

Oakfield School

25. Keyworker Policy



To be Reviewed:	January 2022
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POLICY STATEMENT

Oakfield School recognises the importance of providing a consistent approach when working with children and young people and to that end ensures all children and young people within the school have an allocated a Keyworker.

PROCEDURE

Allocation

The Senior Management Team will work with the teachers and support staff to allocate a keyworker, both within the school and residential setting. This provides a constant approach and enables collaborative work practice to each child/young person; their work will be overseen by a Residential Manager and Head of Key Stage 3/Key Stage 4.

In identifying suitable keyworkers, the race, religion, culture, gender and preferences of the child/young person must be taken into account.

The Role

A Keyworker provides the child/young person with:

- A voice
- An organiser
- An administrator
- A listener
- A mediator
- A planner
- An advisor
- An advocate
- A role model
- A co-ordinator
- Consistency

The Keyworker provides support whilst the pupil is at Oakfield, and during times of transition.

The functions which could be seen to fall under the more 'befriending' elements of the Keyworker, that of being a voice, listener, mediator, advisor, advocate and role model, are equally the responsibility of all members of staff. It may be that the child/young person will themselves identify those staff, with whom they feel most comfortable to fit these roles.

In no way does this compromise the role of the Keyworker, as it is the responsibility of all staff to communicate and record appropriately on each young person with whom they have contact, using the assigned Keyworker as the focal point.

Changing Keyworker

Any change in the allocated Keyworker should be the result of consultation between the young person and the current Keyworker and the proposed alternative. This should be recorded in the on-line diary and the reasons for such changes should be stipulated.

On Admission

Where possible, the Keyworker is required to guide the child/young person through the expectations of Oakfield.

On admission the Child Protection and Multi-Agency Co-ordinator should communicate with the Tutor and Learning Behaviour Support Mentors to ensure that:

- All admission procedures have been completed and that the Pupil Record, the front page of the child's file (stored in the main admin office) is complete and correct.
- The young person has no immediate religious or cultural needs. It is essential that information on religious persuasion is recorded.
- Time is spent with the child/young person to ensure they have a full understanding of their situation and the role of the Keyworker.

Education

All staff should familiarise themselves with the pen portrait and educational needs of the child/young person.

It is good practice to arrange regular visits to the classroom as this demonstrates real interest in their learning.

Ongoing Expectations

- Ensure Senior Management Team, staff group and any other relevant parties are aware of any changes affecting the circumstances of the child/young person.
- Build a rapport between themselves and the child/young person to be able to act as an advocate where necessary.
- Contact family weekly to update on child's/young person's progress.
- Monitor the young person's health needs and try to encourage Doctor/Dentist/Optician appointments have been arranged where necessary.

Be aware and co-ordinate arrangements including a birthday card, ensuring a cake has been arranged.

Record Keeping – This is a key role for Residential Keyworkers

Clothing and Personal Belongings

Where it has been agreed that a young person needs clothes buying, he/she should be encouraged to choose themselves, taking into account budgeting limitations.

On admission, young people should be encouraged to personalise their room with some basic belongings. As ever, the concept of safety must underpin any decision making, but consideration should be given to:

- Basic toiletries – soap, toothpaste, toothbrush
- Hand towel
- Change of underwear
- Dressing gown/slippers
- Photos
- Book/magazine (appropriate)
- A couple of posters/pictures (appropriate materials)

On admission the Child Protection and Multi-Agency Co-ordinator should communicate with the Keyworker to ensure that:

- The child/young person has no immediate clothing needs.

The Keyworker would be expected to support the child/young person in the classroom (as per their residential rota pattern) and contribute to their learning.

Administrative Responsibilities

Each Keyworker is required to carry out a number of tasks which are essential to the administrative functioning of the child/young person within Oakfield.

- Ensure that the young person's care status is clear and known by all staff members. The implications of this status should be clearly defined.
- It is also the responsibility of the Keyworker to ensure that the following records are kept in good order and up to date:
 - Main File - This is a key role.
 - Medical records.
 - On-line Diary, including a chronology of issues/incidents where appropriate.
 - IBEC's
 - PHP's
- Main files are kept in locked cupboards in the main admin office.
- Prepare and produce reports as and when required.
- Maintain and review the IBEC monthly paying particular attention to risk assessments which will be altered in the light of any specific concerns.

- Make arrangements, attend and plan for annual reviews and other meetings as applicable ie House meetings

Roles and responsibilities of all Named Person/Keyworkers

- Build relationships with family
- Find out as much as you can about the student
- Engage with the student outside the classroom environment
- Be a responsible adult in their lives
- Be a positive role model
- Observe and monitor their behaviour (on-line Diary)
- Give clear boundaries
- Show an interest and have knowledge in their academic progress within the curriculum
- Attend back to school meetings and annual reviews (where possible)
- Deliver the end of term reports to parents/carers
- Telephone Parents/Carers regularly to discuss students' progress and incidents
- Monitor and update IBEC, PHP, PSP and Risk Assessments
- Seek information from staff regarding your Key child's day, lessons and behaviour.
- Be aware of pupil's current attitudes to self and school (PASS)

This Policy was reviewed January 2020.

Signed:

Lee Morfitt (Chair of Governors)