



All school policies embody the commitment of Governors and Staff to the principles of:

- Equality of opportunity,
- Student and staff wellbeing, both mental and physical
- Striving for excellence in all that we do
- Transparency and accountability

LOOKED AFTER CHILDREN POLICY

January 2015

Associate Senior Leader – C.McAleavy

Policy for Looked After Children

Looked After Children (LAC) are children subject to a Care Order or accommodated by the Local Authority. A number of LAC who are accommodated by the LA under section 20 of the Children Act 1989, where no Care Order has been made by the courts so that parental responsibility remains, essentially with the child's parents. They may be living at home, with members of their extended family, with foster carers or in a residential children's home or compulsorily accommodated. The local authority is their 'corporate parent'.

Leasowes is committed to providing a high quality education for all of its students including LAC. We recognise that more vulnerable students, including LAC may need access to additional support, mentoring and advocacy to enable equality of access, opportunity and success (Every Child Matters). We are committed to providing an inclusive ethos in an atmosphere of mutual respect, where all students needs are identified, understood and responded to sensitively and effectively.

ROLES & RESPONSIBILITY OF THE DESIGNATED TEACHER

Ms Claire McAleavy, Senior Associate Leader is the designated teacher for Looked After Children, she should:

- Keep and update a list of LAC students in the school (ongoing)
- Ensure a smooth and welcome induction for the student and carer, and note any specific requirements, including Special Educational Needs and care status
- Ensure that all LAC who have an identified delay/gap in their learning due to significant periods of absence from school have their needs met at the earliest opportunity (SENCO involvement)
- Ensure that a Personal Educational Plan (PEP) is written in conjunction with the social worker, carer, student and appropriate stakeholders
- Allocate the 'Pupil Premium' per term, ensure the student is given every opportunity and support with this funding. Record details on the PEP
- Keep PEPs and other records up to date, particularly in time to inform review meetings (maybe 3 or 6 monthly intervals or as need arises)
- Ensure that each LAC has an identified member of staff that they can talk to (this should be based on the student's wishes and may not necessarily be Ms McAleavy, the Designated Teacher)
- Co-ordinate support and information sharing for the student within school and liaise other professionals, including the Educational Support Service and carers as necessary
- Maintain an overview of changing needs and progress of LAC
- Be an advocate for LAC
- Inform/meet with Educational Support Service and other relevant agencies where there are concerns regarding progress, attendance, exclusions or other difficulties
- Ensure staff receive relevant information
- Ensure confidentiality for individual students and only share personal information on a need to know basis
- Encourage LAC to participate in extra-curricular activities and out of hours learning making appropriate provision e.g. Taxis and funding
- When a LAC is involved in a planned move to another school, ensure the speedy transfer of information between individuals, relevant agencies and receiving school, including updating the PEP
- Encourage LAC to attend and express their views at the LAC and PEP reviews

- Attend designated LAC Coordinators Network and Training Sessions
- Celebrate the success of LAC – complete the annual nominations for LAC Celebration Evening (May/June) and attend the Celebration Evening (October) each year or send a representative from the school
- Contribute to the school planning for LAC through the School Improvement Plan
- Ensure the Pastoral secretary sends the weekly attendance returns to the Educational Support office
- Make early contact with parents/carers over attendance and lateness

ROLES & RESPONSIBILITIES OF ALL STAFF

- Ensure that any student in public care is supported sensitively and that confidentiality is maintained
- Be familiar with the Guidance on LAC and respond appropriately to requests for written or verbal information, including information on educational attainment and general well-being to support the completion of PEPs and other documentation needed as part of review meetings and attend LAC review and Core Group Meeting reviews as appropriate
- Respond positively to a LAC's request to be the named person that they can talk to when they feel it is necessary
- Be sensitive to a LAC's background and the issues surrounding being "Looked After" when addressing certain curriculum areas/research topics e.g family trees, mother's day, inviting parents/carers to Parents Evening and similar areas
- Provide a supportive, emotionally intelligent climate to enable a LAC to achieve stability within the school setting
- As with all students, have high aspirations and expectations for the educational and personal achievements of Looked After Children
- Positively promote the self-esteem of LAC
- Ensure LAC participate in school's Gifted and Talented programme where appropriate
- Keep Ms McAleavy informed of any concerns, underachievement, identified barriers to learning to be included as part of the PEP review or to initiate a discussion with carers/parents/outside agencies

ROLES & RESPONSIBILITIES OF THE GOVERNING BODY

The Designated Governor is Mr Steve Honnor

The governing body at Leasowes High School will:

- Ensure that there is a named Designated teacher for LAC with sufficient time to discharge this role
- Ensure all governors are fully aware of the legal requirements and Guidance for LAC
- Support the Principal, Designated Teacher and other staff in ensuring the needs of LAC are met
- Be aware of how many children are designated as Looked After, their ages and any additional needs they might have
- Ensure all LAC have a PEP and IEP/PSP where appropriate, with appropriate targets, monitoring and evaluation of progress
- Continue the policy of not excluding any student (especially a LAC) until all support and advisory channels have been exhausted

- Ensure that all LAC take part in trips, activities and over-night visits alongside their peers, making additional provision where necessary to ensure their participation
- Nominate a governor who links with the designated teacher, receives regular reports which provides feedback to the governing body

Policy date: January 2015

Review Date: January 2016

Senior Associate Leader: C.McAleavy