**Educational Psychology Service guidance on what constitutes traded and statutory work**

**Traded**

* Observation, individual assessment, consultation or intervention for pupils at SEN support, who do not have an EHCP and who are not in the statutory process.
* Observation and individual assessment with a pupil where staff and/or parents are considering applying for an EHCP but this has not been formally agreed.
* Updating assessment where EHCP advice has already been completed but the application has been delayed.
* Assessment or intervention for a pupil with an EHCP, requested by a parent or school staff.
* Small group work
* Staff/parent drop-ins or training
* Supervision
* Therapeutic interventions (not commissioned by the SEN team).

**Statutory**

* Attendance at the parental meeting where referral for statutory assessment is agreed.
* Individual work and observations to contribute to a psychological report completed after an EHCP application has been agreed with school and parents
* Attendance at certain EHCP annual and interim reviews: realistically these should relate to transition, significant change of needs or placement breakdown. This could include some preparatory observation/assessment but an EP report is not a requirement for a review.
* Assessment and advice commissioned by the SEN team as a result of an annual review.
* All work pertaining to tribunals.
* Individual work with pupils directly requested by the SEN team e.g. out of borough work, pupils who have recently moved into the borough, independent schools work.
* Early years work commissioned by the SEN team

**If there are doubts, these should be discussed with EPS management before proceeding.**