



Service Specification

Ref: CCS030

Provision of Educational Psychology Assessments



Specification

Introduction

Derbyshire Education Psychology Service (DEPS) is seeking expressions of interest from suitably qualified and registered Education Psychologists, to assist in the completion of complex pieces of advice for children and young people aged 0-25 years.

Education Psychology Services in Derbyshire received an average of 400-900 requests last year. Demand for services have increased and projections for the coming year are expected to be in the range of 1200 advice requests.

DEPS are currently experiencing high volumes of advice requests from across the County, and due to this require support to process the current waiting list of approximately 200 requests. In addition to any new request that will be made within the time period.

Derbyshire County Council is made up of 6 localities (High Peak and Derbyshire Dales as 1 Locality). And at this time, the south of the county, Amber Valley, Erewash and South Derbyshire localities are in particular need of support to complete the advice requests.



If you enjoy supporting students to overcome challenges and reach their full potential, don't miss out on this fantastic opportunity. We welcome applications from qualified practitioners with the skills and experience to assess Children's learning and emotional needs.

Derbyshire Educational Psychology Service has positive and well-established relationships with schools and within the local authority and our professional contributions are valued by partner agencies. As psychologists we strive to make a difference, enabling positive change for children and young people. We are skilled in understanding children's development and school and family systems.

- **Our Vision:** Making a Difference
- **Our Mission:** Enabling Positive Change Through Listening, Optimism and Insight

- **Our Values:** Respect, Integrity, Collaboration and Kindness

Part 1 – Aims

DEPS holds the vision of making a difference, by Enabling Positive Change Through Listening, Optimism and Insight.

Our aim is to ensure that requested assessments are:

- Completed in a timely manner and in accordance with the statutory deadlines.
- To deliver the pieces of advice within the 6-week timeframe as stipulated by DEPS; and
- Completed with respect, integrity, collaboration and kindness.

In order to do so capacity within the service needs to be increased, therefore the Council is seeking to establish a network of Educational Psychologists who can undertake assessments on an assignment basis.

Part 2 – Delivery

2.1 Educational Psychologist's (EPs) will be required to complete statutory assessments within the prescribed timescale; however, this is assignment-based work, and EPs can work to their own schedule. Please note: This work has been assessed to be outside of IR35.

2.2 DEPS carry out assessments of children and young people's strengths and needs, working collaboratively to:

- consult with educational staff, parents and carers to advise on the best approaches and provisions to support learning and development.
- Support teachers, parents and others involved with the education of children and young people.
- Develop and apply effective interventions to promote psychological well-being, social, emotional, and behavioural development and to raise educational standards. This leads to improved outcomes for children and young people from 0–25 in their learning and social and emotional development.

DEPS's skills in research and development are used, in collaboration with schools and other services to ensure that it's work is based upon the best available evidence of what works.

2.3 When undertaking work under this contract EPs shall be required to ensure:

2.3.1 All assessments are recorded within the Council's Education Health and Care Needs (EHCNA) proforma, which meets the code of practice (Schedule 1).

2.3.2 When completed assessments are sent via secure/encrypted email to the Council's designated contact sarah.myers@derbyshire.gov.uk.

2.3.3 After reports have been provided to DEPS as set out above, and confirmation of receipt has been received, it is required that the report and any information related to the report and/or assignment is be deleted from all of your devices and that all hard copy data is securely destroyed in line with GDPR and information security

requirements, and that confirmation of the deletion/destruction is sent via email to the Council's designated contract sarah.myers@derbyshire.gov.uk.

Part 3 – Supervision

- 3.1 Supervision is recognised as an important and valuable tool for all practitioners, providing a safe space for reflection and focus. Working outside of iR35, supervision is not the responsibility of the Local Authority, and any supervision undertaken will be sourced by yourself.

Part 4- Legislation

- 4.1 The work completed by DEPS is underpinned by the HCPC/ BPS Guidance, relevant safeguarding legislation and the code of practice.
[Registration | Health and Care Professions Council \(HCPC\) | \(hcpc-uk.org\)](#)
[The Education \(Special Educational Needs\) \(England\) \(Consolidation\) Regulations 2001 \(legislation.gov.uk\)](#)
[Code of Ethics and Conduct - The British Psychological Society \(bps.org.uk\)](#)
- 4.2 Applicants shall be qualified to MSC or Doctorate level in Educational Psychology, and have active registration with HCPC, which should be maintained during the entire period when undertaking work under this contract.

Part 5- Equipment

- 5.1 Equipment to undertake the assessments, such as laptops, will need to be provided by you, and adequate security measures will be in place to ensure compliance with Data protection and GDPR. This information will be provided within the contract and will also form part of the evaluation process.
- 5.2 It is not anticipated that any printing will be required, as all documentation will be forwarded through to the DCC Educational psychology team contact.

Part 6- Safeguarding

- 6.1 If someone makes a disclosure of abuse or neglect or an EP sees or hears evidence of abuse or neglect they must report this immediately to a Derbyshire County Council officer at DEPS, by contacting Michael.lane@derbyshire.gov.uk or heather.northcote@derbyshire.gov.uk , who will take responsibility for managing the disclosure and escalating if necessary.
- 6.2 If a young person discloses that they have been a victim of crime or that they have been involved in criminal activity, EP's have a duty to share this information with other professionals and should inform the DEPS, by contacting Michael.lane@derbyshire.gov.uk or heather.northcote@derbyshire.gov.uk , who will

support them in following the guidance set out in the link below.

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

- 6.3 Further information on a range of safeguarding matters can be found by following the link below to the Derbyshire Safeguarding Children Board website
- <https://www.derbyshirescb.org.uk/home.aspx>

Part 7- DBS

- 7.1 Prior to any assignment being given or purchase order raised Educational Psychologist's will be required to provide the Council with a copy of an Enhanced DBS certificate for Educational Psychology services, that has been issued within the past three years.

Part 8- Insurance and Registration

The Council require that EP's hold the following insurances and registrations:

- 8.1 Employers liability Insurance (where appropriate) - £10 million
- 8.2 Public liability Insurance - £5 million.
- 8.3 Professional Indemnity Insurance - £2 million; and
- 8.4 Active membership of the HCPC registration.

Part 9- KPI's and Output Measures

- 9.1 As per the statutory deadlines, it is required that EHCNA's are completed within 6 weeks. This is inclusive of the actual assessment and the report being written up and provided to DEPS.
- 9.2 It is required that each request will take 2 working days to complete, unless another timeframe has been agreed, and anticipated that each EP will have a maximum of 6 active assignments at any one time.

Part 10 – GDPR and Data Protection

The EP shall:

- 10.1 Acknowledge that for the purposes of the Data Protection Legislation, the Council is the Controller, and the EP is the Processor.
- 10.2 Comply with all Data Protection Legislation, performing the Services in full compliance of all applicable guidelines and codes of practice issued by the Office of the Information Commissioner; and
- 10.3 Ensure Personal Data is safeguarded at all times including:

- 10.3.1 Using data solely for the execution of their obligations under this Contract.
- 10.3.2 Putting in place appropriate measures against any unauthorised or unlawful processing of such Personal Data, and against the accidental loss or destruction of or damage to any Personal Data (having regard to the level of harm that may be suffered by a Data Subject whose Personal Data is affected by such unauthorised or unlawful processing or by its loss, damage or destruction);
- 10.3.3 Retaining records only for the periods of time required by Law and securely destroy them thereafter in accordance with any applicable Guidance or instruction;
- 10.3.4 Providing the Council with such information as the Council may reasonably require to satisfy itself that the Provider is complying with its obligations under the Data Protection Legislation;
- 10.3.5 Promptly notifying the Council of any requests for disclosure of or access to the Personal Data or of any breach of the security;
- 10.3.6 Ensuring they do not knowingly or negligently do or omit to do anything which places the Council in breach of the Council's obligations under the Data Protection Legislation;
- 10.3.7 Retrieving and providing copies of data to the Council as soon as is possible (but in any event within 5 Business Days of receipt of the request or any other period as agreed in writing; and
- 10.3.8 Where a request for disclosure of Data of which the Council is Data Controller from a data subject or any other third party, it promptly notifying, and providing a copy of the request to the Council.

Part 11-Any Qualified Provider Model

- 11.1 Due to the nature of the requirements the Council is utilising an Any Qualified Provider delivery model (under the Light Touch Regime) to meet the needs for Educational Psychologist resources.
- 11.2 This model enables any appropriately qualified EP to apply to join the network of EPs at any point during the time the contract is live.
- 11.3 Allocations of Assignments will consider, in order of precedence, the: SEN deadline, location, EP capacity and cost.
 - Education Psychologists will be required to provide services to children from within the geographical area of Derbyshire (excluding Derby City).
 - Where an assignment is associated with a child whose current residence is outside of Derbyshire, the Council will advise the EP proposed to take on the assignment to confirm agreement prior to the assignment being allocated.
 - The Council is unable to guarantee the volume of assignments that will be offered or awarded to any EP under this contract.
 - Individual Referral Agreements will be ordered in conjunction with the terms and

conditions of this Contract for the provision of services to a service user.

Part 12 –Contract Term

12.1 It is currently anticipated that that the network will be in place from January 2023 to September 2023.

Please note: EPs will be given 3 months in advance of any decision to conclude the arrangement early or extend the date beyond September 2023.

Part 13 – Responsibilities Reports and Contract Management

13.1 EPs shall be responsible for:

- Reporting current case load and capacity.
- Ensuring reports are completed and provided to the Council in line with the agreed timescales.; and
- Confirming that reports have been deleted following submission to DEPS.

13.2 The Council's DEPS shall be responsible for the checking of:

- The validity of the EP's DBS.
- Confirmation of active HCPC registration; and
- Confirmation of completed Mandatory training.

13.3 The Council reserves the right to quality assurance work that is completed for DEPS and completed advice's may be audited as part of regular Quality Assurance (QA) programme.

Part 14 - Tender conditions and contractual requirements

The Council's contracting and commercial approach in respect of the Educational Psychology Service is set out at Appendix D – Contract (Draft).

Part 15 – Order and Invoices

The Council requires the ability to raise electronic purchase orders and receive electronic invoices, therefore:

15.1 Ordering Process

The ordering processes shall be that DEPS will contact the EP to discuss and confirm arrangements for availability and allocation of assignment. This may be via email or phone call.

15.2 Purchase orders:

Purchase orders for assignments shall be raised via the Councils Ordering system.

15.3 Invoices

The invoicing processes shall be:

Invoices shall be submitted following completion of an assignment and shall include:

- The name of the supplier (EP)
- The date the assignment was completed
- The purchase order number.
- The total cost of the assignment; and
- A contact name.

15.4 Payments

Payment shall be made within 30 days of receipt of an undisputed invoice.

15.5 Submission of a bid will be taken as confirmation that your organisation can comply with the stated ordering and invoicing requirements, any questions associated regarding this should be raised using the questions and answer process detailed in the Instructions for Bidders

Part 15 – Applications

16.1 Applications:

Applications to join the network of qualified EP providers may be submitted at any time during but must be made electronically by email to sarah.myers@derbyshire.gov.uk as set out below:

Complete the following documents and 'attached' them as part submission:

- (a) Appendix A - Service Questionnaire
- (b) Appendix B - Information Security Requirements.
- (c) Appendix C - FOIA schedule

The following documents are included for your information and do not need to be returned.

- (a) Service Specification
- (b) Appendix D Suppliers and Services Terms and Conditions

Submission of an application will be taken as acceptance of the terms and conditions detailed within the Council's documentation.

16.2 Questions and Clarifications

Questions or clarifications about the service requirement, service model, application process or documentation should be sent by email to sarah.myers@derbyshire.gov.uk.

- The Council will aim to provide a response within 10 working days of receipt.

The Council will give consideration to amending or updating the AQP documentation, including this specification, where it has been assessed that clarification is required.

16.3 Assessment of Applications

The Council will aim to:

- Acknowledge receipt of an applications within 2 working days of receipt; and
- Complete assessments within 10 working days of receipt.

Unsuccessful applicants will be advised of the reason for their failure to meet the requirements and may reapply when have remedied / resolved / corrected the omission and identified issue.

Schedule 1

Education Health and Care Needs Assessment (EHCNA)

Advice from an Educational Psychologist for:

PUPIL NAME

This advice is written as part of Child's name's Education Health and Care Needs Assessment. This assessment is based on the sources of information detailed below. This advice will be used in the construction of the Education, Health and Care Plan if the Local Authority decides to issue a plan.

**This Advice will be placed in [initials]
pupil file and copies sent to:**

Parents'/those with parental responsibility name
and parents'/carers' addresses
Head Teacher's name and Name of School
NHS – Community Paediatrician (Named)
SEND Team

1. Child or Young Person's details	
Surname:	
First Name (s):	
D.O.B:	
Setting/school/college:	

2. Work carried out by EP to gather information for this advice	
Description	Date

3. Brief Background

4. Hopes, Dreams and Aspirations
Child/ young person
Parents/ Carer

5. Current situation, needs, outcomes and provision	
Communication and Interaction <i>(In EYFS this would be covered through Communication & Language)</i>	
What's going well?	
What are the barriers to learning?	
Outcomes	Provision <i>(strategies, resources, interventions)</i>

Cognition and Learning <i>(In EYFS this would be covered through Literacy, Maths, Understanding of the world & Expressive arts and design)</i>	
What's going well?	
What are the barriers to learning?	
Outcomes	Provision <i>(strategies, resources, interventions)</i>

Social, Emotional and Mental Health <i>(In EYFS this would be covered through Personal, Social and Emotional development)</i>	
What's going well?	
What are the barriers to learning?	
Outcomes	Provision <i>(strategies, resources, interventions)</i>

Sensory and/ or Physical <i>(In EYFS this would be covered through Physical Development)</i>	
What's going well?	
What are the barriers to learning?	
Outcomes	Provision <i>(strategies, resources, interventions)</i>

Conclusion

The suggestions in the goals and outcomes table above are based on currently identified needs as gathered through assessment, observation and discussions by the Derbyshire Educational Psychology Service. Psychological advice is written in accordance with an 'assess, plan, do, and review' framework of response to intervention and provision as stated in the Code of Practice (2015).

Derbyshire Educational Psychology Service, in accordance with the Code of Practice (2015), agree that provision should be reviewed termly to reflect on and discuss ?? on-going development and continuing needs. Although provision should remain targeted towards ?? needs and identified outcomes in terms of frequency, duration and effectiveness, consideration must also be given to how ?? has responded to provision. Flexibility underpins the review process so as to enable changes and adaptations to be raised, discussed and made to meet the needs of ?? over time. Consultation with ??, staff involved in ?? education, professionals involved in ?? care and parents, is also recommended to ensure needs, outcomes and provision are appropriate.

When reference is made in the table above to individual, small group activities or incidental learning opportunities, the frequency, duration and size of groupings should be assessed in response to ?? progress. Where ?? has the ability to learn and function in a small group, this is preferable to 1:1 support. It is important to seek opportunities for progression in this respect. Working in a group will promote friendships, cooperation, waiting, turn-taking, understanding / sharing of ideas and independent learning skills. Although initially it may be necessary for ?? to work 1:1 or 1:2 in some circumstances, the goal should be to work towards achieving inclusion through small group and whole class provision

Report written by:	Signature:
Date:	
Registered to practise by the Health and Care Professions Council (HCPC)	
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Copies to: