

Haringey Educational Psychology Traded Service 2024-2025

Purpose of the service level agreement (SLA)

The purpose of this service level agreement (SLA) is to define the rights and responsibilities of the settings and Haringey Educational Psychology Service (EPS) in respect of the traded service being provided. EPS practice incorporates consultation, assessment, intervention, research and evaluation, training and systemic work with settings. The SLA sets out the details of the traded service that will be provided, performance standards, who will provide it and how it will be monitored. It also details any responsibilities that must be met by the setting to enable the traded service to be provided.

Settings are strongly advised to purchase the annual subscription to the Haringey EPS Traded Service and any additional sessions required (which is charged at a lower rate for schools that have an annual subscription) at the beginning of the financial year 2024-2025 to guarantee availability. Settings can also 'spot purchase' additional sessions during the year, but those with an annual subscription will have priority where demand exceed the service's capacity. Please note that the traded service is over the academic year September 2024 – July 2025.

Annual subscription rates:

A session is defined as 3 hours. The total number of sessions includes face to face time, preparation and follow up tasks, for example, planning session, communication with the setting and other practitioners, report writing. Travel time is not included in a session and travel costs are not charged.

		Early bird rate*	Price	Number of sessions
SLA level 1	Nursery Schools/ Children's Centres /Early Years settings	£1,250	£1,320	4 sessions
SLA level 2	Primary schools (1-form entry)	£2,500	£2,640	8 sessions
SLA level 3	Primary schools (2-form entry and above, and/or with units)/Special Schools	£3,125	£3,300	10 sessions
SLA level 4	Secondary schools/ maintained colleges in Haringey	£3,750	£3,960	12 sessions
Secondary SEND subscription 4+	Secondary SEND subscription 4 plus	£1,600	£1,800	<ul style="list-style-type: none"> • 2 sessions with either a SENCo partner, EP or LAST team • Access to all EPS training sessions and including additional sessions on difficult conversations, adaptive teaching, and a workshop of recommended interventions and comprehensive directory • Termly twilight professional network meetings for TA/LSA on best practice and upskilling

* Early bird rate until 24th July 2024

Additional and Individual days

Requests for additional and 'ad hoc' sessions during the year can be made directly to the service in discussion with the settings link EP and will be subject to service capacity.

Settings with an annual subscription	Cost
Rate per 3 hour session	£260/session
Settings without an annual subscription	
Rate per 3 hour session	£350/session

*(minimum 2 sessions)

Additional chargeable services

Secondments - Haringey EPS offers Haringey settings the opportunity for a secondment of an EP to work in their setting for a minimum of 0.2 FTE (please contact Haringey EPS to discuss directly).

Services to settings outside of Haringey LA - Services to schools and services outside of Haringey will be set up with a Purchase Order and invoiced at a higher rate of £750 for 2 sessions (minimum of 2) plus travel costs and materials.

Service Level Agreement 2024/2025

Responsibilities of parties entering the agreement

Haringey EPS will:	Settings will:
<ul style="list-style-type: none"> • Act within the standards of practice, conduct, performance and ethics as set out in the Health and Care - Professionals Council (HCPC) Standards of Proficiency. • Apply their psychological skills and knowledge to negotiate appropriate involvement which will best meet the needs of the child or young person at the centre of the request. • Negotiate mutually agreed activities commensurate with the EPS role, training and competency. The link EP may draw on skills and expertise of the broader team. • Agree and jointly plan the most effective and efficient use of the traded service time with an identified senior member of staff. • Arrive punctually for planned visits, informing the setting/school of any unavoidable delay. • Ensure that EPs and TEPs are supervised to quality assure the work delivered. • Either re-schedule arrangements or seek to offer an alternative EP to carry out the agreed work if the EP is unable to fulfil the work on the agreed date due to illness or other unpreventable circumstances, with no loss of time to the setting/school. • Open an electronic file for an agreed EPS Information and Consent Form and enter information onto our database. Both parties will meet their responsibilities in accordance with the Data Protection Act 1998 and the Freedom of Information Act (2000) as outlined on the Haringey Council website http://www.haringey.gov.uk/contact/data-protection 	<ul style="list-style-type: none"> • Agree and jointly plan the most effective and efficient use of the traded service time with the EP with an identified senior member of staff. The EP will provide feedback on work undertaken in schools in a form that is negotiated in advance with the school. This could take the form of verbal feedback to school staff and parents, a short written summary of the school visit, consultation record or psychological assessment report where it has been agreed necessary. • Identify a senior member of staff for consultation, liaison and planning of EPS work and activities and release key staff as required for consultations. • Obtain informed consent from parents/carers/ young people as appropriate prior to EP involvement. • Include all relevant data and information to support collaborative assessment with the EPS Information and Consent Form. • Arrange appointments, promote attendance and liaise with parents/carers as required. There is an expectation that the school will provide interpreters for parents or carers where English is not the first language. This will ensure equality of access to our service and transparency of process. • Provide an appropriate space for the educational psychologist to work during the visit. • An identified senior member of staff to feedback outcomes to involved staff and parents and implement agreed actions from consultations. • Provide at least 24 hours notice in the event that an appointment needs to be cancelled. In unavoidable circumstances e.g. when there is child/parent absent on day of visit, In this situation, either agreed alternative contingency work can be undertaken or the EPS will charge 25% of the traded day.

Complaints

If the setting is unhappy with any aspect of the services provided by the EPS, discussions should occur with the EPS practitioner in the first instance. If the discussion does not resolve the matter, then the issue should be referred to the EPS practitioner's line manager who will try to resolve the matter.

Name of setting:

Signed:
Headteacher/
SENCO

Haringey EPS

Date:

Date: