

<b>Local Procedure Title</b>	<b>Children and young people's views and voice</b>
<b>Site</b>	<b>Coxlease School</b>
<b>ACS Policy number and title</b>	<b>Children and young people's views and voice</b>
<b>Local Procedure template reference</b>	<b>ECS LP 47</b>
<b>Local Procedure date</b>	June 2021
<b>Local Procedure review date</b>	January 2024
<b>Local Procedure Author(s)</b>	CP
<b>Local Procedure Ratification</b>	Checked and Approved by: SLT

<b>1. Introduction</b>
<p>In order to effectivity implement this policy, each Education and Children's Service facility will have local procedures in place where necessary which explain how this policy is applied and put into practise at site level.</p> <p>Where applicable, this practice should be used in conjunction with the related policies listed on the preceding page</p>
<b>2. Aims and Context</b>
<p>All children and young people feel that their views and voice are heard, given meaningful consideration and are responded to.</p>
<b>3. Responsibilities</b>
<p>All staff are responsible for ensuring that they listen to the views and wishes of children and young people and share them with other staff and the site manager as appropriate.</p> <p>Ensuring children and young people have the opportunity to attend meetings about themselves, if possible, and have their thoughts listened to.</p> <p>Staff must ensure that there is a clear and agreed approach to listening to and consulting with children and young people both as individuals and in groups, which take into account each child and young person's individual communication needs.</p> <p>All staff must ensure that all children and young people have the opportunity to share their views and feelings in confidence in, suitable privacy and with assurance that their dignity will be respected.</p>
<b>4. Arrangements for Listening and Consultation</b>
<p>Arrangements for listening to and consulting with children and young people may include:</p> <ul style="list-style-type: none"> <li>(a) Tutor times: morning and afternoon</li> <li>(b) Individual therapy/pastoral sessions</li> <li>(c) Children and young people being given the opportunity to meet with preferred member of staff</li> <li>(d) School council meetings</li> <li>(e) Surveys and questionnaires</li> <li>(f) Suggestion boxes</li> <li>(g) Pupils meetings</li> </ul> <p>In addition there is a Complaints process</p>

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Where applicable children and young people have opportunities to share their views in confidence (subject to safe-guarding arrangements) with independent visitors, and advocates.

Children and young people must have access to information and the means of contacting independent bodies such as 'Childline' and the Children's Commissioner.

### 5. Record Keeping

The site manager must ensure that clear and appropriate records of consultation, listening to and responding to children's views and voice are maintained: This will include as appropriate:

- (a) Personal tutor notes
- (b) Meeting minutes
- (c) Survey outcomes
- (d) Complaints records
- (e) Feedback from children/young person
- (f) Pupil debriefs

All feedback received by sites in the form of a complaint, a concern or a compliment must be recorded on Datix using the appropriate guidelines.

### 6. Monitoring

Site managers will include the monitoring of systems for listening to and responding to the views and voice of children and young people and their effectiveness and impact within routine site monitoring as outlined in the Governance policy ECS16.

### 7. References

Care Standards Act 2000,  
Children Act 2004,  
Equality Act 2010,  
Education and Inspections Act 2006  
Children's Homes Regulations 2015,  
Children's Homes (Wales) Regulations 2002  
DfE (2015) Residential Special Schools: National Minimum Standards  
The Education (Independent School Standards) (England) Regulations 2014  
DfE (Current version) Keeping Children Safe in Education  
Regulated Services (Service Providers and Responsible Individuals) (Wales) Regulations 2017:  
Welsh Statutory Instrument No. 1264 (W.295)  
Scottish Government (2018) Health and Social Care Standards: My support, my life

### 8. Associated Forms

ECSLP 47 Local Procedure: Children and young people's views and voice.

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<b>Contents Checklist</b> (Local Sites may add additional items – this is a core list)			

**Local Procedure Review History:**

<b>Date Reviewed</b>	<b>Reviewer</b>	<b>Summary of revisions</b>

Appendix A – First Aiders and Drivers

Appendix B – Contact Details

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