

Any worries or concerns? Contact the child's Social Worker or CiC Improvement Advisor

Share ideas to use in the home environment with carers

Use your EYPP to enhance experiences children may have missed in early childhood

Corporate parenting refers to the partnerships between the local authority departments, services and associated agencies who are collectively responsible for meeting the needs of looked after children, young people and care leavers. Local authorities should care **about** children in their care, not just **for** them. Through good practice they can offer the same standards of support as any responsible parent.

Useful links:

Five to Thrive

Five to Thrive is an approach to help deliver consistent and effective messages to parents, carers and children. For more information visit fivetothrive.org.uk

Early Learning and Childcare

There is a range of useful resources to support practice. Visit resources.leicestershire.gov.uk/mindthegap for further information.



Key programme contacts

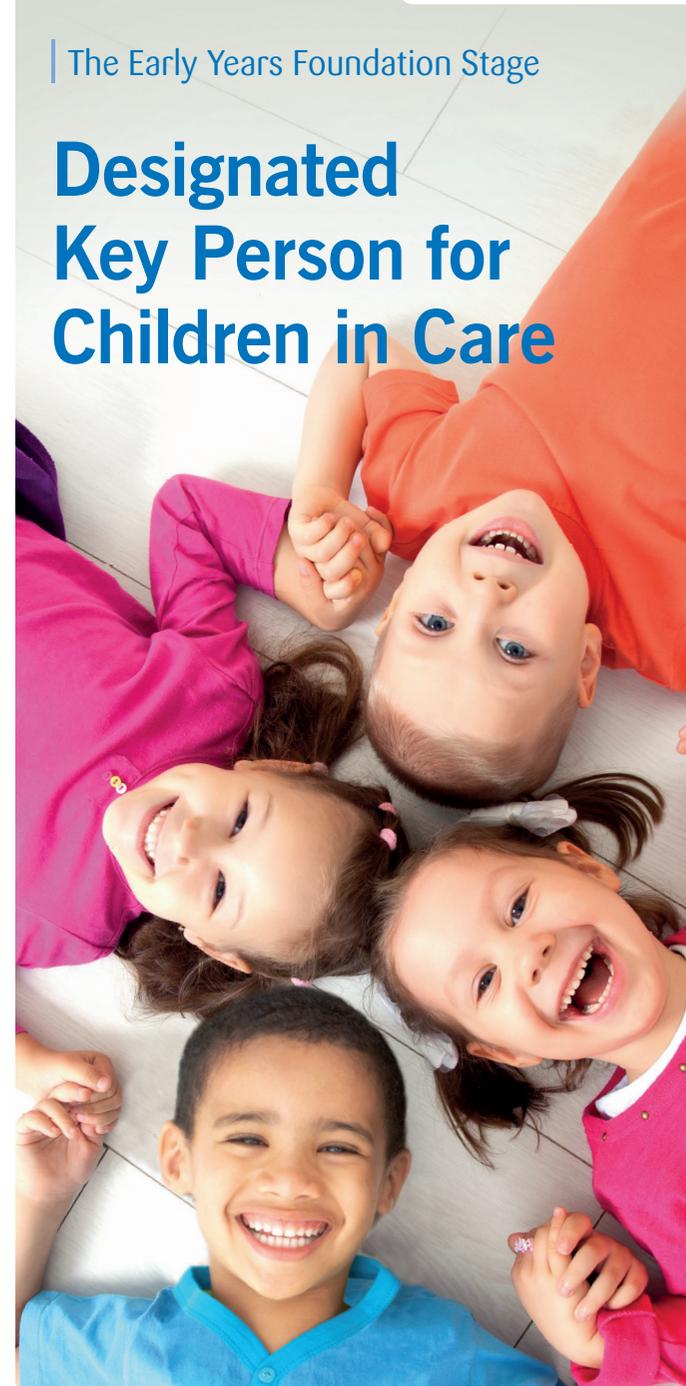
0-5 Learning, Early Learning and Childcare Service,
Children and Families Service
Leicestershire County Council

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| The Early Years Foundation Stage

Designated Key Person for Children in Care



It is important for all children to feel safe and secure in their early years provision. For children in care they need to feel secure in order to build attachments with their key person. The key person will respond to the child's needs and help them to settle into a new environment.

Why do we need a designated key person for children in care?

The designated key person is a contact point for the child's guardians or carers. As an advocate for children in care, they help to ensure children can share their views and have their voices heard. They encourage children's ongoing learning and development, enabling them to achieve their full potential.

Responsibilities of a 'key person'

- Develop positive relationships with children and provide appropriate learning opportunities and experiences
- Have a good understanding of legal expectations and corporate parenting responsibilities of the local authority to ensure children are kept safe
- Communicate important information to staff team members and adhere to robust safeguarding policy and procedures

Working and communicating with others

As a key person you will have a number of people that you will need to regularly talk to about a child's development. These include:

- Foster carers
- Social workers and others involved with social care
- Children in Care Improvement Advisor
- Allocated Improvement Advisor
- Health Visitor
- Schools/Teachers
- Independent Reviewing Officer (IRO)
- Early Years Special Educational Needs Inclusion Team (EYSENIT)

Requirements

There will be a number of meetings that you will need to attend and provide feedback in. These include:

- Personal Education Plan (PEP) meetings and six monthly PEP reviews
- Review of arrangements meeting as organised by the Independent Reviewing Officer
- Improvement Advisor visits
- Transition meetings with school prior to starting school

Records, policies and procedures

The following will support all children who attend your provision, particularly those children who are in care:

- Behaviour, Confidentiality and Safeguarding policies
- Early Assessment Review - Initial assessment made in the prime areas within the first weeks to give an overall picture of the child's starting point
- Progress tracker - Updated to ensure accurate information recorded at the Personal Education Plan (PEP) meeting
- Learning Journeys - Reflecting individual child's progress and time in the setting; shared with other settings, foster carers, further placements and school
- EYPP - Writing an EYPP action plan and submitting via Any Comms
- Develop a CIC policy and procedure for your setting

Preparing for the PEP

- The local authority will arrange the PEP meeting in conjunction with the social worker, foster carer and the childcare provider/childminder
- Key person updates the progress tracker
- Key person completes PEP forms including 'more about me'
- Key person updates and reviews the EYPP action plan
- All PEP paperwork completed prior to the PEP meeting
- PEP targets agreed at the PEP meeting
- EYPP action plan updated if necessary
- Review in six months

The paperwork is sent out when the PEP meeting is confirmed in writing via Any Comms. This will allow the key person time to complete it prior to the meeting.

Training

It is important to undertake appropriate training in order to fully support children in care and be responsible for sharing key messages with staff members. This could include:

- Attending regular safeguarding training
- Updating knowledge of attachment and trauma awareness
- Promoting positive behaviour

Out of County Children in Care

If another Local Authority has responsibility for the child you are caring for they are responsible for organising and completing a PEP.

You will still be able to attend Leicestershire training and recommend that you follow information in this leaflet.