



## Contracting, Commissioning and Referral Process

### Arrangements for Contracting of Commissioned Services

Local Authorities, individual schools and clusters of schools can commission services such as the helpline and web based resources, transition projects, training programmes and multiple case specific support. It is also possible to commission on a case by case basis for individual case specific support.

#### Process for Commissioning Services:

Email or telephone requests for support result in an initial consultation meeting to identify the requirements of the commissioner of the service and GEMSTONES will develop with you an individualised package based on needs identified. This meeting ensures that the service is tailored to the requirements of the client.

As a result of the consultation meeting, a draft service plan contract is drawn up, detailing agreed aims, objectives, desired outcomes and types of services to be provided plus fees for the work to be undertaken.

A service level agreement will also be signed between parties, detailing expectations in relation to roles and responsibilities and regarding communication about day to day matters. This service is not currently designed for cases that require services to address an urgent range of serious issues involving health and safety.

#### Costs and Possible Sources of Funding

A fees schedule is available upon request.

Many schools use pupil premium funding to purchase our services. Current funding is: £1,300 for primary school and £935.00 for secondary free school meals pupils; for looked after children (LAC) £1,900 per child/student; and for service families' children £300.00. Our evaluation can be used as case study evidence of the impact and value for money for this resource as part of school self evaluation for OfSTED. SEN High Needs funding and when parents have access to personal budgets these are other potential sources.

## Referral Process for Specific Cases

It is anticipated that in all cases referred by schools, the needs of children or young people have been identified through school action or school action plus procedures (until these are updated by the Government). Referral through the CAF process may have been undertaken but it not a requirement prior to referral. In the case of other agencies such as social care or health, a Common Assessment Framework will have been completed.

Referral to GEMSTONES can be made prior to a formal CAF referral process, as a result of such a referral or subsequent to an initial referral.

- Information provided on the CAF form is used to make an initial assessment of the case. Following this initial paper assessment a consultation meeting is held with key staff from the referring agency. The following framework is used to identify the difficulties and desired outcomes. This discussion will conclude whether this is a case that falls within the remit of the service and to plan suggested intervention or whether the child or young person has severe and complex needs requiring out-county, or other residential assessments or placements provided by CAMHS and social care services. The framework for the initial discussion with the referring agency includes:
  - (i) **Difficulties:**  
(What specifically are the problem behaviours? What changes would you like to see in the behaviour of the child or young person?).
  - (ii) **Existing protective factors:**  
(What solutions have you already found and what have been their results?).
  - (iii) **Future planning and future pacing:**  
(How will you know that things have improved? What will success look like?).
- As a result of the consultation meeting, a service plan contract is drawn up. The views of the student/pupil and the family will also be included.
- The service plan contract will detail agreed aims, objectives and desired outcomes and types of services to be provided plus fees for the work to be undertaken.
- A Service Level Agreement will also be signed between parties, detailing expectations in relation to roles and responsibilities and regarding communication about day to day matters.