| Outreach Service – Dorothy Goodman School  Please complete this form and return to:  [louise.leeson@cleveland-house.org](mailto:louise.leeson@cleveland-house.org) (using an encrypted password)  Or  Dorothy Goodman School  Stoke Road  Hinckley  Leicestershire  LE10 0EA |
| --- |

**Section A** (To be completed in all cases)

| Date: |  | |
| --- | --- | --- |
| Person making request: |  | |
| Name and address of school;  e-mail and telephone number for above person: |  | |
| Primary focus of request: | The needs of an individual child or young person (complete Section B) |  |
| A group of children or young people with like needs (complete Section C) |  |
| Ways to support the work of staff (complete Section D) |  |
| Parent/carer’s consent obtained |  | |

**Section B** (To be completed if request described in Section A is to support an individual child or young person)

| Individual’s Name | D.O.B | Yr Group | M/F | UPN |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Baseline Data: (attach copies of information, or fill in box, whichever is easier) | | | | |
| English and Maths assessment information |  | | | |
| Any additional physical or medical needs |  | | | |
| People/Services who have been involved |  | | | |

**Section B** continued

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |
|  |  | | | |
|  |  | | | |
|  |  | | | |

**Section C** (To be completed if request described in Section A is to support a group of children or young people with like needs)

| Children’s Names | Yr Group | Brief description of needs (Please include levels of SEN intervention as appropriate and any people/service who have been involved) | Parent/Carer’s consent obtained |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section D** (To be completed if request described in Section A is to support the work of staff involved with the child/children causing concern)

| Brief description of staff needs  (please specify number involved) |  |
| --- | --- |

For Office Use Only

| Date received |  | | | |
| --- | --- | --- | --- | --- |
| Date Support commissioned |  | | | |
| Date Analysis Form Monitoring |  | | | |
| Request Accepted | Yes |  | No |  |

#### Personal information and data protection in our school

**General Data Protection Regulations**

Our school holds a lot of personal information – about pupils, parents, teachers etc, and the General Data Protection Regulation is the law that says how we can hold, use and store it.

We have a school wide Privacy Notice which tells you what personal information we collect and hold, what we do with it, who we share it with and how long we keep it for as well as other important information.

We’ve updated our Data Protection Policy and you can read the new policy on our website along with our privacy notice for processing this data and our retention policy

<http://www.dorothygoodman.co.uk/policies/>

**COVID 19 update**

| Due to the current situation schools will need to liaise regarding COVID 19 arrangements and an agreement will be made before any visit. Dorothy Goodman School will have all PPE available if required and will be able to provide a risk assessment for any pupils visiting the school to ensure we adhere to safe practice.  Schools will agree to the terms before any visits and set out guidance prior to any face to face visits. |
| --- |