



ANDERIDA ADOLESCENT CARE

KEY MENTOR PROCEDURE

In addition to those duties described elsewhere for mentors, a person designated as a key mentor has responsibility to have an enhanced understanding of the young person's care plan.

This includes:

- Establishing a clear record of the young person's medical condition, significant people in their life, details of date of birth, care orders, court status and previous assessments.
- Setting and agreeing positive constructive goals with the young person.
- Collecting and recording information required for their care plan.
- Ensuring that the support plan remains relevant, is kept up to date, and is effective. Always updating following changes/staff meetings/ therapeutic core group sessions.
- Ensuring that the young person is registered with a local GP, dentist, and optician and that all appointments are recorded.
- Ensuring that the young person has regular six-monthly dental check-ups and monitor any subsequent follow-ups.
- Meeting weekly for key mentor sessions to provide a forum in which to discuss their wishes, needs and anxieties. Key mentors can produce jointly signed key hours from these sessions but this may feel very institutional and it should be young people choice around this. Young people will decide, as they arrive at Anderida, as to how they would like to have any documents shared with them, some young people may not wish to have documents shared with them, this should be reviewed with the young person regularly.
- Ensure that all records are properly kept up to date.
- Organising 3-monthly goal reviews.
- Ensuring weekly bulletins are completed, these are completed on a Sunday, key mentors to ensure that they have been done and are correct.
- Key mentors to do monthly CHAT scores
- Ensuring monthly CHAT reviews are completed and forwarded to head office 6 monthly to be proofed and circulated to social workers, families, and significant others.
- Ensuring all significant others are updated on a weekly basis including the communication of all written information as appropriate.
- Liaising with the local authority and other professionals, as necessary.

- Ensuring that the young person's bedroom is maintained to a reasonable standard of decoration, repair, and cleanliness.
- Complete 6 monthly SDQ's.

KEY MENTOR CHECK LIST

CHAT													
SDQ													
THRIVE													
KEY MENTOR SESSIONS													
WEEKLY UPDATES													
CARE PLAN REVIEW (GOALS)													
SUPPORT PLAN REVIEW													

Key Worker Checklist 2022

Key worker Checklist 2020

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Key Hours												
Update Support Plan												
Update YP CHAT review				Due 12/04						Due 12/10		
Risk Assessment												
LAC review (send notes to SW & IRO 1 week before review)			Notes 11/03 Review 18/03									
SDQ						21/06						21/12
PEP review					15/05						15/11	
Pathway Plan				20/04								

Key Worker To Do List

- 1. Key hours:** Monthly keyworker 'catch ups' to be help with the YP. This could often include taking them for a milkshake or ice cream etc. This section should be used to give them the opportunity to voice any concerns, put forward their views or just to promote a positive relationship between a YP and their keyworker. (each home might have different procedures for key worker catch ups).
- 2. Update Support Plan:** Support plans should be updates monthly with any changes etc. This should ideally be done following group meetings (staff meetings, group CBT, Group supervisions etc) where the YP's progress/needs are being discussed by the team.
- 3. YP CHAT review:** This is due every 6 months. You will write a summary in each 'Ever Child Matters' heading of how the YP has done over the past 6 months. This will then get shared with the social worker and the YP (please see YP CHAT Review Policy).
- 4. Risk Assessments:** As above, the keyworker should make sure the risk assessments are kept up to date. It might be easier to also do this after updating the support plan following the group meetings.
- 5. LAC Review:** LAC reviews should be held 28 days after a new YP arrives. This will then be held 6 months after this, then annually. There are LAC review notes that need to be completed and sent off to the professionals (Social worker and IRO) at least 1 week prior to the actual meeting. You will need to make sure to know when the LAC meeting is so you can get the notes completed and sent off in time.

- 6. SDQ (Strength & Difficulty Question are)** This should be done by the keyworker each time as it needs to be the same persons views each time. The 1st SQD gets completed 2 weeks after a new YP moves in. It will then be done every 6 months thereafter.

- 7. PEP Review (Personal education Plan)** This will be done with the YP's education setting as soon as they move in to determine the YP's needs and the plan moving forward. This will then be held annually. (Some local authorities have these every 6 months so do make sure you ask the YP's Local Authority.

- 8. Pathway Plan:** Local authorities usually start thinking of arranging Pathway plan meetings when the YP reaches the age $15 \frac{3}{4}$ years old.

The above Annual checklist is to be used and personalised by each Keyworker.

If you colour highlight & date the month that each task is due on the 'calendar' then this will help you keep track of when to have the tasks completed by.

This can then be updated for each year in advance.