

Appendix C

Richard Cloudesley – Transition Processes/Protocol

Preparation Process for Young People to be able to engage in Transition Plan (annual meeting)

The young person reviews are on a rolling schedule throughout the year; however it occurs in the same week every year. As of September 2009, reviews will take place on Fridays to tie in with medicals. Year 9 reviews will take place after December to ensure there is time to prepare the family and the young person.

- The school will circulate a schedule for all reviews at the beginning of September to all professionals involved.
- In September, a transition meeting will be held at the school to discuss all young people and to identify all the professionals that are involved, and who is the health lead.
- The Transition Worker will visit the family at home a month before the review. During this visit they will gather information/complete a questionnaire.
- A professionals meeting will take place 3 weeks before the review. All professionals to attend and to bring up-to-date information. Transition worker to bring completed questionnaire to review. (This will inform the education report)
 - Deputy Head
 - Class Teacher/TA
 - OT
 - SLT
 - Physio
 - Nurses – hopefully have feedback from Consultants annual review.
 - Transition
 - IAG
 - Lough Road Staff

Transition Planning & Responsibilities.

- 1.) The school will send out invitations to the family and ALL professionals.
- 2.) School to complete official paperwork with information gathered from the pre-meeting and review.
- 3.) School to complete accessible action plan and circulate. Professional named at the review to feedback to the young person.
- 4.) Transition Worker to continuously revisit the plan with the family and young person throughout the year.

Process to prepare & support the young person in the future.

Time	Activity	Location	Professional Responsible
Key Stage ?? Year 8 (age 13)			
June/July	Visit the family as an introduction, to explain the transition process give them the guidance document, also have them sign a check list to say they have received and understood the info. Idea is to engage the parents in a comfortable environment, and empower them to take ownership of the process.	Home Visit	Islington YP – joint Transition and IAG Workers Non Islington YP - IAG
July –August	Complete & return referral form for all Islington YP going into YR 9 in Sept to Transition Team		Health/Edu
Key Stage 3 Year 9 (age 14??)	Review could take place at anytime during the year.		
	Ongoing meetings with parents	Home Visit	Transition Worker
September	Information Sharing meeting – to discuss all	School	Edu/Trans/IAG/Health/Soc Wkr

	new Yr 9 – ensure allocated health lead.		
Sept – Oct	Introduce 'My Life Plan', complete the communication section.	School – age 14 young people removed from class for one session per week	Transition/IAG/SLT supported by TA's
Oct - Nov	Complete the facts section.		Transition/IAG/Nurses supported by TA's
Nov - Dec	Complete the likes/dislikes section		Transition/IAG Supported by TA'S
Jan - Sept	One-to-one guidance interviews	School	IAG Worker
	Building rapport with family, continuously explaining person centred approach and options for the future	Home	Transition Worker
Key Stage 4 Year 10 (age 14 – 16) First Year	Review could take place at anytime during the year.		
Throughout the year re-checking that the communication/facts/likes/dislike are updated and still relevant.		School	Transition/IAG All
Sept - July	Important people in my life	School - built in to the curriculum, one afternoon a week	Teacher/Transition/IAG
	Living		Teacher/Transition/IAG
	Health		Teacher/Transition/IAG/Nurses OT/SLT/Physio
	Future Planning		Teacher/Transition/IAG
Key Stage 4 Year 11 (age 14 – 16) First Year	Review could take place at anytime during the year.		
Throughout the year re-checking that the previous sections are up to date and still relevant.		School	Teachers/Transition/IAG All
Sept - July	Safety	School - built in to the curriculum, one afternoon a week	Teacher/Transition/IAG
	Money		Teacher/Transition/IAG
	Social Life		Teacher/Transition/IAG

	Transport		Teacher/Transition/IAG
Key Stage 5 Year 12-14 (age 16+) First Year	Review could take place at anytime during the year – adult services representative attends		
Throughout the year refer to and up-date all previous sections.		School	Teachers/Transition/IAG ALL
Sept - July	Bringing all the learning to life: <ul style="list-style-type: none"> • Travel training • Visiting College • Day centres • Using money 	School/community	ALL
Age 17	Community Care Assessment is completed – highlighting need to adult service. This is then presented to panel.	Information gathered sch/home/other	Transition Worker
YOUNG PERSON LEAVES SCHOOL			
July - Oct	Visits – ongoing engagement and support	Home	Transition Worker /Adult services where appropriate
End of Oct	Review of how the young person is doing in their new placement. <ul style="list-style-type: none"> • If settled Transition Team withdraws – adult team manages case • If not, reviewed on a case by case basis. 	Home/Residential College	Transition Worker /Adult services