

### Sensory Support Team - Haringey & Enfield

#### The Referral Process (Hearing Support Team)

1. **Refer** - hospital/school refer child using Haringey Referral Form (or hospital letter) once medical diagnosis received.
2. **Case assigned** - Case is reviewed by the Sensory Support Manager and allocated to a Qualified Teacher of the Deaf (QToD).
  - a. The assigned QToD to enter the referral on to the database, new caselist, visit data, and create new folder on shared drive.
3. **Initial Contact to the family**
  - a. Referrals from new-born hearing screening, contact will be made within 48 hours.
  - b. Post new-born hearing referrals, contact will be made within 5 working days.
4. **Visit** - by team at home, school, college to meet children & young people, parents, SENDCo and relevant school staff to gather additional information and provide a written report including advice/strategies. This will be emailed to parent/SENDCo.
5. **Subsequent visit/s** – to discuss hearing loss and its implications using the child's hearing profile.
6. **Visit frequency** – Use professional judgement for initial visiting. Complete NatSIP (National Sensory Impairment Partnership) to determine frequency of visits.
7. **Training** – Offer central training in September and further staff training as required.
8. **Regular visit:** Add to regular visit cycle in accordance with NatSIP.
9. **Review NatSIP scores** – bi-annual review of NatSIP score to amend frequency of visits if necessary.