

Laleham Gap School – LGS Residential Keyworking Policy

Kent County Council

Education Learning and Skills Directorate



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Owner: Head of Care

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1. The Role of a Keyworker

Every residential pupil at Laleham Gap School will have a residential staff member designated as their Keyworker. This staff member will predominantly work on their residence, therefore enabling regular individual support and guidance. Being a keyworker means working towards meeting a whole range of social, spiritual, emotional and intellectual needs in a way that promotes equality and diversity, dignity, choice and independence. Keyworkers will oversee all aspects of their keychild's care by undertaking the responsibilities as follows:

2. Keyworker Responsibilities

The Keyworker, under the guidance of their Deputy Head of Care or the Head of Care, will be responsible for:

- The pupil's induction to the residence, including familiarising pupils with people and places around the school and the general routines of the residence.
- Building a supportive and appropriate relationship with each key child to encourage their personal development, health and safety and leisure needs but recognising that the welfare of each pupil is the responsibility of the whole care team.
- Guarding against feelings of possessiveness or sole ownership of a pupil's problems or successes. Keyworkers should appreciate that the keyworking relationship will compliment other relationships in the school and pupils will naturally gravitate to those they feel most comfortable with when they need to talk to someone and this is entirely acceptable.
- Writing and reviewing the Individual Placement Plan. This will include on-going observation, assessment, monitoring and evaluating the progress of the plan, setting targets and producing written reports of progress when necessary. Keyworkers are also expected to attend Pastoral and Review meetings as required.
- Planning and providing a range of activities and leisure pursuits with an emphasis on teaching and learning that supports the pupil's education plan and helps them to achieve their targets.
- Liaising with teachers and other school staff to ensure a link between the education and the care of the pupil and making sure staff are kept up to date with any relevant changes for the pupil.

- Ensuring that appropriate contacts are maintained with parents and acting on parental information regarding their child.
- In addition to regular communication, offering formal 1:1 keywork sessions at least once a term or more if required and keeping a record of these.
- Overseeing the lifeskills programme for their key child.
- Setting and monitoring Placement Plan Targets with their key child.
- Assisted by the staff team, supporting their key child with their cultural and religious needs.

3. Changing of Keyworkers

The Head of Care should be consulted prior to any change of Keyworker. This may take place for any of the following reasons (this list is not exhaustive):

- a) The child requests a change of Keyworker and this is discussed with the staff team or through staff supervision. It is subsequently felt to be in their best interest and not to the detriment of other children.
- b) The staff member requests a change of key child and this is not felt to be detrimental to the child. Their views are taken into account with any decision making.
- c) The member of staff leaves the employment of Laleham Gap.
- d) The Head of Care believes that the relationship is not in the best interests of the child or the member of staff.

4. Staff Eligibility to be a Keyworker

Staff must have successfully completed their induction prior to fulfilling a Keyworking role. They must also have attained a minimum of Level 3 NVQ Caring for Children and Young People (up to 01/09/10) or the Children & Young Peoples Workforce Diploma post this date, to be eligible.

5. Staff Training and Support for the Keyworking Role

Staff will be guided through induction training about the keyworking roles and responsibilities. They will also have received training through the Level 3 NVQ Caring for Children and Young People (up to 01/09/10) or the Children & Young Peoples Workforce Diploma post this date.

Staff will receive supervision at a minimum of once per term from either the Deputy Head of Care or Head of Care in which they will be able to discuss and seek support around how keyworking is going and any concerns they have. Should they have any immediate concerns these should be brought to the attention of their Deputy Head of Care or the Head of Care so that appropriate advice and support can be given.

6. Equality Impact Assessment

This policy has been assessed with regards to its relevance to race and diversity equality. As a result of this assessment, this policy has been graded as having a high potential impact.