

# A Young Person's Guide to Gloucestershire's Child in Care Transfer Protocol

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## Understanding permanent exclusion and the Child in Care Transfer Protocol

### **This guide is for you**

It explains what may happen, who will help you and how your education will continue. You can ask an adult you trust to read it with you.

### **Important to know**

A permanent exclusion is a serious decision, but it does not mean your education will stop. Adults should listen to you, explain what is happening and the next steps in your education.

If there is a care order, your social worker has parental responsibility for exclusion decisions.

The Department for Education exclusion guidance recognises the role of your social worker and the Virtual School Head in exclusion matters for children in care.

## 1. What do these words mean?

### **Permanent exclusion**

This means the headteacher has decided that you cannot stay at your school because of your behaviour. Your school must explain their decision in writing to the holder of parental responsibility (your social worker).

### **Child in Care Transfer Protocol**

This is another way forward for a child in care in Gloucestershire. If the adults agree to use it, the headteacher withdraws the permanent exclusion but you do not return to the school. A plan is then made for your education in your best interests.

### **Alternative provision school**

This is a place where you can continue with your learning.

### **On roll / dual registered**

You stay registered with your current school for a time, but you do not return there. You attend the alternative provision school.

### **Parental rights**

When you are school age and living in care under a Care Order, your parents do not lose all their rights, but they no longer have the final say about important decisions in your life.

A simple way to think about it is:

Your parents still matter and should usually be involved, but the Local Authority now shares parental responsibility and can make decisions that are in your best interests.

## 2. What happens first?

1

### **You and your adults are told**

The school sends a letter explaining why the permanent exclusion happened and what will happen next. Your social worker will contact The Virtual School to see if the Child in Care Transfer Protocol can be used.

2

### **Adults explain the next steps**

Your social worker should explain the protocol to you and to your parent or carer. Ask questions if anything is unclear.

3

### **A meeting is arranged**

The headteacher should arrange a Child in Care Transfer Protocol meeting within 5 days of the permanent exclusion.

4

### **Your education continues**

An alternative provision school should contact your main carer during the first 5 days to offer you a place while longer-term plans are made.

### 3. What happens at the meeting?

The meeting is about the decision, your needs and the support you need. The adults will:

- hear why the headteacher decided on permanent exclusion;
- look at whether the decision was lawful, reasonable, fair and proportionate;
- talk about your views and the views of the adults who care for and support you;
- decide whether the Child in Care Transfer Protocol should be used; and
- agree what should happen next with your education.

#### Who will be there?

Your social worker (who will represent yours and your parents'/carers' views)

The headteacher

A school governor or trustee

Virtual School Head and/or Assistant Head.

The school should make a written record of the meeting.

#### Your voice matters

You can tell a trusted adult what you think and what you need. You can ask for information to be explained again or written down in a simpler way.

## 4. The two possible routes

| If the protocol IS used                                                                                                                                                                                                                                                                                                                                              | If the protocol is NOT used                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• The headteacher withdraws the permanent exclusion.</li> <li>• You stay on the school roll for a time, but you do not return to that school.</li> <li>• You attend an alternative provision school until a new long-term school is found.</li> <li>• You do not have a permanent exclusion on your school record.</li> </ul> | <ul style="list-style-type: none"> <li>• The permanent exclusion continues to a governors' meeting.</li> <li>• The governors listen to the reasons, the support offered and the views of you and your adults.</li> <li>• If they uphold it the permanent exclusion, it stays on your school record and you will be offered alternative provision.</li> <li>• Your social worker, parent or carer may ask for an independent review of the governors' decision.</li> </ul> |

## 5. Questions you may want to ask

- ☐ Why has the school made this decision?
- ☐ What support did I have before this happened?
- ☐ What will my education look like next?
- ☐ Who will listen to my views?
- ☐ Where will I learn next?
- ☐ How will I get there?
- ☐ Who can I speak to if I am worried?

## 6. People who can help

### Your trusted adults

Speak to your social worker, parent, carer, IRO or another trusted adult. They can help you understand the meeting and share your views.

### Remember

You do not have to understand everything straight away. It is OK to ask questions and ask a trusted adult to help you. Everyone understands this is difficult time for you and they are there to support you.