

Fife Children's Services Request for Assistance (RfA) Guidance

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2. Introduction

Across the Fife Education and Children's Service (FECS) a single request for assistance (RfA) form has been developed. This can be used to access additional support across the Educational Psychology Service, Supporting Learners Service, ASN Outreach

As outlined in stage 1 of the Child Wellbeing Pathway, Named Persons have 3 core functions:

1. To advise and support children, young people and families, which may include signposting to an appropriate service
2. To help children, young people and families to access support
3. To discuss or raise matters with service providers

The Request for Assistance process has been developed to support Named Persons (or Lead Professional) to liaise effectively with other services to ensure that children, young people and families are able to access the right support at the right time.

Prior to making a Request for Assistance it is expected that the Named Person will have carried out a detailed assessment of wellbeing. There are a range of assessment resources included within the CWP guidance which can be found on the Getting It Right in Fife website <http://girfec.fife.scot/> It is assumed that the 5 GIRFEC questions will **always** be rigorously considered prior to a RfA:

1. What is getting in the way of this child's wellbeing?
2. Do we have all the information we need to help this child?
3. What can we do now to help this child?
4. What can my service do to help this child?
5. What additional help, if any, may be needed from others

3. Making a Request for Assistance (RfA)

- In line with good practice principles, practitioners will communicate with the proposed service prior to submitting the RfA, this will help determine which support will be the most appropriate.
- In advance of making a RfA, the Named Person (or Lead Professional) will have discussed the proposal with the child, young person and/or family, and received their permission to make the request
- This most current Request for Assistance(RfA) blank template is stored on the Getting It Right In Fife website under Resources & Publications at <http://girfec.fife.scot/> . The RfA form should be completed electronically and emailed to the appropriate support service.



The receiving service will respond in one of the following ways:

- Support is agreed;
- Further discussion is required;
- Support not agreed, but an alternative support service or course of action is suggested (i.e signposting)

The outcome of the RfA will then support and contribute to ongoing assessment and planning, which will be recorded in an appropriate planning format (e.g. Teacher Planning, Additional, Child's Plan, Co-ordinated Support Plan). Any support will be reviewed within an agreed timescale

4. Making a Request for Assistance (RfA) for staff development

There is separate RfA form for schools to request Staff Development/training from one of the support services (e.g. Educational Psychology Service, Supporting Learners Service or ASL Outreach). It is anticipated that detailed information will be provided on the RfA about the assessment of the organisation/staff which informs the need for this staff development request.

5. Requesting Support from Fife Council Educational Psychology Service

RfA to the Educational Psychology Service will be made following discussion with the school link Educational Psychologist and sent electronically to one of the following email addresses depending on the location of your school.

- **North East Fife and Levenmouth** - Cupar.EducationalPsychologists@fife.gov.uk
- **Central Fife (incl. Glenrothes & Kirkcaldy)** - Central.EducationalPsychologists@fife.gov.uk
- **West Fife** - Dunfermline.EducationalPsychologists@fife.gov.uk

Once agreed with all parties (including parents), timescales for responses to received Requests for Assistance will be negotiated between Educational Psychologist and school

6. Requesting Support from the Supporting Learning Service (SLS)

You can request support from the following SLS service teams using the RfA form.

1. Access Officer
2. Assistive Technology Support Team - ATSS
3. Autism Spectrum Information and Support Team - ASIST
4. Deaf support Service - DSS
5. Developmental Language Disorder - DLD
6. English as an Additional Language - EAL
7. Fife Augmentative and Alternative Communication Team - FAACT
8. Gypsy and Traveller Education - GATE
9. Moving and Handling Advisor
10. Visual impairment - VI

Please choose the team you require support from the drop down list towards the end of the RfA form.

RfA forms for the supporting learners service(SLS) should be submitted to supportinglearners@fife.gov.uk



7. Requesting ASL Outreach Support (2021/22) Additional Advice on completing the RFA

ASL Outreach support can be sought by schools to assist them with professional development around the needs of a particular child, or to build capacity for individuals/teams within the school.

Schools should complete a request for assistance form and submit this to education.asloutreach@gov.co.uk. The form will be directed to the establishment from which you are seeking assistance from. Forms can be found on the [resources and publications page](#) of the GIRFEC website (under wellbeing assessment and planning).

Outreach Providers (Phase 1 from Sept 2021)

Calaiswood Special School	Kilmarnock Special School	Pitreavie Primary ASC
Castlehill Primary ASC	Hyndhead Special School	Rosslyn Special School
Glenrothes High School DAS	John Fergus Special School	Woodmill High School DAS

Types of Partnership working may include:

Individualised planning	Modelling quality and appropriate interactions	Professional learning for staff
Measuring progress for children with more complex needs	Signposting staff to appropriate resources or teaching approaches	Proactive management planning and de-escalation approaches
Planning an appropriate curriculum for all children and young people	A review of consideration of appropriate learning environments	Developing a new ASN provision

When seeking ASL Outreach assistance for staff only

Please complete 'Request for Assistance Form – staff development request' Please state in the box '**ASL Outreach Support From**', which school you are seeking support from. Please see the list of providers above.

In the box headed **Specify the desired outcome of this request for assistance?**, please also indicate which of the partnership working offers you are looking for support with. Please see the list above. If not listed, please add details on the form.

When seeking ASL Outreach assistance for staff who are supporting an individual child

Please complete 'Request for Assistance Form'. In the box headed **What would you like this service(s) to do?** please state

- That you are looking for ASL outreach support
- Which school you are looking for support from and;

Which of the partnership working offers you are looking for support with. Please see the list above. If not listed, please add.

ASN Outreach team requests should be sent to education.asloutreach@gov.co.uk

