

ELSA referral and support process.

ELSA stands for Emotional Literacy Support Assistant. The ELSA support sits outside of the wider pastoral support provided to students, and is very different to counselling or other listening-based support service. It is designed to address specific difficulties students may have with their emotional literacy and is intended to be a short-term, solution-focused intervention to help students develop their independence and resilience in managing their emotions.

The aim of the ELSA support is to help students recognise and manage difficult feelings and emotions and the intervention usually lasts six to eight sessions. The goal is to provide students with a reflective safe space to focus on specific and measurable targets outlined at the beginning of each intervention and reassessed at the end of the final session.

Referral process

HOY / LS team or other member of staff identifies that a student might benefit from ELSA support.

Referral made to HCL via email. HCL to assess whether ELSA support is appropriate and may discuss with HOY/ Head of LS.

HCL to contact student via Teams and meet with them to outline the ELSA support process. In this meeting HCL will establish:

- Whether the student is happy to engage with this support.
- Whether they are happy for parents/carers to be informed.
- That they are aware that teachers will be informed that they are accessing this support (but will not be given details of what is discussed in the sessions).

When the above has been agreed, HCL to refer student to ELSA and then:

- log this on the centralised spreadsheet.
- Meet with ELSA to handover key background information about the student
- the issues they are having.
- Contact parent/carer to let them know that this support is being provided.

ELSA to contact student to confirm the support and then:

- Arrange the initial meeting and dates of intervention (6 weeks initially)
- Make a log on portal to alert tutor, teachers and HOYs that the student will be accessing ELSA support with dates from and until.

ELSA to conduct sessions and to log each of these on CPOMS under the category ELSA session log.

On completion of intervention, ELSA to discuss next steps for the student with HCL and then share this plan with the student and relevant staff (e.g. counselling referral, B09 sessions or an ILM mentor where appropriate).