

Fife Children's Services

Request for Assistance (RfA) guidance

To further support the embedding of the Child Wellbeing Pathway and ensure our processes are efficient and streamlined, a request for assistance (RfA) form has been developed. This will be tested in 3 services within Education & Children's Services i.e. Educational Psychology Service, Supporting Learners Service and Family Support Service.

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

Making a Request for Assistance (RfA):

- In line with good practice principles practitioners will communicate with one another prior to making a RfA to help determine which support service 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 RfA form is stored on the Getting It Right In Fife website under Resources & Publications <http://girfec.fife.scot/> and the service information page on the site. The RfA form will be completed electronically and sent to the appropriate support service
- The receiving service will respond in one of the following ways:

(1) Support is agreed; (2) Further discussion is required; (3) Support not agreed, but an alternative support service or course of action is suggested

- 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. Class Teacher Planning, Additional Support Plan, Child's Plan, Co-ordinated Support Plan)
- The agreed support will be reviewed within an agreed timescale

There is also a RfA form for early years settings and schools to request Staff Development/Training from specific support services (e.g. Educational Psychology Service, one of the teams within the Supporting Learners Service). It is anticipated that there will be detailed information about the assessment of the organisation/staff which informs the need for this request.

Fife Council Educational Psychology Service

RfA for 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 (including 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

Support for Learning Service requests should be sent to SupportingLearners@fife.gov.uk

Family Support Service requests should be sent to FamilySupportService@fife.gov.uk