

## DOVE HOUSE SCHOOL ACADEMY TRUST

### Looked after Children Policy

<b>Policy Title</b>	Looked after Children Policy				
<b>Author / Reviewer</b>	Designated Safeguard Lead/Governance Lead				
<b>Governor Committee</b>	Headteacher				
<b>Signed by Tom Pegler (Headteacher)</b>					
<b>Reviewed</b>	March 2020	<b>Approved</b>	March 2020	<b>Next Review</b>	March 2022

#### STATEMENT OF INTENT

Dove House School Academy Trust offers a safe and secure environment, where education is valued and there is a belief in the abilities and potential of all student.

Dove House School Academy Trust recognises that there is a special duty to safeguard and promote the education of Looked After and Previously Looked After Children offering access to any opportunity which will help them to achieve their potential and enjoy learning.

#### DEFINITION OF LOOKED AFTER STUDENT

Children and young people become 'Looked After' either if they have been taken into care by the local authority, or have been accommodated by the local authority (a voluntary care arrangement). Most looked after children (LAC) will be living in foster homes but a smaller number may be living with a relative or even be placed back at home with their natural parent(s). Looked after children will have a care manager who arranges their care plan.

#### ROLE AND RESPONSIBILITIES

##### The Board of Trustees

The Board of Trustees will:

- Ensure all Trustees are fully aware of the legal requirements and guidance for Looked After Children.
- Ensure that there is a named designated teacher for Looked After Children.
- Nominate a Trustee who links with the designated teacher, receives regular progress reports and provides feedback to the Board of Trustees.

- For child protection and confidentiality reasons, ensure that information will be collected and reported in ways that preserve the anonymity, and respect the confidentiality of the pupils concerned.
- Review the effective implementation of this policy every two years.
- Ensure that the school's other policies and procedures give looked after student equal access.

### **The Headteacher**

The Headteacher will:

- Appoint the designated teacher for Looked After Children.
- Allow the designated teacher the time and facilities to succeed in carrying out their duties.
- Ensure that all members of staff are aware that supporting Looked After Children is a key priority.
- Oversee this policy and monitor its implementation, feeding back to the Board of Trustees annually.

### **The Designated Teacher**

The designated teacher will:

- Maintain an up to date record of all Looked After and Previously Looked After Student who are on the school roll. This will include:
  - Status i.e. care order or accommodated.
  - Type of Placement i.e. Foster, respite, residential.
  - Name of Social Worker, area office, telephone number.
  - Daily contact and numbers e.g. name of parent or carer or key worker in student's home.
  - SEN Code of Practice
  - Child Protection information when appropriate.
  - Baseline information and all test results.
  - Attendance figures
  - Exclusions
- Ensure that there is a Personal Education Plan for each student to include appropriate targets and above information. This must be compatible with any other plan, e.g. Education, Health and Care Plan (EHCP), and associated plans, Transition Plan, Pastoral Support Programme.
- Ensure that someone attends Childrens' Services Reviews for each student and/or always prepares a written report which promotes the continuity and stability of their education.
- Ensure that if/when the child transfers school all relevant information is forwarded to the receiving school as a matter of priority.

- Ensure that systems are in place to identify and prioritise when Looked After and Previously Looked After Children are underachieving and have early interventions to improve this in line with existing school policy.
- Ensure that systems are in place to keep staff up to date and informed about Looked After and Previously Looked After Children where and when appropriate.
- Ensure that Looked After and Previously Looked After Children are listened to and have equal opportunity to pastoral support in school.
- Ensure that they keep the school up to date with current legislation and its implication for the school in respect of Looked After and Previously Looked After Children.
- Ensure that attendance for all Looked After Children is monitored.
- Ensure entry to examinations for all Looked After Children, where appropriate.
- Ensure staff and Trustees receive relevant information and training.

On a day to basis the designated teacher will:

- Ensure a welcome and smooth induction for the student and their carer, using the Personal Education Plan to plan for that transition in consultation with the student's social worker.
- Ensure that each LAC and PLAC has an identified member of staff that they can talk to. This need not be the designated teacher, but should be based on the student's own wishes.
- Co-ordinate any support for the LAC and PLAC that is necessary within school, liaising with other professionals and carers as necessary.
- Track academic progress and target support appropriately.
- Provide written information to assist planning/review meetings and ensure attendance as far as possible.
- Ensure confidentiality for individual pupils, sharing personal information on a need to know basis.
- Encourage LAC and PLAC to join in extra-curricular activities and out of school learning.
- Set up timely meetings with relevant parties where the pupil is experiencing difficulties in school or is at risk of exclusion.
- Be pro-active in supporting transition and planning when moving to a new phase in education.

## **All Staff**

All staff will:

- Have high aspirations and celebrate the educational and personal achievement of Looked After Children.
- Ensure entry to appropriate examinations for Looked After Children.
- Be familiar with the Guidance on Looked After Children and respond appropriately to requests for information to support the completion of PEPs and other documentation needed as part of review meetings.
- Liaise with the designated teacher where a Looked After Child is experiencing difficulty.

## **Monitoring and Review Arrangements**

This policy will be reviewed every two years by the designated teacher and the Headteacher.