bso.bradford.gov.uk/content/education-based-emotional-wellbeing-practitioners-(eewp)-team) |

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| **Section 2: Parent/carer consent** | | |
| * I give my consent for information about the CYP in my care to be shared with the EEWP team. * I give my consent for members of the EEWP team to work with the CYP in my care. * I give my consent for information and recommendations resulting from the involvement of the EEWP to be shared with the school link in the educational setting. * I give my consent for information and recommendations resulting from the involvement of the EEWP and the wider EPT to be shared with other professionals who are involved with the child/young person in my care. * I give my consent for my data to be stored in accordance with the regulation in section 7. | | |
| Option 1 - Signature (preferred option) | Parent/carer signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Option 2 - Email consent  The email from parent/carer giving consent **must** be sent with the referral form on the same email via Galaxkey.  You can do this by:   * Scanning in this document and email together (with consent email at the end) * Attached the email consent and this form to one email * Clicking forwarding on the parent reply then attaching referral form. | Name of parent/carer who provides consent:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to CYP:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Has the parent/guardian  consented to being emailed a summary **if** an intervention is completed? | YES NO  If yes, then provide an email address below |

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| **Section 3: Educational setting details** | | | |
| Educational setting name: |  | | |
| Referrer name: |  | Job role: |  |
| Referrer email: |  | Phone number: |  |
| Mental Health Champion: |  | | |
| EEWP Link (If known): |  | | |
| Has the referral been discussed with the CYP? Yes  No | | | |

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| **Section 4: CYP Details** | | | |
| First Name(s): |  | Surname: |  |
| DOB: |  | Gender Identity: |  |
| Year Group: |  | Interpreter Required? |  |
| Accessibility Needs? |  | Home telephone number(s): |  |
| Address and postcode: |  | | |
| CYP’s mobile number (if in secondary school/college setting only): |  | | |
| CYP’s email address (if in secondary school/college setting only): |  | | |
| SEN register (delete as appropriate): | | YES NO    If Yes, then offer further details around the primary need | |
| Does the CYP have an EHCP/MSP? | | YES NO  If Yes, then attach the relevant document to this referral | |
| Are there any known current or historical safeguarding issues? | | YES NO  If Yes, then offer further details | |
| Has the CYP accessed another intervention delivered by the EEWP team within the last six months? | |  | |

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| **Section 5: Referral information** | |
| Describe in as much detail as possible the reason for the referral | |
| What is the SEMH need that has led you to request EEWP involvement?  *(What does the SEMH need look like? How often does the SEMH need occur? Is there a pattern identified? How does the SEMH need impact the CYP?)* |  |
| When did the SEMH need first start?  *(When was the change in the CYP’s presentation noted? Was there a significant event leading to the CYP’s current presentation? Can you identify any triggers?)* |  |
| What has been tried in school to respond to the issue prior to this referral?  *(Explain how you have followed the graduated approach and describe the impact of this on the CYP in as much detail as possible)* |  |
| What is the CYP’s view of their SEMH need?  *(Discuss with the CYP where appropriate)* |  |
| What outcomes are you and the CYP seeking? |  |
| Protective factors (such as: friendships, trusted adults support networks and the CYP’s strengths) |  |

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| **Section 6: Other support** | | | |
| Provide details of **all** other support received by the CYP/family currently or within the last 12 months (including current or past referrals to other services) | | | |
| Organisation | Date from/to | Outcome | Contact details |
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| **Section 7: Data Security** |
| * As part of our work we keep records, some of which are held on computer. These records contain personal information, such as name, and date of birth, plus the information we collect. * Your data is stored in accordance with Bradford MDC’s Data Protection Guidance. * Full details of this, how your data is used and your statutory rights is found here: * <https://www.bradford.gov.uk/open-data/data-protection/education-and-learning-privacy-notice/> |

Submit this document securely through Galaxkey to: [EdEmotionalWellbeing@bradford.gov.uk](mailto:EdEmotionalWellbeing@bradford.gov.uk)

Direct all queries for this team to the above email address in the first instance.

To contact the service by phone, please call 01274 439444 and state it is for the Education Emotional Wellbeing team.