

Laleham Gap School – LGS57 Monitoring in the Residential Department Policy

Kent County Council

Education Learning and Skills Directorate



Date: January 2016

Next Review: January 2019

Owner: Head of Care

Laleham Gap School – LGS57

Monitoring in the Residential Department Policy

Kent County Council & Laleham Gap School

The Governing Body of Laleham Gap School acknowledges both statutory provision and intentionality within Equality; Diversity and Direct Discrimination legislation* culminating in the Equality Act 2010 (effective from 1 October 2010) in drafting and reviewing this school policy. The Governing Body actively seeks to promote policy measures to cease inequality, all forms of discrimination and enhance opportunity and well-being within every aspect of the school's business for pupils, staff, governors and community stakeholders.

*Sex Discrimination Act 1976; Race Relations Acts 1976 & 2000; Childcare Act 2006; DDA 1995 & 2005; Civil Partnership Act 2004; Gender Recognition Act 2004; Equality Acts 2006 & 7 and Statutory Instruments.

Monitoring in the Residential Department Policy

Monitoring is part of the evaluation process which takes action in supporting staff to effect change. How is monitoring in the residential department effected at Laleham Gap?

1. Informal

In addition to informal monitoring, annual monitoring is undertaken by the Head of Care, the Head Teacher and Designated Safeguarding Lead to observe the care practices and pupil support.

Visits to the Residences and pupil activities may occur both in and out of school. This is often just a general wander around, with incidental discussion with both staff and pupils.

2. Formal

A termly monitoring log of records is undertaken by the Head of Care.

A formal monitoring procedure is undertaken by the Head of Care, through regular staff meetings.

Standard 20 visits are undertaken by an independent visitor each term and disseminated to the Governing Body.

Pupils are consulted through residents meetings and residential reps are consulted via a termly meeting with the Head of Care.

3. Individual

Individual staff are supported through an Annual Appraisal Interview highlighting their own development targets and defining an Action Plan. (See Appraisal Policy)

Individual Supervision Sessions are held to support staff and monitor the progress towards agreed Action Plan targets.

4. Pupil Progress

All pupil progress is monitored through setting of placement plan targets by keyworkers in conjunction with pupils.

All progress is recorded on their Record of Pupil Progress which forms part of the annual School's Reporting System.

Annual reviews take place for all young people in which keyworkers or the Head of Care attend.