

Bi-Borough SEN OT Service

SERVICE OFFER 2023-24



Bi-borough
Inclusion Service



Bi-borough SEN OT Team



**Deirdre
Murphy**

Lead SEN OT



Ellie Lawley

Lead SEN OT
(maternity cover)

The team is commissioned to deliver OT provision outlined in EHCPs



Kerry Coyne

SEN OT for RBKC



**Mariana
Teixeira**

SEN OT for WCC



**Gwendoline
Janot**

SEN OT for RBKC



**Claire
Brundle**

SEN OT for RBKC



**Shakira
Taylor**

SEN OT RBKC



**Skye
Sergeant**

SEN OT (RBKC)
Orchard Base,
Barlby Primary
School and Grandin
Centre, Kensington
Aldridge Academy



Shauna Hunt

SEN OT for WCC



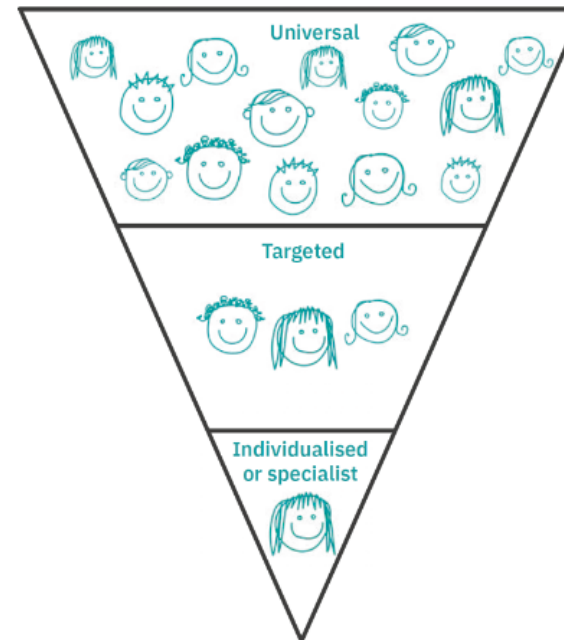
India Ogun

SEN OT for RBKC

How can we best support you?

- 1 There is growing recognition that **flying-solo-expert-model** does not led to significant improvement of practice
- 2 We are developing a more **collaborative working** based on schools' strengths and knowledge of a CYP
- 3 We use **coaching approaches and appreciative inquiry** with elements of mentoring (when needed / wanted)

- 4 We would like to get away from the deficit model and **celebrate neurodiversity**



Assessments



- The Bi-Borough SEN OT service are not responsible for carrying out **formal OT needs assessments**.
- These assessments are conducted by the **CYPOT NHS OT** and form the recommendations for section F
- The Bi-Borough SEN OT service may complete some assessments in **exceptional circumstances** only. This is agreed on a case by case basis.

Working Together



- **Targets are discussed and set jointly with C&YP, school staff and families. Although we are a school based service, parental involvement is an integral part of the service. Parents are encouraged to be involved in the following ways:**
 - Contribution to reports
 - Discussions via telephone or email
 - School meetings and annual review meetings
 - Parent training
 - In some situations, assessments can be completed in designated clinic spaces across the bi-borough. For example, if a C&YP is not in full time education and awaiting placement.



Eligibility Criteria

The service supports all children and young people over 5 years old with Occupational Therapy needs stated in Section F of their EHCPs and who reside in WCC or RBKC. This includes mainstream schools and academies.

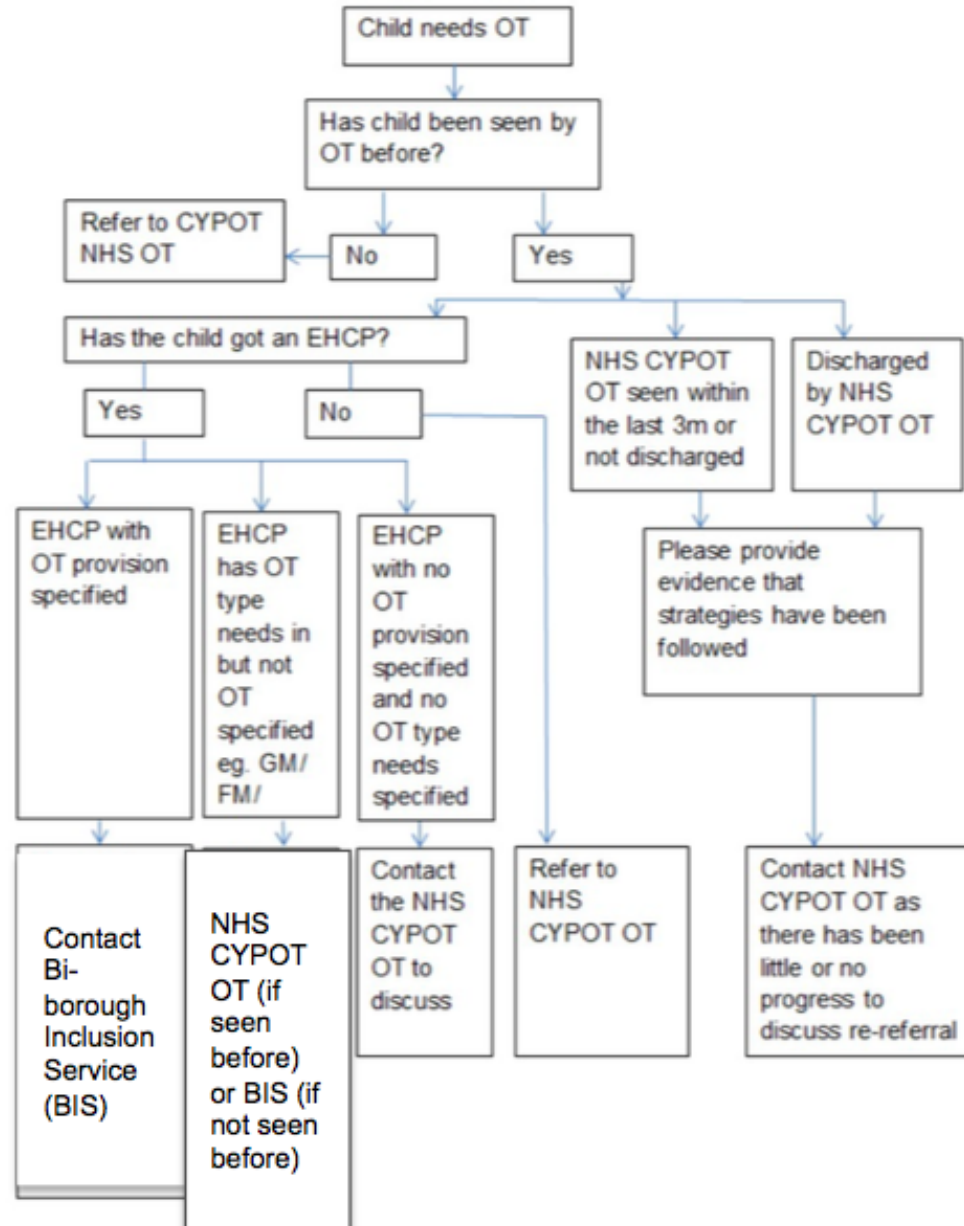
It also supports out of borough placements, within reasonable distance where the Bi-Borough resident child has Occupational Therapy needs specifically stated in their EHCP.

If a child or young person from outside the Bi-Borough is a student in Westminster or RBKC and has an EHCP with OT needs specifically stated in section F of the EHCP then they are usually supported by the local authority in which they reside. Sometimes, reciprocal agreements are sought.

Flowchart illustrating OT referral pathway



click [here](#) to access SEN OT referral form





Level of Support

Support may be in the form of emails, phone calls, meetings and visits to settings. Additional support may also be included e.g. liaison, resources (where appropriate) and training.

We are currently offering a hybrid service delivery - a mixture of virtual and direct work on site. We can be flexible according to the needs of the child/young person and the school.

The OT will endeavour to attend annual reviews where possible. If the OT cannot attend, feedback on the OT will be provided. OT attendance and submission of reports will be provided once enough notice is given; in line with the code of practice.

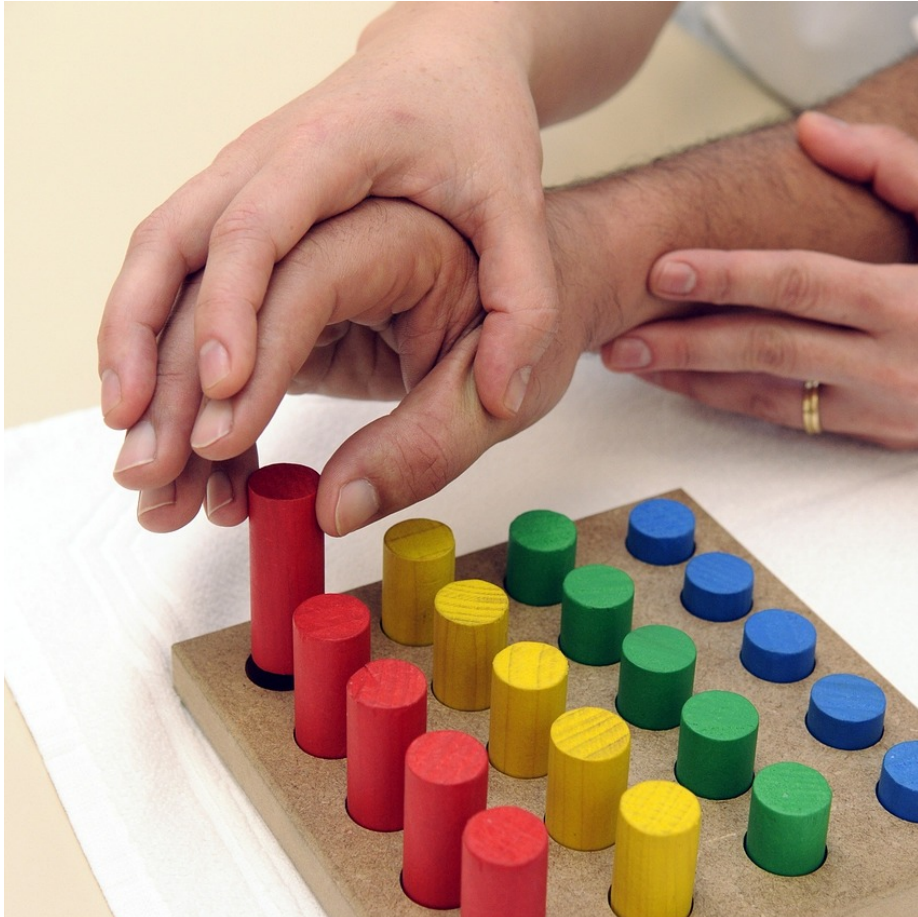
Range of Support

- **Whether by on site or remote delivery, the service is tailored to facilitate a multi-agency approach with a range of support including:**
 - Observation/ Assessment
 - Advice on target setting with reviews and updates
 - Signposting to services
 - Small group support
 - Contribution to annual review
 - Transition support
 - Multi-professional Meetings/ Team around the Child Meetings (TAC)
 - Telephone, email and video call support
 - Training - for schools, parents and professionals



Examples of training we offer

all training available on [Services2 School](#) or upon request (please ask the school SENCO or contact the Bi-Borough Inclusion team).



- ✓ Practical Sensory Strategies
- ✓ Fostering Emotion Regulation
- ✓ Practical strategies for handwriting
- ✓ Toileting and Independence Skills
- ✓ Navigating mealtimes with sensory challenges
- ✓ OT tools for home/school
- ✓ Supporting students with physical needs
- ✓ Gross motor skills

Charging Policy

From 1st September 2022 the following charges will apply to independent schools and for those schools out of the borough

Face-to-face central training delivered by the Bi-borough Inclusion Service

The following charges will apply to independent schools in the Bi-borough and all out of borough schools and services

- **£50 per delegate for morning/ afternoon courses**
- **£90 per delegate for full day course**
- **£10 for parents** residing in other boroughs whose children do not attend Bi-Borough schools (subject to capacity, the Bi-borough parents given priority)

Courses delivered by outside trainers will be charged on an individual basis for all school services, organisations and individuals.

Online central training delivered by the Bi-borough Inclusion Service

The following charges will apply to independent schools in the Bi-borough and all out of borough schools and services

- **£30 per delegate for morning/ afternoon courses**

We encourage all delegates to pay by WorldPay and ask their settings for reimbursement. Payment must always be made before your event.

Charging Policy

From 1st September 2022 the following charges will apply to independent schools and for those schools out of the borough

Bespoke support in your setting

Bespoke support schools or settings continues to be free only to state-funded Bi-borough schools (including academies and free schools).

Charges below apply to independent schools and all out of borough schools/settings:

- **£600 for one day training/consultancy** (it could be split into two sessions)
- **£350 for ½ day training/consultancy**
- **£350 2 twilight sessions**
- **£200 1 twilight session**
- **£85 per one hour consultation**

Bespoke consultation / training online

If the bespoke training for a specific setting is delivered online the charges are as follow:

- **£175 for morning/afternoon training/consultancy**
- **£175 for two twilight 1 hour sessions**
- **£100 for one 1h twilight session**

We encourage all delegates to pay by WorldPay and ask their settings for reimbursement. Payment must always be made before your event.



Quality Assurance

The Bi-borough SEN OT Team adheres to Occupational Therapy Standards & Code of Ethics (RCOT). These standards provide us with a framework for self-evaluation based on some of the key areas of the SEND Local Area inspection.

Based on the standards, we identified key performance indicators which allow us to monitor outcomes. The outcomes are reported termly to the Local Authority. This includes feedback from schools, C&YP and families, training evaluation, KPIs analysis, case studies and development plans.

Consent and confidentiality

Each child and young person has an individual GDPR compliant electronic file containing records of visits, communications with other professionals, settings and families.

The Bi-borough SEN OT Team will gain consent from the family / carers from the point of initial involvement with the service. Additional consent will be requested for participation in specific projects and interventions e.g. peer support work. The team also request consent to share information with other professionals to support their work with the child or young person.

Only the initials of the child's name are used in email communication. If photo / video footage of the child or young person is used for training purposes / publications or advertisement, additional consent is obtained from parents / carers.



Compliments and Complaints

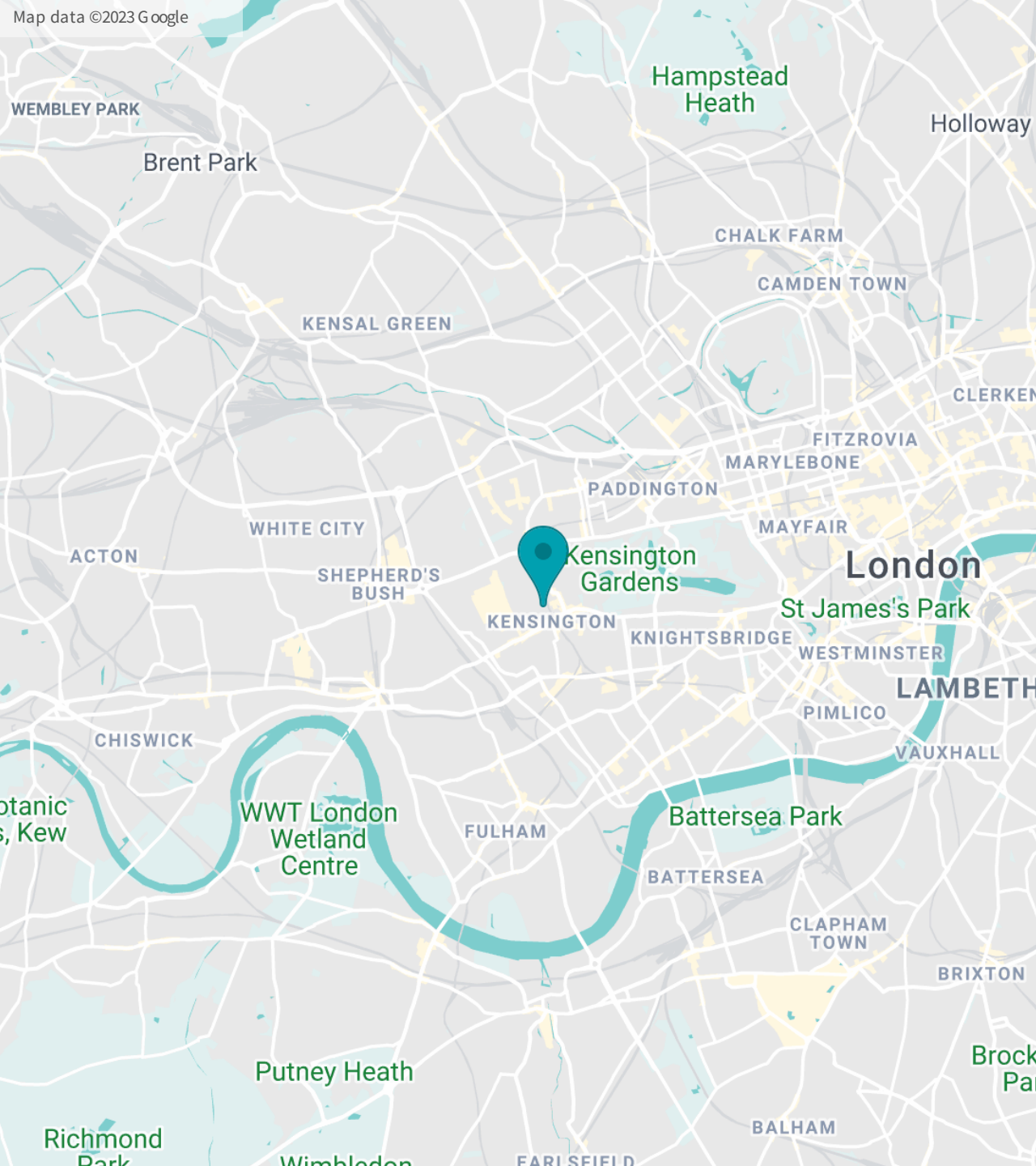
- The SEN OT service are proud of their continuing professionalism, values and commitment to the children and young people in their care. Every year the team evaluates the impact of the service through questionnaires or other forms of communication. If you are pleased with our work, we are always happy to hear from you.
- However, there may be situations where the service of a member of the team has not met your expectations and you would like to make that view known to us.
- As a team we are open to receiving feedback and to efficiently resolving any complaints. Please contact us on:

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Anna Selwyn - Head of Bi-Borough
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Contact Us

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