
Education and Skills Alternative Delivery Model

Service Specification

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| Service name | Education Welfare Service |
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1 Not used

2 Service overview

2.1 Introduction

The Education Welfare Team performs school attendance and admission enforcement under The Education Act 1996, including the presentation of court cases and the processing of fixed-penalty notices.

Within the team is a dedicated role encompassing the licensing of children in the performance industry as per Child Performance regulations 1968 and maintaining a body of Chaperones attached to the industry. This post also deals with child employment under the Children and Young People Act 1933.

The Education Welfare Team provides intervention on poor school attendance to four secondary schools/academies and eighty primary schools via a traded service (school-funded).

The Education Welfare Team's staffing structure is:

- Education Welfare Team Manager, full-time, running this team and the Children Missing from Education function for Admissions.
- Courts and Sanctions Officer, full-time, managing legal action (circa 60 cases per annum) and the delivery of fixed-penalty notices (circa 850 FPNs per annum).
- Licensing and Placement Officer, full-time, managing Child Performance Licences (750 pa) Work Permits (30pa) and Chaperone Licences (30 pa).
- 1.5 Education Welfare Officers, term-time appointees (83% FTE): delivering minimum of 12 half-day interventions per week to schools subscribing to the Traded Service.
- 1 Education Welfare Officer, term-time appointee (83% FTE): delivering the Traded Service to four secondary schools.
- 2 Children Missing from Education Officers, term-time appointees (83% FTE).
- 1 Schools Safeguarding & Exclusions Officer, full-time, managed directly by the Head of Education Partnerships and Commercial Services..

- One additional Education Welfare Officer post (0.8) from October 2015; 50% to meet extra demand for the traded service and 50% to provide extra capacity to the team to offer back-up support for safeguarding work, by releasing EWO time to work in the MASH. As a result of budget adjustments made during 2015/16 the EWS will now provide an EWO to work in the MASH every day during term-time. In the event of staff absence and during school holidays the EWS will provide information required by the MASH and an EWO to attend meetings on specific cases.

2.2 Service outcomes

- Improvement in individual children's attendance
- Improvement in overall school attendance performance
- Improvement in placement of pupils without places
- Provision of professional advice to schools
- 100% success in obtaining court decisions
- Full provision of work permits
- Full provision of child performance licences
- Inspection of all child performance locations within the LA
- Education secured for excluded pupils

2.3 Service challenges

- The EWT has completed a transformation of attendance work to a traded service provision, with the primary phase coming into force on 4 September 2014. Almost all primary schools are involved to varying degrees. Four of twenty-one secondary schools/academies are involved.
- The traded-service arrangements require staff to be present in schools for prescribed periods and specific payment-based frequencies.
- Barnet has many children engaged in film and theatre requiring licences which are free to applicants by law.

- Children Missing from Education concerns enforcement and place availability for new arrivals, and tracking leavers to destination schools and local authorities. The efficacy of this provision is subject to Ofsted inspection.

2.4 Scope of the service

a) Attendance strategy

- As part of its role in supporting school improvement, the Provider will lead the development and delivery of the council's school attendance strategy and be the main strategic adviser to the council on school attendance issues.

b) School attendance (Education Welfare Officers)

- Improvement in individual children's attendance via meetings with parents and planning meetings with schools' attendance leads.
- Improvement in overall school attendance performance via the provision of professional advice to schools.
- Engaging with families in schools, at home and via awareness meetings in schools for specific groups (new starters, parents of nursery children, parents of children transitioning to next phase of education).
- Preparation of witness statements for Magistrates' and Family Courts.
- Representation of LA as witness in legal proceedings.

c) Children Missing from Education (CME Officers)

- Intervention to secure school places for children not on roll, using information and advice to parents and the imposition of School Attendance Order procedures to enforce enrolment; all parents refusing a legitimate school place offer must be included in this.
- Liaison with colleague LAs to secure school places for children leaving the LA.
- Maintenance of tracking procedures and provision of fortnightly status reports to the Pupil Placement Panel (vulnerable pupils).

d) Courts and Sanctions (CS Officer)

- Timely provision of legal sanctions and investigation of offences. It is proposed that certain members of staff have joint employment contracts with the Provider and the Council. Under this contract, the officer will be responsible to the Council for making decisions about education welfare prosecutions and representing the Council in the Magistrates' Court.
- Provision of feedback to schools on sanctions: half-termly notifications for schools requesting fixed-penalty notices; *ad hoc* and prompt notification of court case outcomes.

e) Children in Employment (Licensing and Placement Officer)

- Timely provision of child performance licences to allow colleague LAs to arrange venue inspections.
- Inspection of child performance locations within the LA where notified by colleague LAs.
- Assessment and management of chaperones, managing applications, tracking DBS process, obtaining references; interviewing candidates, providing training and advice, maintaining an efficient renewal and review process.
- Timely provision of work permits to young people.
- Investigation of child employment concerns by visiting employers, gathering evidence and considering legal enforcement against parents and employers, engagement with trade bodies, as appropriate and the Health and Safety Executive.

It is proposed that this officer will also have a separate contract of employment with Barnet Council and under this contract, will make decisions on the issue of certain licences on behalf of the Council.

f) Exclusions (Exclusions Officer)

- Representation of LA at exclusions hearings.
- Advice and guidance to schools and parents, including risk assessments in respect of children who have been permanently excluded.

Joint Employment Contracts

The council’s intention is to contract out as many of its pupil attendance related responsibilities as possible to the provider. However, there are some functions that cannot be contracted out. These functions take up a proportion of the time of certain posts that will transfer to the provider. The council is keen to ensure these posts remain fully integrated with the rest of the transferring service, whilst also ensuring that the Council has proper oversight over statutory decision making. It is therefore proposed that the following posts should be subject to joint employment contracts, with the approximate split of time allocated to the council and the provider as indicated:

| Joint Employment Posts | Provider % | Council % |
|---|------------|-----------|
| Education Welfare Service | | |
| 1 Licensing and Placements Officer | 90% | 10% |
| 2 Education Welfare Officers/Court Officers (1.83 FTEs) | 80% | 20% |
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In relation to those statutory decision-making that cannot be contracted out, the post-holders will undertake these functions under their council contract of employment and will be accountable directly to the council’s Director of Children’s Services for these decisions and will be supervised by a council employee, which may include an employee with a joint employment contract. These staff may raise issues with the DCS related to these decisions and must follow any instructions from the DCS in relation to such decisions.

3 Service requirements – FOR THE COUNCIL

| Ref | Function | Service Requirement | Current key volumes or frequency requirements | Applicable service standards |
|------|--|---|---|---|
| AS1 | Attendance strategy | As part of its role in supporting school improvement, the provider will lead the development and delivery of the council’s school attendance strategy and be the main strategic adviser to the council on school attendance issues. | At least annually | |
| | Children Missing from Education | | | |
| EWS1 | Placement of children missing from education (CME) | Monitor and track to the extent achievable using Good Industry Practice children believed not to have a school place or at risk of losing a place at current school in accordance with the Education Act 1996 | Approx 50 cases per month | Monitored at Pupil Placement Panel fortnightly Updated database available at all times |
| EWS2 | Placement of children missing from education (CME) | Execute the School Attendance Order process (Education Act 1996, s437 onwards (subject to function being contracted out to provider) | | All SAO actions documented on relevant database with process tracked. |

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| EWS3 | Placement of children missing from education (CME) | Track to the extent achievable using Good Industry Practice children missing from education leaving Barnet to destination LA and ensure they are suitably logged as per Government guidance | Variable | All cases annotated with actions undertaken to track leavers. |
| EWS4 | Placement of children missing from education (CME) | Visit families identified to the Supplier whose children have been absent from school for ten school days without authorisation to ascertain circumstances and take appropriate action in relation to safeguarding of children. | | Maintenance of Children Missing from School database |
| | Courts and Sanctions | | | |
| EWS5 | Provision of feedback on legal sanctions | Provide half-termly data to schools on the outcomes of legal sanctions (court and FPN) | Half-termly per school | |
| EWS6 | Court and FPN | To the extent achievable using Good Industry Practice investigate education welfare offences, collate witness statements and make recommendations on prosecution. Following any prosecution, publicise the result in accordance with Barnet Council's communications requirements. | Circa 60 cases per year | |
| EWS7 | Court and FPN | Process FPNs on authorisation of head teacher of school, monitor payment and deal with customer queries arising from invoicing, as well as coordinate prosecution of non-payers | Circa 850 FPNs per year | Finance procedures to be followed |
| | Children in Employment | | | |
| EWS8 | Child Performance | To provide prompt and data secure licences, once authorised by Barnet Council, as per the Performance of Children regulations 1968, | Circa 750 per year | |

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| EWS9 | Child performance | To the extent achievable using Good Industry Practice ensure that the licence regime for child performances and chaperones is administered efficiently and in accordance with Government guidance and best practice. | Forecast as fewer than 20 | 100% of performances to be inspected (one visit per period of event) |
| EWS10 | Child performance | Track progress of applications and maintain records securely | | |
| EWS11 | Child performance | Maintain a list of licensed chaperones and be able to confirm to colleague LAs the status of any individual on the database | Updated monthly | |
| EWS12 | Child performance: Chaperone licensing | Process applications for chaperone licences, including assessment of suitability and ongoing training | Approx. 30 applications per year | |
| EWS13 | Work permits | Process work permit applications for children within one week of receipt; hours to be checked as well as confirmation child is fit to work; assessment of type of work | Circa 30 per year | |
| EWS14 | Work permits | To the extent achievable using Good Industry Practice Investigate suspected illegal employment of children by visiting alleged work places, interviewing employers and processing resulting court witness statements; requiring children to leave premises in care of parents | Variable | |
| | Exclusions | | | |
| EWS15 | Exclusion | Represent the LA at exclusions hearings when required. | variable | |
| EWS16 | Exclusion | Provide information, advice and guidance to schools (head teachers and governors) and families on the managing school behaviour and exclusions | variable | |
| EWS17 | Exclusion | Use reasonable skill and care to provide risk assessment expertise to place vulnerable or dangerous pupils appropriately | variable | |
| EWS18 | List of functions | Exercise the following functions on behalf of the LA: | | |

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| | | <ul style="list-style-type: none"> • Engaging with families in schools, at home and via awareness meetings in schools for specific groups (new starters, parents of nursery children, parents of children transitioning to next phase of education). • Preparation of witness statements for Magistrates' and Family Courts. • Representation of LA as witness in legal proceedings. • Intervention to secure school places for children not on roll, using information and advice to parents and the imposition of School Attendance Order procedures to enforce enrolment; all parents refusing a legitimate school place offer must be included in this. • Liaison with colleague LAs to secure school places for children leaving the LA. • Maintenance of tracking procedures and provision of fortnightly status reports to the Pupil Placement Panel (vulnerable pupils). • Provision of feedback to schools on sanctions: half-termly notifications for schools requesting fixed-penalty notices; <i>ad hoc</i> and prompt notification of court case outcomes. • Timely provision of child performance licences to allow colleague LAs to arrange venue inspections. • Inspection of child performance locations within the LA where notified by colleague LAs. • Use reasonable skill and care in the assessment and management of chaperones, managing applications, tracking DBS process, obtaining references; interviewing candidates, providing training and advice, maintaining an efficient renewal and review process. | | |
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| | | <ul style="list-style-type: none"> • Timely provision of work permits to young people. • Investigation of known child employment concerns by visiting employers, gathering evidence and considering legal enforcement against parents and employers, engagement with trade bodies, as appropriate and the Health and Safety Executive. • Representation of LA at exclusions hearings. • Advice and guidance to schools and parents, including risk assessments in respect of children who have been permanently excluded. | | |
| EWS19 | Safeguarding in schools | <p>Support schools to meet their safeguarding responsibilities including:</p> <ul style="list-style-type: none"> • Offering advice to Headteachers and staff in schools, where required, about their safeguarding responsibilities under relevant legislation and the Ofsted inspection framework. • Where deficiencies in a school's safeguarding arrangements come to light, advising the headteacher concerning remedial action. • Contribute to the work of the Barnet Safeguarding Children's Board. • Arrange for safeguarding training to be available for school staff and Governors in accordance with local and national guidance. • Provide an EWO to work in the MASH (Multi-Agency Safeguarding Hub) every day during term-time. In the event of staff absence and during school holidays the EWS will provide information required by the MASH and an EWO to attend meetings on specific cases. | | |

4 Service requirements – FOR OTHER PARTIES (traded services)

| Ref | Function | Service Requirement | Current key volumes or frequency requirements | Applicable service standards |
|-------|---|---|--|--|
| EWS19 | Traded service: attendance in primary schools | Provide attendance intervention in primary schools, working with families and professionals, maintaining case records and correspondence and addressing strategic attendance issues, within existing budget | twelve three-hour school consultations are provided per week | |
| EWS20 | Traded service: attendance in secondary schools | Provide attendance interventions in applicable secondary schools working with families and professionals, maintaining case records and correspondence and addressing strategic attendance issues within existing budget | Charges based on days per week | |
| EWS21 | Traded service; Professional advice to schools | Respond to ad hoc requests for information, advice and guidance in a timely manner, i.e. within one working day, by e-mail or phone | Variable | Compliance with response time as set out in Traded Services booklet. |
| EWS22 | Traded service: court preparation | Support school staff to prepare evidenced in support of court proceedings | Variable | |
| EWS23 | Court assessment meetings | Undertake assessment meetings in schools for all cases reaching consideration of implementation of Education Act 1996 or Children Act 1989 sanctions | Variable, five per week average. | |

5 Key interfaces / Relationships

| Interface | Details (please add details if there are any particular complexities or expectations) |
|-----------------------|---|
| CSG – finance, HR, IT | No |
| Press Office | No |
| Courts | No |
| Family Services | No |
| Police | No |
| Employers | No |
| Theatres – licences | No |
| Legal services | No |
| Families | No |

6 Performance indicators

See spreadsheet: ‘SKPI performance bands and list of all PIs - 15.9.15’.

7 Data room documents

File path on 4Projects

London Borough of Barnet > Education and Support Services > Education Services > Data Room > Service Information > Service Specifications > Education Welfare Service data room documents

| Ref | Document name | Link or file name on 4Projects | Description |
|-----|--|---|-------------|
| 6.1 | School attendance – from the council’s website | https://www.barnet.gov.uk/citizen-home/schools-and-education/schools- | |

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| | | and-colleges/attendance-at-school.html | |
| 6.2 | Exclusions – from the council’s website | https://www.barnet.gov.uk/citizen-home/schools-and-education/schools-and-colleges/exclusion-of-pupils.html | |
| 6.3 | Education Act 1996 | http://www.legislation.gov.uk/ukpga/1996/56/contents | |
| 6.4 | Children Act 1989 | http://www.legislation.gov.uk/ukpga/1989/41/contents | |
| 6.5 | Children and Young Persons Act 1933 | http://www.legislation.gov.uk/ukpga/Geo5/23-24/12 | |
| 6.6 | The Children (Performances) Regulations 1968 | http://www.legislation.gov.uk/uksi/1968/1728/part/V/made | |
| 6.7 | Children Missing from Education policy | https://www.gov.uk/government/publications/children-missing-education | |