

**Guidance for when completing a  
 Single Point of Request for Involvement  
 for Early Support for Children 0-5  
 (SPORFI).**

Questions to ask yourself when deciding the best way to offer support for a child.

1. Is the child 5 years or under (up to 6<sup>th</sup> birthday) and not yet in year 1 at school.

No- Current referral route

Yes – Possible SPORFI (go to question 2)

2. Are there other external, environmental circumstances that are significantly affecting the outcomes for this child e.g. family living circumstances, parental health etc

Yes – Consider an Early Help Assessment for wider support for the family as well as using a SPORFI to refer to any specific service.

No - Single Point of Involvement Support for Children 0-5 (SPORFI) (go to question 3)

3. Does the child have needs which could be supported by one or more of the following community services?

- Physiotherapy
- Occupational Therapy
- Speech and Language Therapy
- Early Years SEN Advisory Teachers (SENSS) - **for children until they enter reception year**
- Service for Physical Disability (SENSS)
- Service for children with Down Syndrome and complex health needs (SENSS) - for children from reception year

Yes – SPORFI

No – current referral route

One service  
 =single agency

more than one service  
 =Early Support coordinated,  
 Multi-agency approach

The SPORFI form is designed to be used to highlight all the child's needs and access a range of services therefore completion of separate referrals to different specialist services is no longer required.

When completing the form:

- Make sure you have completed all the relevant sections on the form.
- Give clear and full information about the needs of the child always being aware that parents will have access to this information. Although this process is not service driven some services do have additional sheets which might also be helpful to refer to and if appropriate complete when sending in a request to assist with the identification of support. See following page - Where to go for help and advice and What to include with the request.
- Ask parents and carers for their comments, concerns and priorities – note these on the form.
- Discuss information storage and sharing and consent. Refer to Oxfordshire County Council Privacy Notice available via [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)
- Jointly agree the services with whom the information can be shared.
- Ensure that the parent is aware of their right to withdraw their consent at any time.
- Ensure the parent/carer has signed the form indicating their consent. – If this is not done this will result in a delay in accessing certain services if appropriate.
- Return the completed form via email (using a secure service) to: [earlysupportoxon@oxfordshire.gov.uk](mailto:earlysupportoxon@oxfordshire.gov.uk)

Contact Information for Local Offices:

NORTH

Early Support Programme Officer  
Oxfordshire County Council  
Ron Groves House  
23 Oxford Road  
Kidlington  
OX5 2BP  
Tel: 01865 816656

SOUTH and CENTRAL

Early Support Programme Officer  
Oxfordshire County Council  
Abbey House  
Abbey Close  
Abingdon  
OX14 3JD  
Tel: 01865 812629

## Where to go for help and advice

### SLT

- <http://www.oxfordhealth.nhs.uk/children-and-young-people/oxon/integrated-therapies/slt/>
- <http://www.talkingpoint.org.uk/>

### OT

- <http://www.oxfordhealth.nhs.uk/children-and-young-people/oxon/integrated-therapies/occupational-therapy-2/>

### Physio

- <http://www.oxfordhealth.nhs.uk/children-and-young-people/oxon/integrated-therapies/physiotherapy/childrens-community-physiotherapy-further-information/>



Guidelines for making  
a referral to the Child

Therapists are also available for phone conversations prior to making a request.

**EY SEN** – The team will only be able to become involved if appropriate **when a child has also been referred to the Community Paediatric service.**

- Settings can contact their link health visitor who will be able to advise. If you need information around a particular child then you will need to have parental consent.
- The Early Support Programme Officers will still be available to help and advise you.
- Access to a “no name” consultation for the EYSEN team is still available. Please call either 01865 323556 or 01865 816663.
- The EYSEN toolkit continues to offer you help in the identification and support of children with SEN.  
<https://www.oxfordshire.gov.uk/cms/public-site/early-years-sen-toolkit>

### SENSS

- <https://www.oxfordshire.gov.uk/cms/content/services-support-children-learning>

## What to include with the request

### SLT

- BRISC Surveillance Sheets  
Available on [Early Years SEN toolkit - Communication and interaction | Oxfordshire County Council](#)
- Speech Sounds Checklist
- Ages and Stages summary sheets

### EY SEN

- Clear information of the child’s developmental stage and needs
- Records of what has already been put in place for the child and the impact. (including relevant pages from the Guidance and Procedure section on the Oxfordshire County Council website)
- <https://www2.oxfordshire.gov.uk/cms/content/guidance-and-procedures-support-providers>
- Information regarding a referral to the community paediatric service.