



An NAS Accredited Service and Professional Excellence  
Award Winners 2014

"the panel considered the Working Together Team to be an all  
empowering, all positive effective service"

NAS Accreditation panel 2016



Lincolnshire Autism, Social Communication and  
SEND Outreach Service

# Roles and Responsibilities

Information about the service for  
settings and families

## About the Working Together Team

The Working Together Team is a National Autistic Society (NAS) Accredited service. [encompassing the former Lincolnshire social communication (including Autism) Outreach Service].

- Team members are skilled practitioners with specialist training and day-to-day hands on experience of working with youngsters with Autism, Social Communication and a wealth of special educational needs.
- . The Working Together Team offers high quality, specialist support for schools, academies and families with children and young people, aged 4-19, with Autism, social communication and/or learning needs
- The Working Together Team provide expertise and practical specialised advice that enables schools to support children and young people to achieve the best possible social and educational outcomes and make the successful transitions to adulthood.
- The Working Together Team can support the transition into Primary school from Nursery (the summer term before entering school) and then further transitions up to college.
- The team will aim to identify the needs of the young person and work with staff and families in schools to tailor approaches to create specific programmes of intervention.
- Children and young people do not need a statement or an Education, Health Care plan to access support from the Working Together Team.
- The setting and family must have completed our "Referral to Service" booklet together. (Please see criteria for involvement) This is then sent to our central referral point and reviewed by a panel. Both setting and family will be contacted after the panel review, with next steps, via email.

## What we can offer

As a Team we offer support to settings and families in 3 main areas:

### Consultancy

- Observations
- Input into meetings (Review, IEP, Multi-agency, TAC, ESCO etc)
- Helping to create an Autism friendly environment
- Recommending strategies to support the young person's areas of development and modelling of those.
- Signposting to resources to support development of social communication skills
- Target setting for Individual Support Plans.
- Individual/group support for staff to enable young people to access the curriculum, removing barriers to learning.
- Providing support for transition.
- Helpline support - to speak to a member of the Working Together Team via phone or email

### Training

- The Working Together Team can offer a variety of development opportunities for staff and families.
- Practical training workshops.
- INSET/staff meeting input.
- Specific training, tailored to the needs of the setting.
- Opportunities to visit an NAS accredited setting and see a working Autism friendly environment.
- Specialist training workshops for all areas of school staffing, (TAs, Teachers, SENCOs, Governors etc).
- Presentations for young people of all ages, at an appropriate level to encourage acceptance of difference.
- National Autism Education Trust Schools training programme.
- ELKLAN training-Speech and Language Support for Verbally Able children with Autism

### Support for Families

- We provide Drop in sessions for families of children attending a mainstream setting. These are based in our outreach schools and each team member will send out dates and times of availability.
- Bespoke training packages for families
- Training within settings alongside professionals.
- National Autism Education Trust training at tier 1.
- Helpline support - to speak to a member of the Working Together Team via phone or email

"The team always involve me with their work with my child, they forward me copies of their reports and findings and tell me the positives and any areas of concern and the best way to deal with any issue"

*Parent Quote from NAS Accreditation Report 2013*

### Roles and Responsibilities of the Working Together Team Specialist Outreach

- To help identify the needs of the pupil with staff, school and family.
- To set targets/advise strategies to help address these needs.
- Signpost to resources and information to support schools to develop IEPs/Learning maps
- Provide copies of discussion records from observations/ meetings and access to any recommended resources.
- Provide reports, where appropriate and requested by the Local Authority.
- Attendance at Multi-agency, Annual Reviews, SEN support reviews, TAC, ESCO meetings where appropriate.
- To provide an appointment at the earliest opportunity in liaison with family and key school staff
- To support schools to work within, and towards, the AIM4Lincs Inclusion Mark and develop their practice within these criteria.
- To provide training bespoke to the school's current needs.

"The team of specialist teachers possess a body of practical knowledge and understanding of how to support autistic young people. "

*Quote from NAS Accreditation report 2016*

### Roles and Responsibilities of the School, academy or college

- To contact the Working Together Team when you need support or advice regarding individuals with Autism/Social Communication learning needs.
- To contact the Working Together Team if you require training. (Early booking for training days is advised)
- To pass on reports and relevant documentation from other agencies around the young person, to the Working Together Team
- To fully complete the "Referral to Service" booklet with family in order to gain further information and consent for the Working Together Team to become involved.
- Where applicable, a copy of the most recent statement/EHC, IEP/Learning plan must be provided with the Referral to Service booklet.
- To ensure that time is allocated for the Working Together Team to discuss findings with staff/families following an observation. It is the school's responsibility to liaise with families with regards to feedback meetings.
- When targets are agreed between the Working Together Team, school and family, it is expected that the school will address those targets so that progress can be discussed on the next visit.
- To ensure that referral's and consent are updated annually at the start of the academic year for continued involvement of the Working Together Team.
- To discuss current training needs of the school so bespoke support can be planned.

## Roles and Responsibilities of the Family of the Young Person

- To complete and sign the "Referral to Service" booklet with a member of school staff.
- To share relevant information and documentation from other agencies involved with your son/daughter.
- Where possible, to attend meetings with the Working Together Team to discuss your son/daughter's needs, targets and progress.
- To work in collaboration with the Working Together Team, to ensure the best possible social and educational outcomes for your son/daughter.
- To contact the Working Together Team regarding any specialist training requirements.

## **What the National Autistic Society Accreditation service say about us.....**

"From the start, the review team was overwhelmed with evidence of how highly regarded this service is especially by SENCOS in mainstream schools."  
Quote from NAS Accreditation Report 2016

"Really good guidance and support in a friendly and approachable manner – I feel that the students really benefit from having an adult who is 'on their side'  
Quote from a SENCo 2016

"The team are is one of the most useful and flexible outside agencies we work with and I really value their input and advice as I find it very supportive in supporting our children (quote from a SENCo, 2013)

"All programmes of support consider Social, Emotional and Mental Health. Indeed, a noticeable feature of the approach taken by the service is that it is holistic, helping services to appreciate the link between a young person making academic progress and their emotional state of mind. "  
Quote from NAS report 2016

"The service has established an excellent reputation throughout the County for being approachable, easy to access and able to respond in a quick efficient and flexible manner." (NAS 2013)

*"Advice is invaluable and always makes a difference."  
Professional quote NAS Accreditation Report 2016*

### Contact details

- All completed and signed "Referral to Service" booklets should be sent to the central office for Working Together Team at:

Working Together Team  
c/o Gosberton House Academy  
11 Westhorpe Road,  
Gosberton  
Spalding,  
Lincolnshire  
PE11 4EW



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