**West Sussex – Practice Guidance**

IROs are qualified social workers with at least five years’ experience, and who have acquired the right skills to carry out this role.

**Key working**

* Effective key working is based on building rapport and trust between a child and the keyworker which is supported by appropriate and consistent boundaries, reliability and genuine commitment to the child’s wellbeing.
* It is the expectation that staff will use their discretion around the need to record information in front of a child, and will not subject them to a ‘form filling’ or tick box exercise, unless this is their preference.

**Allocation of key workers**

* Every child living at a WSCC children’s home will be allocated a Key worker (or team of key workers) to support them to settle in the home and achieve their full potential.
* Staff will be closely matched to individual children based on interests, skills and experience. There are occasions when a temporary delay in allocating a keyworker may be appropriate to enable to child to build rapport with staff in the team and indicate their preferences.
* Every effort will made to ensure key children have regular access to their key worker and opportunities to meet on a one to one basis. Key workers are required to meet with each key child at least once a week, where this is appropriate and in line with their Support Plan. Notes from these meetings must be written up within 5 working days and placed on the child’s file.

**Expectations of Key Workers**

* Keyworkers are expected to:
* Role model good practice with your key child and support others to work in the best way possible with them.
* Create and update the child’s personalised Support Plan, Safety Plan, Positive Handling Plan, Personal Emergency Evacuation Plan (PEEP) and any other documents required on a monthly basis or after any significant change in circumstances
* Establish positive working relationships with parent/carers and all professionals involved with the child and maintain regular contact.
* Complete monthly reports by an agreed date of the following month
* Review and update all paperwork (see separate document)
* Immediately update Support Plans and Safety Plans (Risk assessments) following significant events or changes
* Carry out regular formal consultation with your own key child.
* Carry out a school visit/observation at least twice per school year in line with the child’s Support Plan and Personal Education Plan
* Develop & monitor ‘SMART outcomes’ for your key child – including presenting them to a team meeting for review.
* Attend meetings: Child Looked After/Child In Need reviews, Annual Educational Reviews, PEP meetings, Team Around the Child
* Support with any medical appointments if necessary.
* Compile a report for review meetings, in advance of the meeting for the management team to review and to share with parent/carers and other relevant parties
* Share information and with the team following review meetings
* Keep the child’s files well organised and up to date including following up actions on the file audit
* File paperwork to the main file or archive as necessary
* Ensure notes are taken and written up for all keyworker meetings within 5 working days
* Complete keyworker checklist on an ongoing basis.
* Where documents are reviewed but no changes are necessary, keyworkers must sign, state the date and ‘no change’ on the review sheet

**Full time placements**

* For children living full time in a children’s home, there are additional expectations of keyworkers, as follows:
* Ensure there is an up to date copy of all statutory CLA documentation on file (Care Plan, Pathway Plan, Placement Plan as needed)
* Ensure an up to date copy of the Personal Education Plan is on file
* Support child to attend their annual CLA Health Assessment
* Ensure your child attends 6 monthly dental appointments
* Ensure your child has an eye test (as needed)
* Complete and update the child’s ‘Belongings inventory’ every six months
* Complete a Likes and Dislikes form prior to arrival at the home and 6 monthly thereafter
* Completes a Personal Events Calendar including all significant dates for the child
* Ensures contact arrangements and records are in order and meeting the child’s needs

**Keyworker Checklist**

* The following table outlines when different documents require updates, and when information should be formally shared with others:

|  |  |  |
| --- | --- | --- |
| **Document** | **Keyworker to review, update if necessary & sign.** | **Parent & Social Worker to review & confirm agreement** |
| Support Plan | Every month | Copy to be shared with parent (where appropriate) and social worker whenever there is a change to the plan. Evidence of attempts to gather agreement with the contents to be logged on the child’s file. **At least once a year**, signatures from parents and social workers to be added to the document. |
| Positive Handling Plan  | Every month | As above  |
| Safety Plan  | Every month | As above  |
| Specific Risk Assessments (ie CSE, Missing, travel, PEEP) | Every month | As above  |
| SMART outcomes | Scheduled via team meeting  | Shared at review |
| Medical Summary Sheet  | Every month | N/A |
| Universal consent forms  | Every month | Every 2 years or when the child reaches 16yrs of age |
| Keyworker meeting | Weekly or as per needs of the child  | N/A |
| Formal Keyworker consultation | At least twice a year prior to review | N/A |
| Audit actions | Every Month | N/A |

**Links to related documents:**

Keyworker Monitoring Form

Keyowrker