

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: RTLB PRACTICE

PROCEDURE: Gateway Requests for Education Profiles

To support children and young people entering into care, Child, Youth and Family (CYF), the Ministry of Education and the Ministry of Health developed the Gateway Assessment process to collect clear detailed information about the child or young person's health, education, social and emotional needs.

Guidelines

1. RTLB will support the Gateway Assessment process under the terms of the *RTLB Funding and Service Agreement* with Ministry of Education, and in accordance to the guidelines, timeframes and principles outlined in:
 - *Gateway Assessments Interagency Guide* <http://www.cyf.govt.nz/keeping-kids-safe/ways-we-work-with-families/gateway-health-and-education-assessments.html>,
 - *Gateway Assessments; Supporting Information for Education Professionals* [http://rtlb.tki.org.nz/content/download/7093/71348/file/Gateway%20Guide%20for%20Education%20Professionals%20\(November%202015\).pdf](http://rtlb.tki.org.nz/content/download/7093/71348/file/Gateway%20Guide%20for%20Education%20Professionals%20(November%202015).pdf).
2. RTLB will provide support for all children and young people entering care who are enrolled in a cluster school. RTLB may also provide a service to children and young people in care, or at risk of entering care, as part of their normal RTLB workload, and subject to normal request for RTLB support criteria.
3. A Gateway request for an education profile will be generated by a CYFs social worker after they have gained informed consent for a Gateway Assessment. This request will be made via email to the RTLB Cluster Manager who will then forward the request to the RTLB Practice Leader.
4. RTLB Practice Leader will determine if the Gateway request for an education profile is a priority request for a student entering care, or a non-priority request for a student already in care, or a student at risk of entering care who have high needs identified in a recent Family Group Conference.
5. RTLB Practice Leader will allocate the Liaison RTLB, where possible and appropriate, to follow up:

Priority Gateway Requests for an Education Profile (students entering care)

RTLB will:

- Facilitate a multi-agency meeting within 0-4 days with the school SENCo or Principal, social worker, whanau/caregiver(s), kaiako/teacher, and Ministry Learning Support or other professionals if appropriate. *Gateway Assessment Collaborative Initial Meeting* documentation is available to support RTLB in this process.

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- Complete a request for RTLB support for an individual on Schoolgate in collaboration with the school, and tag it 'priority'. A signed consent is not required to be uploaded on Schoolgate, as informed consent to cover the Gateway Assessment process has already been gained by CYFs. The request for RTLB support will be prioritised for allocation by the RTLB Practice Leader.
- Work with the kaiako/teacher and school to complete the Education Profile and return it electronically within 7 days to:
 - RTLB Practice Leader and RTLB Cluster Manager,
 - Child, Youth and Family Social Worker,
 - Gateway Assessment Coordinator.
- Be the Lead Worker during the first month if the child/young person is not a current client of Ministry of Education Learning Support:
 - work collaboratively to develop a plan that addresses the immediate needs of the child/young person, and covers the first month,
 - work with, and support the classroom kaiako/teacher,
 - communicate and liaise with inter-agency personnel involved in the case.
- Reassess with the kaiako/teacher and school at the end of one month; does the student, teacher, and/or the school still require further RTLB support?
 - If not, RTLB will notify RTLB Practice Leader who will close the case on Schoolgate. Ongoing monitoring for up to a year will be provided as part of Liaison RTLB role where required.
 - If further RTLB support is required, a new request for RTLB support will be completed on Schoolgate with signed whānau/caregiver consent. The allocated RTLB will work the case following the Te Hā o Te Manawa *RTLB Casework* procedure.

Non-priority Gateway Requests for an Education Profile (students already in care or following a Family Group Conference):

- A request for RTLB support for an individual will be completed and tagged 'non-priority' on Schoolgate by RTLB, with informed consent to cover the Gateway Assessment process already gained by CYFs. The request for RTLB support will be allocated by the RTLB Practice Leader.
- RTLB will work with the kaiako/teacher and school to complete the Education Profile and return it electronically within 7 days to:
 - RTLB Practice Leader,
 - Child, Youth and Family Social Worker,
 - Gateway Assessment Coordinator.
- RTLB Practice Leader will close the non-priority Gateway case when the completed Education Profile has been returned to all parties.
- If the student, kaiako/teacher or school require further RTLB support, a request for support can be made on Schoolgate following the Te Hā o Te Manawa *Accessing RTLB Service* procedure. RTLB will work the case following the Te Hā o Te Manawa *RTLB Casework* procedure.

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6. RTLB will ensure the security and confidentiality of the Gateway Education Profile and supporting information, and of any communication related to the Gateway Assessment in compliance with the Privacy Act 1993:
- information will be used only for the purpose for which it was collected,
 - information will be stored securely, and sent to the right person(s) so that it cannot be read by anyone other than the intended recipient(s),
 - information will be shared only with others who have an established right to know, and only for the purpose for which it was collected.

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