



TELFORD & WREKIN AND SHROPSHIRE PORTAGE SERVICE

REFERRAL PROCESS AND CRITERIA

****The criteria and procedure could be subject to change due to special circumstances for a particular child. This would be at the discretion of the Portage Team Leader***

Referral Criteria

Permission from the parent(s)/carer(s) must be sought prior to a request for portage being made.

1. Who can refer into the Portage Service?

- Paediatricians,
- Nurse Consultant for Children with Complex Care Needs
- Early Years SEND Officers

2. How to refer into the Portage Service

The referrer can request the service by completing a portage request form or by sending a recent clinic letter accompanied by a completed consent form signed by the parent(s)/carer(s), stating they are happy for the information to be shared with the portage service. If there is insufficient detail further clarification will be sought prior to the request being processed.

Requests should be sent to Portageadmin@telford.gov.uk by secure email.

3. Eligibility

A child may be eligible to receive Portage if:

- A) They are over 12 months of age and have multiple or complex needs, showing a delay in 2 or more areas of development.
- B) They live in Telford & Wrekin or Shropshire.
- C) Parents/carers are in full agreement of the referral being made.
- D) Parents/carers, agree to the majority of visits taking place in the home. They will be present and willing to participate in the session and practice the activities with their child(ren) during the week.
- E) They are not yet eligible for 3 year old funding.
- F) They are not yet eligible for 3 year old funding, have an Education, Health and Care Plan (EHCP) and are waiting for confirmation of a start date to attend a setting.

4. Prioritisation List

A prioritisation list operates for portage as demand often outstretches the team's capacity to deliver. A child is prioritised for portage based on the following criteria and after they have been assessed by the portage team lead:

- A) They are not in an early years setting and have no, or little input from other professionals.
- B) They have high presenting needs, as specified by the referrer. E.g. severe medical needs which may prevent them from attending a setting.

- C) They have moved into the area of Telford or Shropshire and have already been receiving portage elsewhere. The original date of referral will be taken into consideration before being allocated a place.
- D) They attend an early years setting which is solely funded by parents as they have not yet reached the age to receive grant funding.

5. A child is not eligible to receive or continue with portage if:

- A) They attend specialist provision.
- B) They attend an early years setting and are in receipt of 3 year old funding.
- C) They are eligible for 3 year old funding but are not attending an early years setting due to parental choice.
- D) They attend an early year's setting and have an EHCP.
- E) The family have not been available on 3 consecutive appointments for the initial visit to take place and they have not given an explanation as to why.
- F) The family have not been engaging, they have not been available for 3 consecutive home visits and have not given a reason why.
- G) The portage team leader's assessment shows the child's needs do not meet the criteria and the child's developmental needs/education can be met by other agencies, including an early years setting.
- H) They have made significant progress and no longer meet the criteria.
- I) The parents wish portage to stop.
- J) They have been receiving portage for 18 months.

***Portage will cease whichever of the above comes first**

ENTRANCE AND EXIT PROCEDURE

ENTRANCE

Once a request is received

- A) It will be processed by a business support officer. An acknowledgement letter of the referral will be sent to parents and a copy sent to the referring consultant.
- B) The child will be added to the priority list.
- C) The portage team leader will make an initial visit to assess eligibility and priority of need, to maintain timeliness of portage commencing.
- D) A parent will be informed by letter to say when portage will commence, and a response will be requested. If this is not received the visit will not go ahead.
- E) Visits will commence with the first 3 being fortnightly and then weekly. The visits last for about an hour.

TRANSITION/EXIT

When a child is approaching transition the following will happen:

- A) The home visitor will discuss transition with the family and then the early years setting.
- B) The home visitor will then discuss the child with, or arrange a joint visit to the setting with an early year's advisory teacher or SEND officer.
- C) Home visits will continue to home with the emphasis being on transition and planning for this.
- D) The home visitor will liaise with other professionals already involved with the child or those that maybe becoming involved.

During transition and exit:

- A) The home visitor will prepare a final report.
- B) Children that have been receiving portage for 18 months, are in receipt of 3 year old funding and are attending a mainstream setting will be offered 2 fortnightly visits. One will be to the early years setting to discuss future outcomes. The second will be the final home visit.
- C) Children who have an EHCP and are attending a mainstream setting will be offered 8 visits after the EHCP has been finalised. These will include any meetings the home visitor has to attend and a visit to the setting. The rest of the visits will be in the home.
- D) Children who are not in a setting will be offered 2 fortnightly home visits prior to portage ceasing.
- E) Children who will be attending specialist provision will receive 2 fortnightly home visits after starting at the provision.



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