

Outreach Teaching Service (OTS)

Service Level Agreement

Between name of school / and the OHS

Re: *Insert Pupil Name / Activity*

The support and provision of education for pupils with medical needs who are unable to attend school requires a concerted partnership approach, with each partner agreeing to certain roles and responsibilities.

Once the signed form has been received by the OHS, support for the pupil can commence subject to appropriate medical advice and according to the arrangements for attendance coding and procedures outlined in related policy documents

OHS agree to:

- fulfil our safeguarding duties under Keeping Children Safe in Education 2018 as documented in our Safeguarding policy, including sharing all safeguarding concerns with the home school DSL.
- make personalised educational provision for individual pupils, ensuring continuity of educational provision.
- provide interventions, individually or in groups, to pupils with medical/mental health needs as agreed in the OHS Intervention Plan.
- to undertake appropriate educational assessments to ensure personalised programmes are designed to meet individual pupil needs.
- monitor and evaluate the effectiveness of provision for individual pupils who cannot attend school due to a medical and/or mental health need or who are on an integration programme, and support the school in the development of an appropriate and sustainable integration plan.
- to enter pupils for external examinations where appropriate
- support and advise schools/academies on the impact of a pupil's medical/mental health conditions on the ability to access education.
- contribute to Education, Health and Care plan assessments according to the new SEN Code of Practice by providing Setting Reports.
- facilitate the greater involvement of pupils in making decisions about their own educational options, setting their own targets for learning and other priority health and social needs and in monitoring their own progress.
- where appropriate, work with families to ensure that their views are always taken into account and that the rights of children are paramount.
- provide regular information to school regarding pupil progress and attendance.
- attend reviews to discuss educational arrangements.

It is expected that Schools/Academies and their Governors will:

- maintain their safeguarding duties under Keeping Children Safe in Education 2018 including liaising closely with OHS on all safeguarding concerns, updating and retaining their safeguarding files with information shared by OHS.
- maintain the pupil on the school roll.
- ensure that there is a named person for pupils with medical/mental health needs.
- work with OHS staff to plan and implement Individual Learning Plan for pupils with medical/mental health needs who may also have special or additional educational needs.
- provide all appropriate and relevant work, plans, and resources necessary for the pupil to closely follow their home school curriculum.



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- implement the school's policy on Inclusion, Educating Pupils with Medical Needs, Equalities and Special Educational Needs taking into account the Code of Practice, DfE statutory guidance and OCC policies for pupils with medical needs.
- maintain close contact with parents and carers, helping them to understand the educational provision that may be suitable in each case.
- arrange, in collaboration with OHS staff, and attend an initial meeting and subsequent review meetings for all pupils with medical/mental health needs and to invite the pupil, parents, and appropriate professionals.
- ensure that pupils are entered for appropriate external examinations and that predicted performance targets, appropriate coursework expectations and curriculum resources are communicated to the OHS teaching team.
- to administer the exam process for the pupil e.g. by providing an invigilator at an alternative venue, such as home or hospital, if required.
- to minute the meetings and distribute the minutes to all professionals.
- involve the Independent Advice and Support Service, the parent advisory service, when required.
- ensure that general school information for pupils, parents/carers is sent home to all pupils even if the pupil is not attending school in order to include the pupil in the life of the school as far as possible.
- plan and implement individual healthcare plans in line with school's own policy around educating pupils with medical needs, and DfE statutory guidance where required.
- make effective and appropriate arrangements to meet the needs of children and young people with additional educational needs due to medical or mental health difficulties in line with the DfE statutory guidance 'Supporting pupils at school with medical conditions'.
- make alternative arrangements, or be flexible where possible, in order to include the pupil in the life of the school.

Data Sharing Agreement

This agreement must be completed where data is routinely shared between the OHS and their partners. Definitions of data which apply to this agreement as defined by the Data Protection Act 1998:

In completing this agreement you are agreeing to comply with the 8 principles of the Data Protection Act, to make sure information is

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the UK without adequate protection

The OHS will take appropriate technical and organisational measures against unauthorised or unlawful accessing and/or processing of personal data and against accidental loss or destruction of, or damage to, personal data. This will include:

- appropriate technological security measures
- secure physical storage and management of non-electronic data
- password protected computer systems



