

Offham Primary School



ELSA (Emotional Literacy Support Assistant) Policy

Policy Date: July 2026

Renewal Date: July 2027

Purpose

This policy outlines the principles, procedures, and expectations for the delivery of ELSA support within our school. ELSA provision is a key part of our whole-school wellbeing focus, supporting children's emotional development, resilience, and inclusion.

Referral Process

- Access to ELSA support is initiated through a formal referral process.
- Referrals must be agreed upon by the SENCO, ELSA, and Well-being Lead.
- As part of the referral, parents/carers must sign a consent form and complete a pre-assessment, which helps the ELSA tailor support to the child's needs.
- In exceptional circumstances, children may access ELSA support on an ad hoc basis, as determined by staff discretion.

Session Structure

- Sessions may be delivered in the following formats:
- 1:1 individual support
- Social skills groups
- Specific focus groups (e.g., anxiety, friendships, emotional regulation)
- Session blocks will be variable in length:
- Some children may require a short block of 6 sessions
- Others may need extended support
- Ad hoc top-up sessions may be provided as needed
- The ELSA will determine the appropriate duration and format based on the child's needs

SMART Targets and Impact Measurement

- Each child will be supported to set SMART targets (Specific, Measurable, Achievable, Relevant, Time-bound) to guide their emotional development and ensure progress is realistic and purposeful.
- The ELSA will monitor progress against these targets and record impact measurements to evaluate the effectiveness of the intervention.

Use of Therapy Dogs

- Sessions may include interaction with the school's therapy dogs.

- This will only occur if a parental consent form has been signed and submitted to the school office.

Confidentiality and Safeguarding

At the start of ELSA support, children will be read a privacy statement explaining:

- Session content is confidential between the child and the ELSA.
- Information will only be shared if there are safeguarding concerns.
- Session evaluations and documentation will not be routinely shared with parents/carers.
- If the ELSA identifies a concern or deems it necessary to share information, this will be communicated appropriately to parents/carers or relevant staff.
- This policy aligns with and supports the school's Safeguarding Policy and Inclusion Policy.

Training and Professional Development

- The ELSA will receive appropriate initial training from an accredited provider.
- Ongoing Continuing Professional Development (CPD) will be undertaken to ensure best practice, up-to-date knowledge, and effective support strategies.
- The ELSA will also engage in regular supervision to reflect on practice and maintain emotional wellbeing.

Wellbeing and Inclusion

The emotional wellbeing of every child is central to our school's ethos. ELSA provision is part of our commitment to inclusive education, ensuring all children feel safe, valued, and supported. The ELSA works collaboratively with staff and families to promote a nurturing environment where children can thrive.