

Care & Support Planning Policy

West Heath School



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Lead Person	Head of Care and Safeguarding, Residential Care Manager and Lead Trustee for Safeguarding	
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Copies of this Policy are available on the School Website - <http://www.westheathschool.com/policies-and-procedures> or as a hard copy on request from the School Office.

1. Aims

The purpose of this Policy is to ensure all staff have a clear procedure to follow, to safeguard the welfare of our student.

2. Legislation and Guidance

The Children and Families Act 2014
SEN Code of Practice 2014

3. Definitions

Education, Health and Care Plan (EHCP).

4. Introduction

All our students have 'Education, Health and Care Plan' (EHCP). This is the starting point for the care planning process in the residential provision.

4.1 Care Plan Assessment

An important part of writing the Care/Support Plan is making an assessment of the student's needs. This assessment is informed by:

- Getting to know the students and listening to them
- The formal assessments that are made available prior to the student's admission
- Listening to professionals involved with the student
- Our own assessments through the admission and induction process led by the Induction Team, the Residential Care Manager (when a child is in boarding) and the Therapeutic team
- Listening to parents and carers' views of what works, what doesn't with supporting their child

Whilst the Care Plan assessment is being made, the Education, Health and Care Plan or Statement of Objectives form the Initial Care Plan.

This assessment will inform the support plan and specific targets for students, where progress can be measured and work done to support the student to reach these targets is noted (see record keeping).

4.2 The Care/Support Plan

The Care/Support plan is written under the headings of

- Health
- Education
- Emotional and Behavioural
- Identity
- Family and Social Relationships
- Social Presentation
- Self-Care Skills

This plan captures the residential provision's contribution to the student's development under these headings. See Statement of Purpose / Boarding Policy.

4.3 Care and Support Plan Targets

Targets will be generated by (for example):

- EHCP assessments
- Recommendations from the student, annual ECHP reviews, LAC reviews, Professionals meetings, discussion with parents
- Team meetings
- Professional supervision
- Targets set within the students' IEP/Learning Plan

Working in a person-centred way, involving the student in the target setting is a really important part of how we work. This process can include the use of:

- Formal Learning Support Assistant sessions and for Heart and residential students, key working sessions
- Informal discussions that can arise in daily living situations within the trusted adult and student working relationship
- The student signing and agreeing with his/her targets and Care Plan

4.4 Where we record Care/Support Plan Targets

All targets are outcome focused and are recorded using the Evidence for Learning. This provides data which can be used to review and evidence progress and identify areas for development. A note of the work done to support the student with this target is also recorded on this platform. If the student is unwilling to engage with the support provided this is noted also.

Students are fully involved in all aspects of the process and are supported by their LSA/Key Worker and/or an appropriate member of staff.

The record of the student's progress with their care/support plan targets are presented and discussed at their annual review of EHCP/Statement of SEN, complete with a note of the work undertaken as described above.

4.5 Individual Targets

Incorporated in the care planning process are the students' individual targets, which are linked from the Care Plan assessment and IEP targets. The student will be fully involved in choosing individual targets they will be focused on.

5. Roles and Responsibilities

The LSA/Key Worker is responsible for writing the Care Plan, involving the student and liaising with all appropriate staff and other professionals within the school.

6. Other Participants & Stakeholders and Monitoring & Evaluation

The monitoring, evaluation and review of the care/support plan is ongoing, as it is a live document that changes when our students' needs change. It is also reviewed:

- Before the student's Annual Review of their ECHP/Statement of SEN.
- 3 times a year by LSA and LSA Managers and Key Worker supervisors during their supervision, specifically taking note of student progress with their targets and outcome measures. A record of this review will be made in the supervision record.

7. Links with other Policies

Whistle Blowing, Appropriate Physical Contact and Language, Sex and Relationships, Spiritual, Moral, Social and Cultural Policy, Positive Handling and Staff Recruitment, Selection, Retention and Disclosure, Anti Bullying and Boarding Policy.

8. Consultees

The Senior Management Team, Students, Student Services Committee and the Trustees of the School.