

Circular: 016/2024/P Attach 2

Step 1. School has initial discussion with a member of the Central Inclusion Team to establish if a CSP should be explored and requested.

Parent/s, send a request directly to Executive Manager Inclusion or Director of Children's Services for an assessment for a CSP. The request includes contact details, child's name, address, date of birth and education setting and the reasons why the child/young person needs a CSP. A young person, if appropriate, is also entitled to make this request.

Step 2. School has initial informal discussion with parents/carers and if appropriate children/young people to outline what a CSP is, discuss eligibility, how to request a CSP and explain how it is kept up to date. Relevant up to date Enquire Scotland fact sheet is shared with them. <https://enquire.org.uk/enquire-resources/csp> For Looked After Children Social Work will be involved at this stage.

Request is acknowledged and requestor/s are signposted to the school.

If parents/carers and (if appropriate) young person agrees, CSP consent for information sharing form is completed and then later uploaded to the digital Firmstep CSP request. [CSP consent for Information sharing form](#)

Step 3. School begins to complete the digital Firmstep CSP request form [Request to Open Co-ordinated Support Plan \(CSP\)](#) The form generates a response request from all professionals and agencies named by the school and states the date for the CSP consideration and Child's Planning meeting. The collated information is held by school and forms the basis of discussion. Usual processes are followed for organising the Child's Planning and CSP consideration meeting.

Step 4. GIRFEC Child's Planning and CSP consideration meeting discusses all agencies' submissions and agrees if a request to open a CSP should be made. Use the CSP Decision tree [CSP DECISION TREE.pdf](#) from the Code of Practice chapter 5 Coordinated support Plans. [://www.gov.scot/publications/supporting-childrens-learning-statutory-guidance-education-additional-support-learn](https://www.gov.scot/publications/supporting-childrens-learning-statutory-guidance-education-additional-support-learn) <https://www.gov.scot/publications/supporting-childrens-learning-statutory-guidance-education-additional-support-learn> <https://www.gov.scot/publications/supporting-childrens-learning-statutory-guidance-education-additional-support-learn> Minute the meeting discussion and decision within the GIRFEC plan. If the conclusion is to proceed to request a CSP, the next stage of the digital form is completed.

Request is submitted to Executive Manager Inclusion via digital form.