Short Term Placement Panel Protocol

This protocol has been agreed in partnership between the Local Authority and Primary School/Academies Headteachers and Principals through the In Year Fair Access members and clusters of schools. There is a real commitment to ensure that all children of school age within Salford are placed appropriately to ensure they have a positive educational experience. There is also a clear understanding that, in order for this protocol to work successfully, there must be a clear strategic and operational lead from the Local Authority which will be supported by Headteachers.

**1. PRINCIPLES**

## 1.1 Salford schools agree that working together will improve the outcomes for all children, and in particular those who fall into a category under the In Year Fair Access Protocol. The formulation of a panel which is “owned” by Headteachers/Principals and key stakeholders will ensure that there is transparency and equity with regards to Short Term placements of the most vulnerable children within Salford.

1.2 This protocol is designed to:

* + Acknowledge the real need of vulnerable and challenging young pupils to be dealt with quickly and effectively.
	+ Take into account the needs of the pupil and the needs of the school.
	+ Reduce the time that these pupils spend out of school.
	+ Ensure that schools demonstrate equity for pupils with challenging and diverse needs.
	+ Be equitable, transparent and have the confidence of all primary schools and stakeholders.

2. PURPOSE OF THE SHORT TERM PLACEMENT PANEL

## 2.1 The overall purpose of the Short Term Placement panel will be to:

## Provide an overall strategic view of the placement of all in Short Term placement admissions to Alder Brook.

## Provide a strategic lead and direction to the placement of Short Term Placement pupils.

## Promote, initiate, support and monitor the Short Term placement of vulnerable children.

## Discuss common themes raised by Short Term Placement requests with regards to the placement of these vulnerable children.

## Monitor the data with regards to allocations of Short Term placements and raise any concerns with relevant stakeholders.

3. MANAGEMENT

## 3.1 The Short Term Placement Panel will:

* Set a regular meeting cycle – at least half termly during term time, in line with the School Admissions Code.
* Guarantee attendance at meetings.
* Agree outcomes from the meetings.

4. MEMBERSHIP

4.1 The membership of the Short Term Placement Panel will include;

* + The LA’s Inclusion Officer and Complex Case Officer.
	+ Headteacher representative
	+ The Headteacher and/or Deputy Headteacher of the Pupil Referral Unit.
	+ Educational Psychology representation.
	+ A representative from the Primary Inclusion Team
	+ A representative from the Early Help Team
	+ 4 out of the 6 members must attend to be quorate.

## 4.2 Panel members will:

* Attend on time and not leave early.
* Represent their organisation and ensure that there is feedback on debates and decisions.
* Ensure agreed actions take place.
* LA representative will report outcomes of the meetings.
* Share information.
* Respect views of members.
* Respect confidential information.
* Look after everyone’s interests through commitment to joint working.
* Learn from each other and share good practice.

5. DECISION MAKING

## 5.1 The panel will achieve a decision through a majority vote.

## 5.2 A show of hands to determine decisions, the representative from Alder Brook will have the casting vote in the event of a tie.

## 5.3 Members will declare a conflict of interest regarding any agenda item or other discussion and be exempt from the voting process

## 5.4 The declaration will be treated as confidential.

## 5.5 The member will be asked to withdraw if requested by the Chair.

6. DISPUTE RESOLUTION

## 6.1 If there is a dispute this will be fed back to the panel who will attempt to handle it in discussion between relevant partners, at an early possible stage, to ensure disputes are resolved speedily.