



NEW TO CARE PROTOCOL

ASPIRE VIRTUAL SCHOOL
LONDON BOROUGH OF BARKING AND DAGENHAM

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INTRODUCTION

The aim of this protocol is to exemplify the process around Looked After Children who are New to Care (N2C). It seeks to define best practice including the joint role of key professionals in this regard and it is designed to ensure consistency of process to secure the highest quality of support for looked after children as well as ensuring young people not in school are supported into appropriate provision as quickly as possible after coming into care.



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DAY 1

- Social care email received with New to Care (N2C).
- Administrator adds N2C to Welfare Call, EPEP, N2C and Monitoring and Tracking Spreadsheets.
- Administrator sends out Prior Data requests to schools if known.

DAY 2

- SENDCo checks N2C list against EHCP list and removes EHCP children to be followed up by the SEND team (please follow the timeline below).
- A Copy of EHC Plan is uploaded into documents section on their profile page on ePEP for all to refer to.
- SW directed to update LL to show SEND status and upload current EHCP if CYP has an EHCPlan and is awaiting school OOB proforma email sent by VS to inform all partners (follow VS SEND Guidance)

DAY 3

- N2C lead checks N2C list for UASCs removes to UASC list and refers to UASC lead (please follow the timeline below)
- All UASCs should have an Exceptional PEP with in 10 days to support school or college placement, a full PEP will take place the following term when prior data is available
- N2C lead contacts social worker to find out the schools.

BY DAY 10

- If child has been removed away from current school Exceptional PEP needs to take place by Day 10 with the SW and discussion on appropriate school choice should take place as part of the meeting
- This meeting should happen over the phone as soon as possible, follow up by line manager for N2C if contact is not forthcoming.
- Follow up VS support to find and admit child to new educational establishment and in the mean time put in tuition to support continued learning whilst a school place is found.

BY DAY 20

- If child is in school PEP to take place within the statutory 20 days with SW/DT/N2C lead.
- Follow up prior data requests to ensure we have full information.

