

# Procedures Manual

## 04.38.01 PROCEDURE FOR CHILDREN IN CARE AND CARE LEAVERS

**PURPOSE** To give a clear guidance to all staff that teach and support 'Looked after Children' and Care Leavers (LACs)

**SCOPE** Looked After Children and Care Leavers on College Courses

**RESPONSIBILITY** Head of Student Welfare

### PROCEDURE

#### OUR NAMED PERSON IN COLLEGE FOR CIC IS: SARAH-LOUISE NEESAM

##### Procedure for Children in Care and Care Leavers

This procedure has been written to reflect the needs of 'Children in Care' (Looked After Children) and Care Leavers as a response to the Government green paper on 'Care Matters – transforming the lives of children and young people in care October 2006.' It also ties in with the CIC Covenant we have registered with the Government in 2017.

'Children in Care' (CiC) can be some of our most vulnerable students attending courses in College and therefore certain actions need to be in place to ensure their educational success. Some will have not attended school regularly, may have been moved round to different foster/children's homes and may have lived chaotic lives. This means that they may have had little stability and may have attachment issues. In order to allow these students to access education and achieve their potential certain more supportive actions need to be undertaken.

##### Pre arrival

- During the summer term of each academic year, the Virtual Schools, Children and Young Peoples Services/Leaving Care Teams will be offered a meeting with the Student Welfare Manager, to identify potential students ahead of the next academic year.
- Student funding needs will be addressed, and in line with funding regulations will provide the student with payments to the value of £1200 if under 19 or will pay for examination fees, child care, equipment, meals at lunch time, uniform, and travel costs if over 19. It may be that a combination of payments and other items e.g. travel could be issued to those under 19 to the value of £1200. This information will be emailed out to Social Work teams in order that they have the latest policy details.
- Our named governor responsible for CIC is Julia Wakelam.

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### On arrival

- All PPTs, Course Directors and Heads of School will receive the most up-to-date list of CIC and CL students and this list will be available to PPTs on their secure site.
- All CIC's and CL'S will be identified by an orange mark on their promonitor profile so teaching staff can recognise if they have a student who falls within this category within their area.
- Any difficult behaviour will need to be referred to Student Welfare so that the College can support the student. The Booklet 'Dealing with Children who have been adopted or foster in schools' written by Linda Gower is available on the Hub and in paper copy in Student Welfare.
- The virtual school lead and Student Welfare Manager will meet every term to discuss progress and attendance.

### Reviews

- The Virtual School will be invited in each term to gather any information they need concerning PEPs.
- Welfare Officers will attend any social worker led PEP reviews or Child In Care Reviews on behalf of the college.
- The Student Welfare Administrator will be responsible for co-ordinating information and a report for the online PEP system which will be sent or uploaded onto the relevant Virtual Schools system.

### Reports

- It is important that the young person also receives a copy of their College report. If a report is sent to a children's home, or care provider, reports can often be put on the young person's file without their knowledge. Please therefore ensure that a copy is also given to the student. It would also be useful for the allocated Welfare Officer to be made aware of the report if there are any issues that need addressing with the student and social worker to support them achieve on their programme.

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## CARE LEAVER COVENANT

West Suffolk College recognises the challenges that young people face when they leave the care system and begin to live independently. We recognise that all parts of society have a responsibility to support care leavers so that they can make a successful transition to adulthood. We hereby make a commitment to undertake the following actions that will help improve care leavers' life chances.

Signed on behalf of: West Suffolk College

Signature:

Name: Colin Shaw



Position: Vice Principal Student and Learning Support

Date: 20.03.2017



### Principles of the care leaver covenant

West Suffolk College support the key principles of the care leaver covenant, which are:

- That all parts of society have a responsibility to help care leavers to avoid poor outcomes and make a successful transition to adulthood; for them.
- That action to support care leavers should be in their best interests, promote their health and well-being and secure the best possible outcomes for them.

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Demonstrating our commitment

West Suffolk College will demonstrate our commitment to the care leaver covenant through the following actions:

- Excellent transition plans and programmes to ensure the smooth transition into college. This includes visits to the College, taster days, open events, and tours either one to one or in small groups.
- A named member of College staff (Student Welfare Manager) responsible for the welfare, monitoring and progress of Children in Care. This includes termly reporting to our internal Safeguarding Board which is governor led.
- A dedicated leaflet given to social work teams detailing our support for Children in Care pre-entry.
- Close liaison and termly monitoring in conjunction with the relevant Local Education Authority. This includes attending any necessary meetings to support our Care Leavers.
- An impartial Careers Guidance service that will support care leavers with application to College, transition to further courses and progression to University.
- A bursary scheme made accessible to our Children in Care by informing Social Work Teams when the application stage is open. We support our care leavers with applying for funding and assist them with meals at lunch time, stationary, course equipment and uniform and travel expenses.
- A dedicated area of our website detailing support for Care Leavers.
- A 'wrap around' support service in College which includes, tutors, personal support tutors, guidance staff, welfare staff, learning support and SEN support.
- The option for Care Leavers to celebrate achievement each year as directed by them.

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