



Communication and Interaction Team Information for Young People Over 16



For us to help you we need:

- 1
- 2
- 3
- 4
- 5



You to have an EHCP and
live in Hampshire



You need to give
permission



You and/or college need to
fill in a form to tell us how
you are getting on at
college

Who are we?



Specialist Teacher Advisors (STAs)

Speech and Language Therapists (SaLTs)

Occupational Therapists (OTs)



How we can help



A STA might help with:

- Learning strategies



- Training teachers and staff



- Working independently



- Making decisions



- Problem solving



A SaLT might help with:

- Talking



- Understanding



- Thinking



- Friends



- Feelings



An OT might help with:

- Accessing your environment



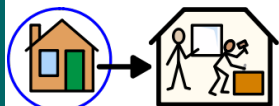
- Being ready to learn



- Sensory needs



- Returning to education



How do we provide support?



Working with staff at college



- Showing teachers and LSAs how to help you



- Training school/college staff



- Attending meetings



- Supporting with changing from one setting to another



- Writing reports or targets

Working with you



- Observing or working with you in class or in a small group



- Working with you 1:1 (face-to-face or virtual)



- Showing an approach that helps you to a member of staff who works with you



- Assessment

Arranging and Managing Visits



Arranging visits



- We might arrange a visit with you or via your college tutor/parents

Missed session



- If you are poorly or not available for a session, we will do our best to rearrange it.
- Also if we are poorly or cannot make a session we will do our best to rearrange it.

When the sessions are finished



- We will talk to you about how you feel about the sessions finishing.
- We will tell you how you can get more support from us in the future, if you would like it.

Other professionals



- Sometimes we might work with you with other members of our team, or other professionals, to help you.
- We will always discuss this with you before the session.

School/Setting Transitions



- We can support you if you are moving to a new setting. This could be college, a work place, or adult services.

How can you contact us



E-mail: stas.service@hants.gov.uk

Telephone: 0370 779 0779

Website:




[Communication and Interaction | Children and Families | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk)

If you are a parent/carer and would like more information, please see our parent/carer leaflet on our website.

Hampshire County Council STAS Privacy Notice



To deliver our service and support, Hampshire County Council (HCC) collects and uses:

|  Information about your child/children: |  Information about you: |  Other information |
|---|---|--|
| <p style="text-align: center;">Name Address Unique Pupil Number Date of Birth Gender Year group Current and previous educational settings Country of birth Ethnicity code Country of origin First language Religion asylum seeker/ refugee indicator Looked After Child indicator Responsible Local Authority</p> | <p style="text-align: center;">Name Address E-mail Relationship to child Parental responsibility status Service family indicator Level of English spoken Other languages spoken</p> | <p>You and your child's views, interests and aspirations</p> <p>Your child's special educational needs</p> <p>Your child's health and social care needs which relate to their SEN</p> <p>Information around the outcomes being sought for your child; and the supporting evidence you provide relevant to your child's needs</p> |

We hold this **personal data securely** and **use it to:**

- Check your child **meets the criteria** for our service.
- **Contact you** to tell you whether we can support your child and the next steps.
- **Assess** or **observe** your child and **write a report**.
- Use your **view, wishes and feelings**.
- Use your **child's views, wishes and feelings**.
- **Contact other professionals** for information about your child, to choose the best way to help your child.
- **Give advice and information** about your child's SEN.
- **Attend meetings** like annual reviews.
- **Monitor and assess** the effectiveness of the service and plan ways to improve.
- **Support** your child to **prepare for adulthood and independence**.
- Add to your **child's education record**.
- **Keep our records** of you and your family are **up to date**.
- Your information has a **retention label**, so we know **how long to keep it for** and when we can **delete the information**.

Hampshire County Council STAS Privacy Notice



Sharing Information

We only share information if there is a **lawful basis**. Sharing information is really important to assess, plan and provide support for your child. We aim to use a **'tell us once'** approach so you don't need to repeat information. This means we may need to **share information with other HCC Teams**.



GDPR

We comply with the **General Data Protection Regulation (GDPR)** and the **Data Protection Act 2018 (DPA, 2018)** requirements.

Your information is secure.

Any paper documentation is scanned so we have it **electronically and paper version destroyed**. Your information is stored securely on **Capita One system** and the **linked HCC document management system**. **EHC Hub** stores the information **we use to process our education, health and care (EHC)** needs assessments, write EHC Plans and conduct Annual Reviews of EHC Plans.



General Privacy Notice

You can **access your personal information**. Please contact the Children's Services Department's Subject Access Request (SAR) Team, whose contact details alongside further information around this process can be found via: <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/accessrecords>

For further information on how we **handle personal information, your data rights, how to raise a concern about the way we are processing your information and the County Council's Data Protection Officer**, please see our General Privacy Notice:

<https://www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/dataprotection>

Or scan to QR Code on a smartphone to be taken directly to our General Privacy Notice.