

**Behaviour Outreach Support Service**

**Terms of Reference**

**Version: September 2023**

**Review Date: September 2024**

1. **Role and Purpose**
   1. The purpose of the Behaviour Outreach Support Service (B.O.S.S.) is to work with schools, children, and families in an outreach capacity. BOSS work alongside schools to support children, aged 5-16, who may be experiencing behaviour difficulties or have an unmet or identified social, emotional mental health need (SEMH) in school.
   2. Our team vision is to enhance and empower the circle of support for Doncaster children, inspiring them to become the best version of themselves.
   3. B.O.S.S. officers will provide resources and commitment to support collaborative outcomes, which focuses on the support for young people who may exhibit challenging behaviour or SEMH needs.

1. **Functions of B.O.S.S.- following acceptance of a referral**
   1. Specialist support, advice and guidance to schools specifically around supporting children with behaviour and SEMH needs.
   2. Bespoke pieces of work with children to support them in their mainstream setting either as one to one or in a small group capacity.
   3. B.O.S.S. work collaboratively with families, schools, and other agencies to create, monitor and deliver bespoke support plans for children with behaviour or SEMH needs.
   4. Training offer for schools e.g., midday supervisor training, therapeutic approaches, introduction to trauma. This training could be as part of a bespoke package to schools.
   5. To support mainstream placements, where no other agencies are involved, B.O.S.S. may be able to offer family support which could include direct work with families or delivery of parenting support courses such as the national and accredited Family Links Programme.

1. **Making a referral to B.O.S.S.: Expectations of schools/academies** 
   1. School identifies that they have concerns about a young person in relation to their behaviour and/or SEMH needs. Early intervention is very much encouraged.
   2. After gaining parental consent for the referral, school complete a referral for outreach support and return this to [lisa.green@doncaster.gov.uk](mailto:lisa.green@doncaster.gov.uk)
   3. The referral is subject to triage and if all information required is provided, the referral is passed to the school’s designated B.O.S.S. officer. However, if it is clear that the case would be better placed with another agency or the child’s needs sit further along the graduated approach, referrals could be declined.
   4. New referrals made in Summer Term 2 will not be actioned. However, telephone support can be offered at this time.
2. **Process post referral**
   1. The B.O.S.S. officer will contact the school/academy to arrange a suitable day and time to discuss the case, expectations, and pupil details with relevant staff members.
   2. The B.O.S.S. officer will observe the child/young person in an agreed class and during a transition.
   3. A meeting with the school decision makers and family will be convened if required as part of agreed next steps. At this point, following agreement from all parties, an Assess, Plan, Do, Review (A.P.D.R.) cycle will begin in the form of an Agreed Pupil Plan (A.P.P.)   
        
      Prior to the next meeting, support from the officer may be put in place for the child or staff.   
        
      This could be:

* Working with the child in the form of in-class support, whilst being shadowed by school staff
* One-to-one intervention with the child
* Group work
* Training, coaching, or mentoring for staff
* Further assessment

The A.P.P. will be reviewed every six to eight weeks depending on the case and the process will be repeated for approximately three cycles to embed behaviour change.

* 1. Sometimes, advice and guidance will be given to schools without the need for the A.P.D.R. cycle of meetings. Implementation and progress will be reviewed by the B.O.S.S. officer after a set period of time. If progress is made the case will be closed, if not the case will be moved to an A.P.P.

1. **Expectations of schools and academies**
   1. There is an expectation that the school/academy will refer for outreach support as early as they are able.
   2. There is an expectation that once an A.P.P. is agreed that this is shared with all relevant stakeholders. There is an expectation that stakeholders attend all the meetings in relation to the child, so that the plan can be effectively implemented, monitored, and reviewed.
   3. It is essential that schools and academies keep in contact with their B.O.S.S. officer regarding any issues that may arise between meetings. It may be that the B.O.S.S. officer can offer some advice and/or support sooner than the next scheduled meeting.
   4. The B.O.S.S. Officer needs to be secure in the knowledge that when they leave the agreed actions will be implemented following the A.P.D.R. meeting. Therefore, it is imperative that decision makers attend these in order that this is possible.
   5. It is an expectation that all stakeholders work together in a professional and courteous manner.
   6. If the above expectations are unable to be upheld, it may be that the offer of support from B.O.S.S. is withdrawn. This decision will be formally communicated in writing to the school.
   7. Meetings will not run if all key stakeholders fail to attend.
   8. Aggressive and confrontational behaviour during meetings will not be tolerated. This will result in the meeting being terminated and possible withdrawal of support.

1. **Review**
   1. These Terms of Reference will be reviewed annually.