

Graduated Approach to ND profiling tool - new process for Sep 24

The neurodiversity team have been working to address concerns raised about the number of requests that schools are receiving for neurodiversity profiling tools to be completed.

The feedback we have received is that sometimes these requests are inappropriate, and needs are already identified and being met through an alternative plan (e.g. IEP/PSP).

Concerns have also been raised that other services are recommending that profile tools are completed when it is not necessarily needed, or it would be appropriate for the service recommending the tool to complete the profiling tool with the family.

We are therefore proposing from September 2024 that the following process is followed when there is a request for a Neurodiversity profile to be completed.

It is important to note that schools can still complete Neurodiversity profiles for those pupils where they do feel it is appropriate without consulting with the Neurodiversity team. The aim of the process below is to support schools with requests where a Neurodiversity profile may not be the most appropriate way forward and managing these to ensure that families receive appropriate support from the team.

Stage One

- If family want to request a neurodiversity profile or have concerns regarding their young person and potential neurodivergences they will discuss with school/professionals/services who will discuss with the family whether a neurodiversity profile would be appropriate.
- School/professionals/services will signpost all families to information regarding the Neurodiversity team and the support available which includes:
 - Family Assist website
 - Advice clinics at family hubs - see attached poster for information.
 - Short term family support - see attached poster for information.

Information attached:

- **Family support available from the ND team**
- **ND team advice clinics.**
- **ND team poster**

Stage Two

- After discussion with the family school/professional/services if it is felt to be appropriate to complete the Neurodiversity profiling tool this will be completed.
- If it is felt further discussion and consideration is needed as to whether the tool needs to be completed this will be discussed with the neurodiversity team during a consultation meeting

- From September 24 the ND team will offer consultation meetings to all schools on at least a termly basis (frequency will be determined in liaison with the school and allocated member of the Neurodiversity team).
- Any requests for Neurodiversity profiling where it is felt the tool is not needed will be discussed in the Neurodiversity consultation meeting with the Neurodiversity team.
- If during the consultation meeting it is felt that a Neurodiversity profile isn't required, the Neurodiversity team will offer a consultation with the family to discuss support needs and how the team can support with this.

Consultation Meetings

The allocated member of the Neurodiversity team will contact the school to book in consultation meetings for the academic year - the frequency of these will be determined with the school and member of the Neurodiversity team as we recognise that some schools may need more frequent meetings etc.

Any children that are due to be discussed at the consultation meeting will have our consent from parents and the team will make a record of any discussion on our system, so we have a clear record of any discussions etc.

School will pre-populate the attached table prior to the meeting to confirm which children they would like to discuss.

Information attached:

- **Consent form to be completed by parents.**
- **Table to be completed by schools prior to the consultation meeting.**

Review of ND profiles

As the Neurodiversity team will be offering Neurodiversity consultation meetings to schools and consultations to parents if it is felt the Neurodiversity profile tool isn't needed, we will have less capacity to attend review meetings of the Neurodiversity profile.

Schools can discuss in the consultation meetings which reviews they would like the Neurodiversity team member to attend.

The neurodiversity team will prioritise attending review meetings where assessment is being requested however if we are not able to attend, schools can go ahead with review meetings without the Neurodiversity team present and submit the review paperwork if an assessment is being requested. The review meeting paperwork is attached for this.

Information attached:

- **Review meeting form - this can also be completed digitally on the Insight Hub.**