

The New School at West Heath

Residential Policy 2 - Key Working Policy

Introduction

The concept of Key Working was first introduced as a response to the many individuals who are likely to be involved with any particular child or young person. In our school, our young people are likely to have contact with a range of people including, teachers, support assistants, educational psychologists, clinical psychologists, psychiatrists, social workers, parents, carers and significant others. The Key Working role represents our response to ensure that someone has a complete over view of a young person's experience whilst living in our school.

Role and Responsibilities

The primary role for Key Workers is to ensure the integrity of each resident young persons' plan of Education, Care, Health and Leisure (i.e. Individual Education Plan – IEP). Key Workers are responsible for monitoring the operation of each young person's plan to ensure that it is current. More importantly, Key Workers are involved in negotiating and setting "targets" with each young person according to their plan and actively supporting individual young people to achieve them. Additionally, Key Workers will contribute to reviews of individual plans and other formal meetings or reviews regarding individual young people e.g. Annual Reviews of Statements of Special Educational Need, Annual Reviews of "Children in Need" Plans, termly reviews of Individual Education, Care, health and Leisure Plans etc.

Key Workers have time within the duty roster dedicated to this responsibility. A particular role will involve regular liaison with the "group tutor" for each young person for whom they have a Key Working responsibility and will be part of the "group tutor team". Members of the group tutor team are the equivalent of Key Workers, and work with individual students during the school day. They have a particular responsibility for negotiating and setting educational targets for each student for whom they have a responsibility.

Key Workers are accountable to their supervisor for the use of the time used to Key Work with individual young people.

More specifically, the Key Worker is responsible for co-ordinating and responding to all aspects of a young person's life whilst resident in the school. This will include:-

- Welcoming each newcomer and ensuring that each young person is inducted properly into the life and work of our school. As the school develops, Key Workers will be appointed during the admissions process, and may be involved in making a home visit to prospective pupils.
- Representing the first point of contact for enquiries about individual young people.

- Liaising weekly with the parents and carers of each young person for whom they have a Key Working responsibility .
- Supporting young people in individualising their bedrooms and ensuring each newcomer has a welcome pack
- Ensuring that individual young people celebrate their birthdays and other dates of significance to them.
- Ensuring that a comprehensive and accurate written record is maintained about the experience of individual young people resident in our school.
- Providing reports for meetings regarding individual young people resident in our school.
- Ensuring that all documentation is completed and up to date regarding each individual young person resident in our school.
- Planning and maintaining a comprehensive record, including the use of photographs and other materials, of each young person's time spent living in our school.
- Helping each young person compile a book of their life history which is both meaningful to them and reinforces their sense of identity and self worth.
- Spending regular, quality and personal time with each young person resident in our school.
- Ensuring that each young person living in our school has fun and can look back on their time with us with pleasure and pride.

The Key Worker, in maintaining appropriate relationships with young people may have an advocacy role and may need to help young people speak up for themselves. This is part of the process of teaching youngsters to make decisions for themselves, to live by their decisions and take responsibility for their actions.

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| Residential 2 – Key working | |
| This Policy should be read in conjunction with the following policies: Residential Policies 1 and 3 | |
| Appendices: | |
| Monitoring of Policy Implementation is the responsibility of: The Senior Leadership Team | |
| Lead responsibility: | Vice Principal - Residential |
| Relevant Legislation: | To be detailed in the next release |
| Annual Policy Review Required: | Yes / No |
| Approved by: S.S. Committee | Date approved: 15/9/05 |
| Ratified by: Trustees | Date ratified: |
| Reviewed – no changes | Date: |
| Reviewed – with revisions | Date: |
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