

Name of service	Oxleas Children’s Occupational Therapy Service	
Service Manager/Contact person	Vicky Lambert	
Contact details	Address: Children’s Therapy Department Goldie Leigh Lodge Hill Abbey Wood London SE2 0AY	Tel: 020 8836 8621 E-mail: oxl-tr.childrenstherapies@nhs.net

Can your child receive support from the service? (Eligibility criteria)	Your child can receive support from the Children’s Occupational Therapy Service if they are: <ul style="list-style-type: none"> • Registered with a Greenwich GP • Presenting with an identified functional difficulty. If your child is over the age of 12 years old, they will receive an advice service only.
How your child can be referred to the Service?	Referrals to Children’s Occupational Therapy can be made through any professional working with your child not only in health but also in education, social services, early years providers and the voluntary sector. If your child has previously been known to the occupational therapy service, then referrals from parents will be accepted. Parents can access the OT advice email oxl-tr.otadvice@nhs.net
How to complain about anything related to the service you receive for your child?	The Children’s Occupational Therapy Service actively seeks your views and experience of the service. Any concerns should be raised with your child’s therapist or if this is not appropriate you should speak with the Head of Children’s Occupational Therapy. Oxleas NHS Foundation Trust has a formal complaints procedure and the Head of Children’s Occupational Therapy can guide you to either the Complaints Department or Patient Advice and Liaison Service (PALS) as you wish.

	UNIVERSAL This means the support from the Service that is available to ALL children in Greenwich mainstream	TARGETED This means the Children’s Occupational Therapy Service is available for individuals or small	SPECIALIST This means the support available to your child through a specialist package of care, such as a Statement
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	schools.	groups who are felt to be at risk of physical deterioration.	of Special Educational needs or EHC (Education, Health, Social Care Plan). This input may involve individual support and is typically medium/longer term intervention
<p>Learning/curriculum support</p> <p>This is the support from the service, available for teachers and other staff members to adapt the curriculum and environment to make sure your child makes the best possible progress in school.</p>	<p>There is no universal support offered by this service.</p>	<p>In Mainstream Schools: Teachers and school staff have access to the OT advice email oxl-tr.otadvice@nhs.net</p> <p>The Children’s Occupational Therapy Service can:</p> <ul style="list-style-type: none"> • Provide direct support/training for school/nursery staff to plan the classroom and social environment (playground, lunchtime, etc) in order to be sure the needs of your child are planned for in all settings • Support your child’s move into secondary school and ensure that information/strategies developed to support your child are shared between the primary and the secondary school • Support your child with other transitions, such as going to primary school, a sixth form college, or preparing for adult life. • Support the delivery of the MOVE (Movement Opportunities Via Education) programme for your child 	<p>All specialist children’s occupational therapy input is available to your child, if needed; regardless of whether he/she has it specified in a Statement of Special Educational Need or EHC (Education, Health, Social Care Plan).</p> <p>Examples of specialist occupational therapy intervention that your child may receive are:</p> <ul style="list-style-type: none"> • Assessments • Specific intervention packages with outcome measures • Blocks of intervention by occupational therapists and technicians • Contributing to MDT/Annual Review/TAC meetings in school • Therapy programmes specifically tailored to your child’s needs • Supporting target setting • Support to teachers and LSAs • Specialist training • Onward referrals • Liaising with paediatricians to contribute to your child’s diagnostic process • Report writing

		<ul style="list-style-type: none"> • Offer advice clinic appointments to children who have accessed the service previously or to children 12 years and over - educational staff are also able to access advice clinic appointments • Support schools with implementing handwriting programmes within the school environment. <p>In Special schools:</p> <ul style="list-style-type: none"> • Working in partnership with the schools to contribute to steering groups/school policy • Supporting 'learning walks' within special schools • Open liaison/advice sessions for class staff • Whole school training • Provision of resources • Specific occupational therapy input to school websites • Classroom and environmental recommendations. 	<ul style="list-style-type: none"> • Provision of specialist equipment • Environmental assessments on access within your child's school • Collaborative working with education, health and social care • Strategies and advice for class teams (verbal and written) • Assessment and support with Augmentative and alternative communication devices.
<p>Physical and emotional well-being</p>	<p>There is no universal support offered by this service</p>		<p>AS ABOVE Occupational therapy outcomes impact positively on your child's physical and emotional wellbeing</p>
<p>Access and inclusion resources</p> <p>These are the practical materials and other resources needed to support your child in school.</p>	<p>There is no universal support offered by this service</p>	<p>The Children's Occupational Therapy Service loans specific handwriting programmes to all mainstream schools as required.</p>	<p>The specialist support available from the Children's Occupational Therapy Service is identical to that set out in the 'Learning/Curriculum Support Section'. All input is available to your</p>

<p>e.g .physical equipment, communication devices/support, symbols etc.</p>		<p>Provision of specialist equipment to enable access and inclusion</p> <p>Within special schools the Children’s Occupational Therapy Service contributes to:</p> <ul style="list-style-type: none"> • Displays/ newsletters etc • Posters and information 	<p>child, if needed; regardless of whether he/she has it specified in a Statement of Special Educational Need or EHC (Education. Health, Social Care Plan).</p>
<p>School based training</p> <p>This is the training support available for school staff and others involved in supporting your child.</p>	<p>There is no universal support offered by this service</p>	<p>The Children’s Occupational Therapy Service is now offering training for teachers and other school staff on a regular basis.</p> <p>The service can provide targeted training for those staff directly involved in supporting your child.</p> <p>In special schools, the service is involved with:</p> <ul style="list-style-type: none"> • Training (whole school and class based) • INSET training 	<p>The specialist support available from the Children’s Occupational Therapy Service is identical to that set out in the ‘Learning/Curriculum Support Section’. All input is available to your child, if needed; regardless of whether he/she has it specified in a Statement of Special Educational Need or EHC (Education. Health, Social Care Plan).</p>
<p>Support for families:</p> <p>This means the support available to your family, outside of being involved in planning meetings, observing sessions etc...</p>	<p>There is no universal support offered by this service</p>	<p>The Children’s Occupational Therapy Service has an advice email which all families can access - oxl-tr.otadvice@nhs.net</p> <p>The Children’s Occupational Therapy Service will:</p> <ul style="list-style-type: none"> • Be available for support to families Monday to Friday through contact means that are appropriate for the family e.g. e-mail, telephone, 	<p>The specialist support available from the Children’s Occupational Therapy Service is identical to that set out in the Targeted Services section. All input is available to your child, if needed; regardless of whether he/she has it specified in a Statement of Special Educational Need or EHC (Education. Health, Social Care Plan).</p>

		<p>language line etc.</p> <ul style="list-style-type: none"> • Signpost families to support groups and appropriate community based facilities • Signpost families to 'shop bought' everyday items that will be beneficial to your child's overall development 	
Therapeutic Approaches	There is no universal support offered by the Children's Occupational Therapy Service	<p>Therapeutic approaches used by the Children's Occupational Therapy Service include:</p> <ul style="list-style-type: none"> • Clinic and School Assessment • Blocks of 1:1 intervention • Group intervention • Development of functional skills • Supporting the MOVE programme • Therapeutic Handling • Hip Screening • Postural Management • Manual Handling Advice • Assistance with Wheelchair Clinic 	The specialist support available from the Children's Occupational Therapy Service is identical to that set out in the Targeted Services section. All input is available to your child, if needed; regardless of whether he/she has it specified in a Statement of Special Educational Need or EHC (Education, Health, Social Care Plan).



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