



CHILDREN LOOKED AFTER POLICY

Northgate Primary School

Approved on: 13th October 2017
Review Due: October 2018

The governing body at Northgate Primary School is committed to providing quality education for all its pupils, based on equality of opportunity, access and outcomes. We recognise that, nationally, there can be educational underachievement of children in residential and foster care, when compared with their peers, and is committed to implementing the principles and practice, as outlined in "Guidance on the Education of Looked After Children" (May 2000) and section 52 of the Children's Act 2004. Children who are 'looked after' may be "Accommodated" "In Care" or "remanded / detained."

We as a school community aim to be champions for Looked After Children and take a proactive approach to supporting the educational achievement based on the following principles:

- Prioritising education
- Promoting attendance
- Targeting support
- Having high expectations
- Promoting inclusion
- Achieving stability and continuity
- Early intervention and priority action
- Listening to children
- Promoting health and wellbeing
- Reducing exclusions
- Working in partnership with carers, social workers and other professionals

In pursuit of this policy we will

- Nominate a Designated Teacher for Looked after Children who will act as their advocate and co-ordinate support for them
- Nominate a school Governor to ensure that the needs of Looked after Children in the school are taken into account at a school management level and to support the Designated Teacher, ensuring that they attend training on Looked After Children.
- Have Personal Education Plans for all Looked After Children
- Ensure all staff have a clear understanding of confidentiality and issues that may affect Looked After Children
- Have effective strategies that support and track the education of this vulnerable group

The Name of the Designated Teacher for Children Looked After for the school:

Miss Hannah Harding

The Designated teacher should:

- be an advocate for Looked After Children;
- ensure a smooth transition when new to the school, and welcome induction for child and Carer, noting any specific requirements, including care status;
- ensure that a Personal Education Plan or PEP is completed, as soon as possible. This should be prepared with the child and carer, in liaison with the social worker and other relevant support workers/ agencies and be linked to the Care Plan meetings, within 28 days, 3 months and 6 months and, at least, every 6 months;
- keep PEPs and other records up to date, to inform review meetings;
- co-ordinate support for the child in school and liaise with other professionals and carers as necessary;
- encourage Looked after Children to participate in extra-curricular activities and out of hours learning, where feasible;
- advise on most effective use of the Pupil Premium Plus during the Personal Education planning meeting;

- track and support the educational progress of all children who are looked after in order to inform the school's development plan;
 - ensure staff receive relevant information and training and act as an advisor to staff and governors;
 - develop and monitor systems for liaising with carers and colleagues in Children's Services, (CS) and birth parents where appropriate. Ensuring communication is positive and regular;
 - ensure speedy transfer of information between individuals and other relevant agencies and to a new school if and when the child transfers;
 - seek urgent meetings with relevant parties where the child is experiencing difficulties and / or is in danger of being excluded;
 - ensure any returns on looked after children are completed – as requested by Children's Services;
 - report to the Governing Body, at least on an annual basis (preferably termly), on the outcomes for children looked after;
- To have completed the iLearn online¹ learning module/s specifically for Designated Teachers and to attend other training as appropriate;

Roles and Responsibilities of All Staff

- Ensure that any child in public care is supported sensitively and that confidentiality is maintained
- Be familiar with and respond appropriately to requests for information to support the completion of PEPs and other documentation needed as part of review meetings
- Respond positively to a child in public care's request to be the named person that they can talk to when they feel it is necessary
- As with all children, ensure that no child in public care is stigmatized in any way
- Provide a supportive climate to enable a Looked After Child to achieve stability in the school setting
- As with all children, have high aspirations for the educational and personal achievement of Looked After Children
- Positively promote the self-esteem of Looked After Children

Roles and Responsibilities of the Governing Body

The name of a Governor with special responsibility for Children Looked After in the school:

Mrs Sarah Cran

The Governing Body of this school will:

- ensure all governors are fully aware of the legal requirements and guidance for Looked After Children;
- be aware of whether the school has Looked After Children and how many (no names);
- ensure there is a named Designated Teacher for Looked After Children;
- liaise with the Head Teacher to ensure the Designated Teacher is able to carry out her/his responsibilities in relation to Looked After Children;
- nominate a governor who links with the Designated Teacher, receives regular progress reports and provides feedback to the governing body (including monitoring of progress and data compared with those of other pupils in school and nationally);
- review the effective implementation of this policy, preferably annually;
- monitor the attendance of Looked after Children and levels of fixed term / permanent exclusions.
- The named Governor will be expected to have completed the iLearn on-line learning module on the Education of Children Looked After (Governors edition). This training may be accessed via the Virtual School page on the GRID, or www.learningpool.com/Hertfordshire.

Confidentiality

Information on Looked After Children will be shared with school staff on a “need to know basis.” The Designated Teacher will discuss what information is shared with which school staff at the PEP meeting. Once this has been agreed with the social worker, Carer, young person, and other parties, complete confidentiality is to be maintained.

Training

The Head Teacher or the Designated Teacher will be responsible for ensuring all staff are briefed on the regulations and practice outlined in this policy

Personal Education Plan (PEP) Completion

Social worker informs school of a child becoming looked after (or a Looked after Child entering the school)

- Date is set for the completing of a Personal Education Plan (PEP)
- A copy of the form is sent to the school to enable completion of educational data.
- PEP meeting takes place within 20 days, involving social worker, designated teacher, carer and young person if appropriate
- A date is set for the next meeting
- PEP sent by Social Worker the LAC team.

Assessment, Monitoring and Review Procedures

The PEP will be updated and reviewed at least annually or at the point of any major change and contribute to the Statutory Reviewing process carried out by the Independent Reviewing Officer. The Designated Teacher is accountable for the implementation and review of the educational action to meet the targets within the Plan.

This policy will be evaluated annually by the Governing Body.