



## WORKING AGREEMENT FOR FAMILIES SPECIALIST LEARNING SUPPORT

### Responsibilities of Specialist Learning Support Team:-

- We aim to provide a small team of two or three Specialist Learning Support Assistants (SpLSAs) to work 1:1 with your child/young person. They will be part of the trained team of SpLSAs that work with children/young people closely monitored and supervised by the Care Co-ordinators. (competency records available on request)
- To keep you fully informed of who is trained and allocated to work with your child/young person.
- To provide cover whenever possible if the SpLSA is off sick or otherwise unable to work. It is unlikely that the team will be able to provide an escort at short notice.
- To provide up to four hours of home learning support from the second day of illness if your child/young person is not able to attend school but is not acutely unwell and able to engage in educational activities. Times of sessions can mostly be flexible and arranged between families and SpLSA. Home learning support can also be offered in other settings i.e. hospital.
- If there is information to be gained which will assist the SpLSA in supporting your child/young person then the SpLSA may be able to attend outpatient and medical appointments if you wish this to happen. If in doubt, please discuss with Care Co-ordinator.
- To involve families in the training/assessment of staff (if families choose to.)
- To review the child/young person's eligibility for Specialist Learning Support every three months. In the case of your child/young person no longer meeting the threshold for Specialist Learning Support, the Care Co-ordinators will meet with you to discuss a phased withdrawal of the service.

Suffolk Health Systems and Suffolk County Council Children and Young People's  
Services Department

- To provide an individual plan of care for your child/young person which includes consent to share information with other professionals on a need to know basis.
- To undertake risk assessments for medical needs, moving and handling and home environment.

Responsibilities of the families:-

- To keep Care Co-ordinator updated with any changes in your child/young person's condition or treatment including medication regimes.
- To keep Care Co-ordinator informed if your child/young person is acutely unwell - this can be done via the SpLSA.
- To keep the home/school record up to date.
- To inform Care Co-ordinator of any changes in the home that may affect the risk assessment.
- To provide an environment during home learning where the SpLSA can work on a 1:1 basis with your child/young person.
- Should families choose to - become involved in the training/assessment process of staff.

Parent/guardian name: (please print).....

Signature:.....

Date:.....