

What Makes The Difference? TOOLS and RESOURCES

NAME OF TOOL/RESOURCE:

Rainer Surrey 16plus Service procedures: Connexions Partnership

NAME AND REGION OF AGENCY/ORGANISATION THAT DEVELOPED THIS TOOL/RESOURCE:

Rainer Surrey 16plus Service

Purpose and brief description of tool/resource:

Procedures outline the agreed responsibilities of the 16plus team and the Connexions service and the process by which each organisation should be working to support care leavers in accessing career advice and support. This include information sharing and referral route.

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Contact details for further information about this tool/resource

Name and title: Phil Doyle, Service Manager, Rainer Surrey 16plus Service

Tel: 01483 517070

E: mail: phil.doyle@surreycc.gov.uk

Evidence for the effectiveness/ impact of this tool/resource

Positive impact of this tool/resource:

1. PA's and managers have feedback that the procedures are clear and well written and easy to follow and include useful practice examples. They are a handy and well-used resource for established workers as well as newly appointed members of the team.

2.

3.

POLICY AND PROCEDURES FOR LEAVING CARE SERVICES

Part of the Rainer Surrey 16plus Procedures (and should be read in conjunction with the internal Surrey Social Services Procedures)

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8. The Connexions Surrey Partnership

The Connexions Service in Surrey is a Local Authority lead body model and provides universal and targeted services via a range of Personal Advisers to young people 13–19 years (in relevant cases up to 24 years with special needs). They will provide advice, guidance, support and personal development for the transition to work and adult life. The LEA provides information on all young people in maintained schools from year 9 onward. The designated teacher for Looked After children should work closely with the Connexions Link Personal Adviser regarding their educational attainment.

The lead Personal Advisers and the designated teacher should contribute to the Personal Education Plan (PEP) for Looked After children, which will be considered at the 15½ year Statutory Child-care Review.

Key partnership agency contributors to Connexions include VT Careers Management Surrey, the Youth Development Service, the Community and Placement Support Team, the Youth Offending Team, the Leaving Care Team and the wider voluntary sector.

The delivery of local services will be across four Area Alliances, co-terminus with the Surrey Children's Service Areas. Not all partners operate within these four areas.

The Connexions Personal Adviser

There are a variety of Personal Advisers to whom Leaving Care Personal Advisers can refer Looked After young people and care leavers as part of their Pathway Plan and care package. Referrals can be made using the Connexions universal referral system. In most cases the Leaving Care Personal Adviser would normally remain the lead Personal Adviser.

For more information see Connexions Surrey Website at www.connexionssurrey.co.uk

Connexions Centres

There are 6 Connexions Centres in Camberley, Epsom, Guildford, Redhill, Staines and Woking, managed by VT Careers and providing guidance and advice, a range of Connexions information and a placing service. In addition there are a number of Connexions Youth Centres and voluntary sector access points all with connexions access via IT.

- Leaving Care Personal Advisers should ensure that care leavers have signed the Leaving Care Information Sharing Agreement as part of their Pathway Assessment and Planning Process.

- Care leavers (16-19), who are currently in Education, Employment or Training may already be on the Connexions client database but the Service may well not be aware that they are a care leaver.
- Care leavers (16-19) who are NEET (Not in Education, Employment or Training) **must** be encouraged to use the services of the nearest Connexions Centre to their home in order to ensure that they have priority access to information and advice which can be provided for them at these centres. Leaving Care Personal Advisers should, if they need guidance, complete a referral and send it to the relevant Connexions Centre-requesting an appointment. The care leaver's APIR profile, where completed, should also be sent.
- If a care leaver, having signed the Information Sharing Agreement becomes NEET after a period in Education, Employment or Training, they should be encouraged to use the Centre again and repeat as above.

The Connextranet

This is a facility for Personal Advisers where they can:

- Search the database of Personal Advisers
- Post messages to the bulletin board
- Search through the content on the website to find relevant material.

It is located at www.surreyconnextranet.co.uk and is password protected. The home page contains an introduction to the extranet and links to relevant parts of the site. When a new Leaving Care Personal Adviser is appointed a form giving their details is sent to Connexions Surrey on their behalf. They receive, from Connexions, their password and details of how to use the extranet.

9 Entry to Employment (E2E)

E2E is a work-based programme which supports young people (16-19) who are not yet ready or able to enter a Modern Apprenticeship programme immediately or who are not yet ready for any structured learning programme and/or a job.

E2E is funded in Surrey by the Learning and Skills Council and delivered via their sub-contracted providers.

E2E is aimed at young people with a wide range of aptitudes, abilities and motivation. It aims to attract young people who are currently not engaged in, or may be disaffected from education and training. Progression may be to a Foundation Modern Apprenticeship, a job with training, entry to Further Education or employment.

The programme.

The aim of the programme is to respond flexibly to individual needs. Lengths of stay are not uniform as the programme is not time-served in nature.

Key elements of the programme are:

- Initial and ongoing assessment, guidance and support, including aftercare. Core learning components of basic/key skills, personal development, work or course tasters – including opportunities to try different vocational areas.
- Optional additional specialised work-related learning.
- Preparation for and transition to further learning opportunities and/or employment. The provider is contracted to proactively support the young person for 8 weeks after they complete their programme.
- Work experience if appropriate.

For more information see Learning and Skills Council website – www.surreylsc.org.uk

Referral Route

Connexions Centre. The referral route is via one of the six Connexions Centres in Surrey. Each centre has a nominated E2E contact in order to ensure that each young person on the

programme has an allocated Connexions Personal Adviser. For care leavers this will be their Leaving Care Personal Adviser who will refer the young person to the Connexions Centre Personal Adviser. If E2E is identified as suitable route for the young person a referral form is completed at the Connexions Centre, with comments and agreement from the young person and sent to the E2E provider, who will inform the applicant of availability, start times etc.

Self-Referral. Alternatively however if the Leaving Care Personal Adviser and the young person are quite clear that E2E is the preferred option then a Leaving Care Personal Adviser can, with the agreement of the young person, send the referral form, including any comments the young person may wish to add, directly to the provider.

10. The School

This section should be read in conjunction with LAC11 Personal Education Plan for young people in Public Care

Headteachers have overall responsibility for ensuring that the school has a policy and practical guidelines relating to Looked After children and young people and that the ethos is supportive and anti-discriminatory.

Headteachers must ensure that:

- A designated teacher is identified, that they are given training and administrative time and that they attend LAC and Pathway Planning reviews.
- The school has systems for monitoring the progress and attendance of Looked After children and young people. Each young person should have a Personal Education Plan. Appropriate action must be taken as soon as there are any problems with behaviour or attendance.
- Confidentiality is maintained for the anonymity of Looked After children and young people in the school setting and that any information is shared strictly on a 'need to know' basis.
- Looked After children and young people have every opportunity to participate fully in curricular and extra-curricular activities, careers guidance, work experience and additional educational support.
- There is regular liaison and consultation with the Social Worker/Leaving Care Personal Adviser, foster carers and residential workers, parents, the school's Connexions Personal Adviser and other professionals involved in the young person's life.
- Regular reports are provided to the governing body outlining the progress and achievements of Looked After children and young people.

The Designated Teacher for Looked After children and young people is responsible for:

- Maintaining an up to date list, with contact numbers, of Looked After pupils within the school.
- Ensuring that all information is stored confidentially and shared on a 'need to know' basis.
- Regular liaison with other agencies and individuals in relation to Looked After pupils.
- Advocating for Looked After pupils in the school and acting as an adviser for other staff in school and governors on issues relevant to Looked After pupils.
- Ensuring that LAC and Pathway Planning Reviews are seen as a priority and that the appropriate teacher attends and/or a report is sent to the meeting.

Further information can be found in Surrey County Council's *Corporate Parenting Handbook*.