



Defoe Road, Ipswich, IP1 6SG
Tel: (01473) 467607
Email: office@thomaswolseyoutreach.co.uk
Web site: www.thomaswolseyoutreach.co.uk

INCLUSIVE TECHNOLOGY CENTRE



SERVICE SPECIFICATION

February 2010

Contents

1. Background
2. Policy Statements
3. Service Aims
4. Client Groups
5. Staffing
6. Procedures - Co-ordination of assessment
Assessment
Funding
Reports
Advice
Training
Support
Review
7. Outreach Committee
8. Finance
9. Evaluation of Service

1. **INCLUSIVE TECHNOLOGY CENTRE (ITC)**

1.1 Background Information

In July 2004 a proposal was written by Cathy Doran, Specialist Speech and Language Therapist (Communication Aids), Nancy McArdle, Headteacher at Thomas Wolsey School and Sandy Ranson, Senior Education Officer for an Inclusive Technology Centre. This was a recommendation of the ACE Advisory Trust Communication Aid Project (CAP).

Previously in Suffolk children aged 0-19 years were seen for communication aids assessment at the Suffolk Communication Aids Resource Centre and children with a physical disability who attended mainstream schools were seen by the Thomas Wolsey Outreach Project for access to ICT and recording. ACE recommended that these services come together to provide a comprehensive service for assessment of communication aids and access to ICT and recording.

Suffolk LEA responded positively to the proposal and built a new centre at Thomas Wolsey School and funded an Occupational Therapist, a Specialist Technician, an Advanced Skills Teacher and Advisory Teachers were given a remit to be part of the assessment team. The Suffolk Communication Aids Resource Centre Speech and Language Therapist were also to be part of this team. The Thomas Wolsey School Outreach Project Manager manages the Service.

The Service was officially opened on 14 July 2005.

2. **POLICY STATEMENTS**

- 2.1 The Service is available to children aged 2-19 years with physical disabilities who are resident in Suffolk.
- 2.2 The Service aims to support the child's right to full and equal access to the curriculum.
- 2.3 The Service aims to provide a full and holistic assessment of the child's Inclusive Technology needs which may include access to communication aids, ICT and environmental controls.
- 2.4 The Service aims to recommend equipment most relevant to the child's needs.
- 2.5 The Service aims to be dynamic and consultative and work in association with acknowledged sources of expertise, such as the ACE Centre, Ability Net and SCOPE.

3. **SERVICE AIMS**

The Service aims to:

- 3.1 Assess children with severe communication problems and/or physical access difficulties and/or require specialist software and equipment to enable them to access the curriculum.
- 3.2 Offer technical support to schools.
- 3.3 Offer specialist training to families and schools.
- 3.4 Provide assistance in the adaptation of any suitable equipment.
- 3.5 To provide advice and support to ensure consistency for children on dual placements between special and mainstream schools.
- 3.6 Access to environmental controls assessment may be offered if appropriate to children seen for ICT/communication assessment.

4. **CLIENT GROUPS**

- 4.1 Children aged 2-19 years who have a physical disability and who are resident in Suffolk.
- 4.2 Children with severe communication difficulties, who are unable to speak, or their attempts may be unintelligible to someone who does not know them well. Other children may have less severe difficulties, but may be unable to communicate effectively or achieve their potential
- 4.3 Children who have a diagnosis of physical disability that affects their access to ICT and recording

5. **STAFFING**

The current staffing for the Inclusive Technology Centre is:

5.1 Occupational Therapist	Jane Dolan	0.3 sessions
Specialist Teacher	Bridget Love	0.1 sessions
Speech & Language Therapist	Cathy Doran	sessions arranged as required
Specialist Technician	Rob Smith	0.5 sessions
Admin support	Lindsay Hatchard	2 hours weekly

6. PROCEDURES

6.1 Referral

All referrals will be made by pro-forma application complete with relevant details and include parental consent.

Referrals will be acknowledged within 14 days of receipt.

All referrals will be logged.

6.2 Co-ordination of Assessment

- A child will be assessed within 12 weeks of Information for Assessment form being returned.
- Assessment will include contributions from a multi-disciplinary team where appropriate.
- Other agencies will be invited to contribute to the assessment process. This may include:
 - Speech & Language Therapist
 - Occupational Therapist
 - Physiotherapist
 - Paediatrician
 - School Doctor
 - Advisory Teacher
 - Class Teacher/SENCO
 - Teaching Assistant
 - Education Psychologist
 - Social Worker
 - School Nurse/Community Nurse
 - Health Visitor
 - Advanced skills teacher for ICT.

The following persons will usually be expected to attend the assessment:

- Parents/carer
- Class Teacher/SENCO
- Community Speech & Language Therapist – if child has complex communication needs
- Community Occupational Therapist – if child has complex access needs

6.4 Venue of Assessment

- Where possible children will be assessed at the Inclusive Technology Centre.
- Some children will be more appropriately assessed within their own educational environment. Appropriate accommodation must be provided and staff time allowed for assessment and discussion.

6.5 **Assessment**

During the assessment, the following issues will be discussed with parents and other professionals involved:

- Equipment recommendations
- Training
- Access to curriculum
- Level of support required to introduce and develop the use of the equipment recommended
- Cost and funding

6.6 **Funding**

Communication Aids – if a recommendation is made for a communication aid, an application will be made to the Suffolk Communication Aids Resource Centre (SCARC) multi-agency panel. Small items of equipment can be purchased directly by the SCARC.

Access to ICT and Recording - The child's own school will be expected to provide equipment recommended as an outcome of the assessment. Further guidance is available via the Special Educational Needs and Disability Policy and Practice Handbook.

6.7 **REPORTS**

Following assessment of the child, a report will be written and circulated within 4 weeks. This will include:

- Background to referral
- Background information about the child
- How the child currently:
 - Accesses equipment
 - Communicates
 - Records his/her work
- Equipment/strategies tried during assessment:
 - Access
 - Communication
 - Recording
- Recommendations including:
 - Equipment
 - Support/training needs
- Cost/funding
- Any further input from the ITC

6.8 **ADVICE**

Advice will be available to parents/carers and professionals on topics relevant to communication aids and access to recording and ICT.

6.9 **TRAINING**

Training will be available to parents/carers and professionals on:

- Communication aids
- Specialist software, e.g. Clicker 5
- Access to ICT and recording

Training will be logged and evaluated. School visits can be arranged to offer additional support.

6.10 **SUPPORT**

- Technical support may be given to parents, carers, professionals and users of Inclusive Technology.
- Support may include demonstration of equipment and ICT resources and provision of training.

6.11 **REVIEW**

Reviews are given as an option at the end of the written report. It is the schools responsibility to re refer the pupil when deemed necessary

7 **OUTREACH COMMITTEE**

Termly meetings will be held to discuss the progress of the Service.

8 **FINANCE**

Applications for funding for assessment equipment will be submitted to the Local Authority.

9 **EVALUATION OF THE SERVICE**

- Assessments will be evaluated by means of an audit questionnaire to parents and professionals
- An annual report will be written to review activity and progression of the service
- A report on the number of referrals, number of children seen for assessment will be given to the Outreach committee each term.