A logo for a virtual school

Description automatically generatedRequest for advice from West Berkshire Virtual School

Children Previously in Care | Children with a Social Worker | Children in Kinship Care

Our extended duties:

The Children and Social Work Act 2017 extended the role of the Virtual School to offer advice, information and guidance to schools and families of children who have ceased to be looked after following a Special Guardianship Order (SGO), Child Arrangements Order (CAO) and an Adoption Order (AO).

From September 2021, Virtual Schools have become strategic leaders for the cohort of children who are, or have ever been, assessed as needing a social worker at any time due to safeguarding and/or welfare reasons, which includes all those subject to a Child in Need plan or a Child Protection Plan. This includes children aged from 0 to 18 in all education settings. This cohort of children is known as ‘Children with a Social Worker’.

In September 2024, the role of Virtual Schools will expand further to specifically include championing the educational attendance, attainment and progress of children in kinship care.

As part of these extended duties, we aim to offer advice and guidance to key professionals including Social Workers, Parents, Designated Safeguarding Leads, Designated Teachers and school leaders to help children make progress, including through increasing their confidence in using evidence-based interventions.

Please complete the form below and submit to **virtualschool@westberks.gov.uk** using the local authority’s secure email service. We will then contact you to arrange a meeting to discuss what support we can offer.

# Child’s Details:

|  |  |
| --- | --- |
| Child’s Name |  |
| Child’s preferred name |  |
| Date of Birth |  |

# Family’s Details:

|  |  |
| --- | --- |
| Name of Parent/Carer(s) |  |
| Telephone Number |  |

# Referrer:

|  |  |
| --- | --- |
| Name |  |
| Phone |  |
| Email |  |
| How are you known to the child? |  |
| Job title |  |
| Organisation or employer? |  |

# School Information:

|  |  |
| --- | --- |
| School Name |  |
| Key Contact |  |
| Telephone Number |  |
| Email Address |  |

# Children’s Services details:

|  |  |
| --- | --- |
| Name of Social Worker and team |  |
| Email address |  |
| CIN/CP |  |
| Please list any other relevant professionals working with the family |  |

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| --- |
| Brief outline of issue to be addressed: |
|  |

# Agreement to share Personal Information

|  |  |
| --- | --- |
| This form asks for your consent to share this information with key people in the virtual school and the local authority.  If you are in agreement that this information can be shared as described, please sign the declaration below. | |
| **I give my consent for information about my child to be shared with key people in the Virtual School and in the local authority in order to support him/her in school.** | Name: |
| Relationship to child/young person: |
| Signed: |
| Date: |

**Privacy Notice:** If you would like to find out more information about how we use your data, please explore the following link:

<https://www.westberks.gov.uk/media/45597/Privacy-Notice-Virtual-School-Referrals/pdf/20221019-VS_Privacy_Notice_Virtual_School.pdf?m=638019512002330000>

|  |  |
| --- | --- |
| Name of child/young person: |  |
| Virtual School Consultant: |  |
| Date: |  |

# Virtual School Advice, Information and Guidance

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| --- |
| **Summary of Discussion:** |
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| **Advice, Information and Guidance Provided:** |
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| **Suggested Next Steps:** |
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