

St Luke's CE Primary School Children Looked After Policy

**Agreed at Full Governors November 2023
To be next reviewed Autumn 2024**

1 INTRODUCTION

1.1 The governing body of St Luke's CE Primary School is committed to providing quality education for all its pupils, based on equality of opportunity, access and outcomes. This governing body recognises that, nationally, there is considerable educational underachievement of children in residential and foster care, when compared with their peers, and is committed to doing its utmost to reverse this trend, through:

- prioritising education;
- having high expectations;
- inclusion – changing and challenging attitudes;
- achieving continuity and stability;
- early intervention – priority action; and
- listening to children.

1.2 In line with DfE guidance and in order to improve multi-agency co-ordination and improve educational life chances for Looked After children, the governors will ensure there is a:

- Designated Teacher
- Personal Education Plan for every Looked After Child.

2. ROLES AND RESPONSIBILITIES

This governing body is committed to ensuring that Designated Teachers and staff are enabled to carry out their responsibilities effectively.

2.1 DESIGNATED TEACHER

At St Luke's, the Designated Teacher is Mrs Fiona Govan and she will:

- be an advocate for Looked After Children;
- ensure a smooth and welcome induction for the child and carer, and note any specific requirements, including care status;
- ensure that a Personal Education Plan is completed, as soon as possible (at least within 20 days of entering care or joining a new school). This should be prepared with the child and the carer, in liaison with the social worker and other relevant support workers/agencies, and be linked to the Care Plan meetings, where in place. Where appropriate, the PEP should take account of any Pupil Profile (PP), Pastoral Support Plan (PSP), Individual Behaviour Plan (IBP), career plan or any other relevant plans. The PEP should inform and be reviewed, concurrently with the Care Plan, ie: within 28 days, 3 months and 6 months and, at least, every 6 months;
- keep PEPs and other records up to date, particularly in time to inform review meetings;
- by the end of the third month in care, ensure a baseline assessment form is completed
- ensure that each child in public care has an identified member of staff that they can talk to (this should be based on the child's wishes and may not necessarily be the Designated Teacher);

- co-ordinate support for the child in the school and liaise with other professionals and carers as necessary;
- ensure staff receive relevant information and training and act as an advisor to staff and governors;
- ensure confidentiality for individual children and only share personal information on a need to know basis;
- provide written information to assist planning/review meetings and ensure attendance as far as possible;
- ensure that the child and carer(s) receive early notification of meetings, parents' evenings and other events and that communication remains regular and positive. The Home School Agreement may be adapted to take account of any specific points around communication, transport arrangements and consent signatures;
- encourage Looked After children to participate in extra-curricular activities and out of hours learning, where feasible;
- 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.

2.2 ALL STAFF

- Ensure that any looked after child is supported sensitively and that confidentiality is maintained;
- be familiar with the Guidance on the Education of Children and Young People in Public Care 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 looked after child's request to be the named person that they can talk to when they feel it is necessary;
- contribute to the Designated Teacher's requests for information on educational attainment and needs, as appropriate;
- as with all children, ensure that no looked after child is stigmatised in any way;
- provide a supportive climate to enable a looked after child to achieve stability within 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

2.3 GOVERNING BODY: Named Governor is Mrs Cherrie Edger

The governing body of this school will:

- ensure all governors are fully aware of the legal requirements and the Guidance on the Education of Children and Young People in Public Care;
- be aware of whether the school has Looked After Children and how many (no names);
- ensure that there is a named Designated Teacher for Looked After Children;
- liaise with the Head Teacher to ensure that the Designated Teacher is enabled to carry out her/his responsibilities in relation to Looked After Children;
- support the Head Teacher, Designated Teacher and other staff in ensuring the needs of Looked After Children are met;

- nominate a governor who links with the Designated Teacher, receives regular progress reports and provides feedback to the governing body. These reports should not include any names of individual children for confidentiality reasons;
- review the effective implementation of this policy, preferably annually and at least every three years.

3. TRAINING

The Head Teacher, Designated Teacher and Professional Development Co-ordinator will be responsible for ensuring all staff are briefed on the regulations and practice outlined in this policy.

Fiona Govan
Designated Teacher