Agreement to Engage with the Special Educational Needs and Disability (SEND) and Alternative Provision (AP) Advice Service

The SEND and AP advice service is an early advice service for professionals working with children and young people from B&NES with SEND and those that may require AP. It can help education settings to meet the needs of children and young people as early as possible through early identification of needs. It supports settings by guiding them through the B&NES SEND Commitment and by signposting to next steps and resources to support meeting needs including academic development and progress, social and emotional development, transitions, communication and interaction, sensory and physical needs, inclusion, and ways forward meetings.

Agreement to engage with the SEND and AP Advice Service

- I understand that for professionals to work together they need to share information that each of them holds. This helps them to better understand needs and organise their services to meet them.
- I understand that any personal information about my child will be discussed in line with the law and will not be given to any other persons who are not involved in the process of planning to meet my child's needs.
- All the information provided in the request for support form will be handled in accordance with the provisions of **The Data Protection Act 2018** - this is the UK's implementation of the General Data Protection Regulation (GDPR). DPA 2018 says that the processing of information should be fair and lawful, that it should be for a clear and specified purpose, that only relevant information should be disclosed, that it should be accurate, that it should be shared and held only for as long as necessary, that the rights of the data subject must be upheld, and that the system should be secure. The law also says we must share information to safeguard or protect a child or young person. Privacy Notice (A paper copy can be provided on request.)

Child/Young Person Details

Name:		D.o.B:	

☐ I am the parent / carer with parental responsibility

☐ I am the young person (If aged 16 years or above)

Name:	
Date:	
Signature:	

Verbal consent to engage

☐ I am the professional seeking advice and can confirm that I have discussed the request for support with the parent / carer / young person (if aged 16 years+) and they have verbally consented to engage with the SEND and AP advice service

Name:	
Job Role:	
Date:	
Signature:	