



# Educational Psychology Services Process for consent for consultations

From 1<sup>st</sup> January 2026 the Educational Psychology Service will change the way we gather consent for consultations with an educational psychologist. This includes:

- The introduction of an online form, that needs to be completed by the person requesting a consultation at least one week before the consultation
- Gathering of consent from children and young people who are Gillick competent (normally aged 12 and above)
- Gathering of consent from all adults with parental responsibility

The changes have occurred to ensure children's rights are respected and informed decision-making is promoted for families, children, young people and professionals. These changes are in line with current legal and professional ethical standards.

The online consent form can be accessed from this link

[Consent for consultation with an educational psychologist](#)

The online form takes 2-3 minutes to complete and without confirmed consent the educational psychologist (EP) will not be able to proceed with the consultation.

For consultations arranged with your school contact EP, such as a school planning meeting or SENDCO practice circle you will need to complete the online consent form (see link above) and inform the contact EP of the children's names so they can check consents in advance of meeting.

For consultations that are held virtually such as telephone consultation, a consultation for a child we care for as part of the Virtual School consultation, or for a child experiencing difficulty with school engagement or attendance, the online consent form (see link above) will need to be completed prior to booking a consultation.

A separate consent process is in place, on the telephone booking system, for parents who want to book a telephone consultation with an educational psychologist.

The EPS has produced some supporting documents for educational staff and parents. This includes information on the changes to gaining consent and has leaflets written for primary and secondary age children/ young people. Adults can use these leaflets to discuss the different types of consultations with children/ young people, gain their views and seek child consent (if child is Gillick competent, usually aged 12 and above).

These documents can be found on the online consent form and on West Sussex Services for Schools: [Consent for consultation | West Sussex Services for Schools](#).

If you have any questions about this, please contact the Educational Psychology Service at [eps@westsussex.gov.uk](mailto:eps@westsussex.gov.uk).