

Educational Psychology Service guidance
on what constitutes traded and statutory work

Traded

- Observation, individual assessment, consultation or intervention for pupils at SEN support, who do not have an EHCP and who are not in the statutory process.
- Observation and individual assessment with a pupil where staff and/or parents are considering applying for an EHCP but this has not been formally agreed.
- Updating assessment where EHCP advice has already been completed but the application has been delayed.
- Assessment or intervention for a pupil with an EHCP, requested by a parent or school staff.
- Small group work
- Staff/parent drop-ins or training
- Supervision
- Therapeutic interventions (not commissioned by the SEN team).

Statutory

- Attendance at the parental meeting where referral for statutory assessment is agreed.
- Individual work and observations to contribute to a psychological report completed after an EHCP application has been agreed with school and parents
- Attendance at certain EHCP annual and interim reviews: realistically these should relate to transition, significant change of needs or placement breakdown. This could include some preparatory observation/assessment but an EP report is not a requirement for a review.
- Assessment and advice commissioned by the SEN team as a result of an annual review.
- All work pertaining to tribunals.
- Individual work with pupils directly requested by the SEN team e.g. out of borough work, pupils who have recently moved into the borough, independent schools work.
- Early years work commissioned by the SEN team

If there are doubts, these should be discussed with EPS management before proceeding.