Pupil Support Request for Involvement Process

Step 1:
Informal request for **advice and guidance.**

Step 2:
A ***formal*** request for involvement is made to **Pupil Support.**

Consider the need for ***ongoing intervention****.*

Step 3:
The Pupil Support Management Team
review the assessment data.

Step 4:
A **formal intervention** is required?

Yes

Step 5a:
The Pupil Support Management Team:

- **Assigns the case** to individual service(s), recommending an initial mode of intervention, which may include one or more of the following:
  - Assessment.
  - Advice (learning and teaching, curriculum).
  - Direct intervention (teaching).
  - Home-school support and working with families.
  - Training.
- **Informs** the person making the request for involvement.

No

Step 5b:
Pupil Support Team Member assigned to continue working with school-based team in **consultancy role**.

If there is no further evidence to support a formal intervention the request is '**signed off**' after a period not exceeding 6 weeks.

Step 6:
The individual service **plans and co-ordinates intervention** with school-based staff.

The service will maintain records of meetings / visits; maintain a work plan in relation to the intervention; make an ongoing impact evaluation of the joint working / programme of intervention.

Step 7:
The Service **feeds back** to the Pupil Support Management Team as part of **professional supervision**.