

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: RTLB PRACTICE
PROCEDURE: Children's Team

RTLB will participate in the work of Children's Teams in accordance with multi-agency principles and processes outlined in the Te Hā o Te Manawa *Working with External Professionals* procedure.

Guidelines

1. RTLB will be part of a team established to support a student where that student is already receiving an RTLB service.
2. Te Hā o Te Manawa RTLB Cluster 20 will have a nominated Children's Team Liaison RTLB.
3. The Children's Team will inform the RTLB Cluster Manager when a student is accepted on to the Children's Team. The RTLB Cluster Manager will then notify the RTLB Practice Leader and Children's Team Liaison RTLB.
4. If the student is not on an RTLB caseload, the RTLB Management Team will determine whether or not the student meets the RTLB criteria for service. If the student meets the learning and/or behaviour criteria, the RTLB Practice Leader will allocate the case, and then notify the Children's Team Liaison RTLB.
5. The Children's Team Liaison RTLB will make contact with the RTLB working with the student, and support that RTLB to complete an Education Profile of the student. For students not on the RTLB caseload, the Children's Team Liaison RTLB will complete the Education Profile.
6. Any queries or concerns that arise while working as part of a Children's team will be raised with the RTLB Practice Leader and/or the RTLB Cluster Manager as soon as is practicable.
7. The completed Children's Team Education Profile will be forwarded to the Children's Team lead worker within 7 working days.
8. All RTLB working as part of a Children's Team will be safety checked to the standard set out in the Vulnerable Children (Requirements for Safety Checks of Children's Workers) Regulations 2015:
 - Safety check process and documentation will be held in each hub, and by the RTLB Cluster Manager.
 - Completed safety checking documentation will be forwarded to the RTLB Cluster Manager who will sign appropriate forms of identification, and complete an Employer Endorsement if required.

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9. Further information for RTLB can be found at <http://childrensactionplan.govt.nz/childrens-teams/>

REVIEW: This policy will be reviewed according to Te Hā o Te Manawa's triennial programme of self-review November 2019, or as required.

DATE CONFIRMED: 29 November 2016