



Leominster Primary School

Looked After Children Policy

Objective

To promote the educational achievement and welfare of Looked After Children.

The Name of the Designated Teacher for Looked After Children:

Mrs Helen Lynch

The Role of the Designated Teacher for Looked After Children:

Deputy Head

Leominster Primary School Systems

- to ensure that all staff, both teaching and non-teaching, have an understanding of the difficulties and educational disadvantage faced by Looked After Children and understand the need for positive systems of support to overcome them;
- to inform members of staff of the general educational needs of Looked After Children, and to promote the involvement of these children in school homework clubs, extra-curricular activities, home reading schemes, school councils etc.
- to act as an advocate for Looked After Children;
- to develop and monitor systems for liaising with carers, Children's' Services and the Virtual School.
- to hold a supervisory brief for all Looked After Children e.g. to ensure all relevant education and care information is available to school staff and carer(s), and that this information is kept up to date;
- to monitor the educational progress of Looked After Children in order to inform the school's development plan;
- to intervene if there is evidence of individual underachievement, absence from school or internal truancy; and

Work with Individual Looked After Children:

- to enable the child to make a contribution to the educational aspects of their care plan;
- to help ensure that each pupil has a Personal Education Plan (PEP). The statutory guidance states that the PEP should be initiated by the young person's social worker. In Herefordshire, social workers are assisted by the Virtual School team;
- to ensure that the home-school agreement is signed by the primary carer

Liaison:

- to liaise with the member of staff responsible for monitoring children on the Child Protection Register;

- to help co-ordinate education and Looked After Children review meetings, so that the Personal Education Plan can inform the child's Care Plan;
- to attend, arrange for someone else to attend, or to contribute in other ways to Looked After Children care planning meetings e.g. via the Virtual School team;
- to be the named contact for colleagues in the Virtual School and Children's Social Care;
- to ensure the speedy transfer of information between agencies and individuals.

Training:

- to develop knowledge of procedures for looked after children in Herefordshire by attending training events organised by the Local Authority;
- to cascade training to school staff as appropriate

The name of a Governor with special responsibility for Looked After Children: *Mr Tim Stiles*

The role of that Governor

The named governor will report to the Governing Body on an annual basis (where numbers allow anonymity):

- a comparison of test scores as a discrete group, compared with those of other pupils;
- the attendance of pupils as a discrete group, compared with other pupils;
- the level of fixed term/permanent exclusions; and
- individual pupil destinations.

The named governor should be satisfied that the school's policies and procedures ensure that looked-after pupils have equal access to:

- the national curriculum;
- public examinations;
- careers guidance;
- additional (educational) support;
- extra-curricular activities.

Responsibility for Looked After Children in School

It is important that all teaching staff who are in contact with the child or young person are aware that he/she is being looked-after by the Local Authority. The responsibility for the transfer of this information should be that of the Headteacher and/or the Designated Teacher for Looked After Children. It is appropriate for non-teaching staff to have knowledge that the young person is being looked-after only when directly involved with the young person.

All staff need to respect the confidentiality and sensitivity of such information.

Admission Arrangements

On admission, records (including the PEP) will be requested from the pupil's previous school. An appropriate school induction will take place. A meeting to review the Personal Education Plan will be held.

Involving the Young Person

It is important that a young person is aware that information is being recorded regarding their personal circumstances and that their contribution is sought. How this is shared with them clearly depends on their age and understanding. The explanation should emphasise that the school, the Social Worker, and their carer(s) are working together to promote their education.

Communication with Other Agencies

Leominster Primary School ensures that a copy of all reports (e.g. end of year reports) is forwarded to the young person's Social Worker in addition to the carer and parent(s). The social worker is responsible for advising a school whether reports should be sent to parents.

Schools, the Virtual School, Children's Social Care and the SEN Team should endeavour to co-ordinate their review meetings.

Children's Social Care, the Virtual School and schools will need to exchange information between formal reviews if there are significant changes in the young person's circumstances, e.g. if school is considering an exclusion, there is a change of care placement or there are significant attendance issues.

When information is shared electronically, it should be sent securely via Anycomms or only using a child's initials or UPN.

Assessment, Monitoring and Review Procedures

Each looked-after pupil will have a Personal Education Plan (PEP). This will identify specific areas of concern and include achievable targets. Areas for consideration will include:

- use of LAC Pupil Premium
- attendance;
- achievement Record (academic or otherwise);
- behaviour;
- homework;
- involvement in Extra Curricular Activities;
- special needs (if any);
- development needs (short and long term development of skills, knowledge or subject areas and experiences); and
- long term plans and aspirations (targets including progress, career plans and aspirations).

The PEP will be updated at least every term. This may be a face to face meeting, or a 'remote' PEP.

Mrs Helen Lynch, Designated teacher for Looked after children, will report annually to the Governing Body on the progress of all Looked After Children against the key indicators outlined above.

Date of review – June 2017

Date of next review – June 2018

Ratified by Governors 14th July 2017