

## **City of York Council Specialist Teaching Team: Referral (Revised Sept 2020)**

### Making a Referral to the Specialist Teaching Team

Referrals must be made on the September 2020 referral form and be with the agreement of the child's parents or carers who must sign the form.

Referrals will not be accepted without parental consent and without a signed privacy notice. **We regularly review this Privacy Notice. The last time this was reviewed was June 2020.**

Referrals from schools or other educational settings must be from the SENCo or the Head teacher / Head of setting. Referrals from other staff will not be accepted. Referrals directly from parents can not be accepted.

There are TWO referral forms for the Specialist Teaching Team dependent on the support required;

1. Referral for Autism Team, Deaf and Hearing Support Team or Visual Impairment Team. Because of the nature of support provided for children with either Vision Support needs or those that are Deaf, referrals to these services will only be accepted from specialist practitioners:
  - Vision Support – referrals will only be accepted from Health professionals – ophthalmologists, orthoptists, paediatricians. If parents or staff have concerns about a child or young person's vision they should contact the child's GP who will, if necessary, refer to the Ophthalmology Department at York Hospital who will then refer to the Vision Support team if the child meets the criteria for support.
  - Deaf and Hearing Support – referrals will only be accepted from the Audiology Department at York Hospital. If parents or staff have concerns about a child or young person's hearing they should contact the child's GP who will, if necessary, refer to the Audiology Department at York Hospital who will then refer to the Deaf and Hearing Support team if the child meets the criteria for support.
2. Referral for Medical Need either for Support for Children and Young People working with CAMHS who may require support with a reintegration plan for school or for Statutory Home Tuition for those Children and Young People who are unable to attend school due to medical need.

It is important that ALL referrals to the Specialist Teaching Team include as much information as possible about other support that the child or young person is receiving.

All referrals should include details of any existing support provided by other professionals, e.g. Portage Worker, Physiotherapist, Occupational Therapist, CAMHS Worker. Contact details for others involved should be provided. Where specialist reports are available these should be provided with the referral.