

Brymore Academy

Care Plan Policy

Created by: Stephanie Moore	
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Signature of Chair of Governors	Signature of Headteacher



Introduction

As part of the pastoral provision in boarding at Brymore Academy, it is essential and beneficial that all boarders have the opportunity to receive one on one time with a designated member (key adult) of staff throughout the year, allowing the opportunity to discuss any concerns, worries as well as celebrate success and progress made.

Within boarding every student is allocated a key adult to have either half termly check ins or 1:1 conversations, which provide the opportunity for an individualised meeting to be held. Individuals who are assessed to require a higher level of support benefit from a 1:1 meeting which can either be on a weekly or fortnightly basis depending on the students need(s). Students assessed to have the highest level of need may require additional coordinated support which is completed using a Care Plan.

Each students need(s), and individualised support required are detailed on the Room Compatibility Plan by the Room Compatibility Co-Ordinator. Each boarding house has a Room Compatibility Plan in which each student within the boarding house is organised into rooms, based on presenting needs and individual risks assessed. The Room Compatibility Plan is then used to ensure boys are a suitable for sharing a dorm, which includes support and risk reducing factors in place. The Room Compatibility Plan also acts as an Individual Risk Assessment for each student, including specific safeguarding, behavioural, medical, SEMH and social needs which are considered and assessed.

Students who require additional support due to the level of their needs will be supported through the use of a Care Plan and will have their Individual Risk Assessment and Care Plan documents triangulate with the Room Compatibility Plan to ensure all needs are being met.

What is a Care plan?

A care plan is crucial to ensure students receive the right level of individual care and support dependent upon their individual needs and circumstances which can vary from religious, language and cultural needs, to specific behavioural, safeguarding or SEMH needs. Care plans are based on individual needs and consequently vary from student to student.

A Care Plan is made up of an Individual Risk Assessment and Care Plan which triangulate alongside the Room Compatibility Plan. There are 3 Care Plan tiers (1=lowest, 3= highest) with each tier having a set criteria and offering differing levels of support & required interventions. Students individual presenting needs & all safeguarding concerns (however in order to give a more student-centred approach; My Concern numbers are not detailed on a Care Plan) are detailed across the 3 documents alongside preventative factors (which reduce identified risks), key adult(s) support (both within the day and boarding) & interventions in place.

The Care Plan document is written from the view of the student to ensure their voice is documented and to allow them to engage in the process more easily. A students' likes and dislikes as well as picture page are used in order to further ensure the care plan is individualised to each student and has a child centred approach.

The Care Plan document also details the desired outcome(s) for the student and where all relevant details are documented.

Although each care plan is unique, all care plans serve the same purpose:

- Provide students with support for their presenting needs.
- Provide students with opportunities to discuss worries or concerns as well as things that are positive & celebrate achievements.
- Allow students and Care Plan leads opportunities to review needs are being met and supported and updating documents when required.
- Record safeguarding concerns.
- Detailed notes regarding interventions and preventative factors alongside key adult's support.

Care Plan Rationale

The Care Plan Rationale specifies the criteria for a student who may require a Care Plan as well as documents how the pastoral team determines the most appropriate Care Plan tier and the process to open a Care Plan.

Care Plan lead

Every student who has a Care Plan will have a Care Plan Lead which is decided by the Boarding Pastoral Manager. Care Plan leads are the students key adult within boarding who will have 1:1 with student as well as complete Care Plan Reviews throughout the academic year. Care Plan leads also have a responsibility to ensure that the Care Plan document & Individual Risk Assessment are updated following a Care Plan Review. Additionally, the Care Plan lead must also email Room Compatibility Co-ordinator to update the Room Compatibility Plan when changes are made to the individual risk assessment and/or care plan. The Care Plan Review process is a document in which Care Plan leads can use to ensure a complete Care Plan Review is completed.

There are several circumstances in which there may need to be a change of Care Plan lead. The following actions must take place in order to provide a smooth transition for both staff & student.

1. Inform Pastoral Manager Boarding.
2. Pastoral Manager Boarding to allocate new Care Plan Lead & inform staff.
3. Care Plan Lead to discuss change of lead with student and document on SIMS as part of 1:1.
4. New Care Plan Lead to read over Care Plan and Individual Risk Assessment to familiarise.
5. Outgoing Care Plan Lead to meet with new Care Plan lead to discuss.
6. Inform Room Compatibility Coordinator to update the Room Compatibility Plan.
7. Inform the students parents & Key Adult(s) in the day (Tutor/Matron/SEN).
8. Care Plan Lead to ensure a Care Plan Review is completed before handover as well as make sure Care Plan & Individual Risk Assessment documents are up to date.
9. Care Plan Lead to complete 1:1 until last week before transition.
10. New Care Plan Lead to discuss with student in first 1:1 and document on SIMS.
11. If the new Care Plan Lead has not been a Care Plan Lead previously, previous Care Plan Lead or Boarding Pastoral Manager will support with first Care Plan Review.

Care Plan Review

Depending upon the Care Plan Tier will depend upon how frequently a Care Plan Review will take place. Tier 3 Care Plans reviewed each half-term, Tier 2 each term & Tier 1 two times a year. There is a Care Plan Review form to be completed every time which documents students and staff thoughts of what is/ is not going well, review SIMS achievement and behaviour points, discuss and review any recent safeguarding concerns and discuss if any further support or interventions are required. Care Plan Leads also need to ensure that sufficient time is allocated to complete a Care Plan Review.

It is part of the Care Plan Lead's responsibility to ensure that they prepare for a Care Plan Review and as part of this gain feedback from staff (both within the day & boarding), any medication updates, check SIMS and contact a member of the safeguarding team.

Once a review is completed the Care Plan Lead must ensure the Individual Risk Assessment and Care Plan documents are updated, the Room Compatibility Co-ordinator is contacted for any changes as well as communicate with the students' parents regarding what was discussed. It is also the Care Plan Leads duty to ensure that if a student support requires further support or intervention, they enquire with the correct department or member of staff.

Quality Assurance

Every term, the Boarding Pastoral Manager will choose 3 Care Plans (one from each boarding house) and complete a Quality Assurance document. A Quality Assurance ensures that the Room Compatibility Plan, Individual Risk Assessment and Care Plan all document the students' presenting needs, safeguarding concerns & preventative factors.

Care Plan Closure

There are 3 reasons for a Care Plan to close:

- Care Plan Lead feels student has made significant progress and is on a Tier 1.
- Student leaves Brymore prior to Year 11.
- Student is in Year 11 & transitioning to further education.

If a student leaves or Care Plan lead feels the student has made significant progress, the Care Plan Closure process including completing a care plan closure form (which also details the students/ parents and staff views) must be followed unless the student leaves Brymore unexpectedly.