Looked After Children Policy

2020-21

Signature:

Headteacher

Approval Date: June 2020

Review Date: September 2021
West Somerset College Looked After Children Policy

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

The Designated Teacher for Looked After Children

Mrs Mary Cranna, Assistant Head teacher

The Role of the Designated Teacher for Looked After Children within West Somerset College

- Ensure that all staff, both teaching and non-teaching, are aware of the difficulties and educational disadvantage faced by Looked After Children and understand the need for positive systems of support to overcome them.

- Inform members of staff of the general educational needs of Looked After Children and to promote the involvement of these children in extra-curricular activities, school councils etc.

- Act as an advocate for Looked After Children.

- Develop and monitor systems for liaising with carers, Social Workers and the Virtual School for Looked After Children.

- 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.

- Monitor the educational progress of all Looked After Children in order to inform the school’s development and provision/intervention planning, thereby ensuring that the attainment ‘gap’ is closing.

- Intervene if there is evidence of individual underachievement, absence from school or internal truancy.

- Ensure the involvement of Careers Advisers with Year 11 Looked After Children.

- Report annually to the Governing Body of the school on Looked After Children’s progress.

  - Ensure all staff at the college are aware of the students at the college who are Looked after and previously looked after.
  - Ensure the vulnerable children’s list is always up to date to reflect the names of those who are looked after and previously looked after.

Work with Individual Looked After Children

- To enable the student to make a contribution to the educational aspects of their Care Plan; especially helping to ensure that each student has a Personal Education Plan - PEP (initiated by the student’s Social Worker).
• To liaise with the member of staff responsible for monitoring children on the vulnerable children list.

• To help co-ordinate education and PEP reviews so that they can inform the student’s Care Plan.

• To attend, when appropriate, or arrange for someone else to attend, Looked After Children Care Plan meetings.

• To be the named contact for external agencies (including the Virtual School).

• To provide information on Looked after Children’s current progress.

• To ensure the speedy transfer of information between agencies and individuals.

Training:

• To develop knowledge of legislation and good practice by attending training events organised by the Virtual School and cascade to school staff as appropriate.

**The Governor with Special Responsibility for Looked After Children**

Mrs Martina Forster

**The Role of the Governor with Special Responsibility for Looked After Children**

The named Governor will ensure reporting to the Governing Body on an annual basis:

• a comparison of progress or external examination results as a discrete group;

• the attendance of students as a discrete group;

• the level of fixed term/permanent exclusions;

• student destinations. The named Governor will ensure a school’s self-audit of provision for Looked After Children is undertaken. The named Governor should be satisfied that the school’s policies and procedure ensure that Looked After Children have equal access to:

• the full curriculum and extra-curricular activities;

• public examinations;

• careers information, advice and guidance;

• additional educational support.

**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 Head teacher and/or the Designated Teacher for Looked After Children.

It is appropriate for a Learning Support/Teaching Assistant to have knowledge that the young person is Looked After when directly involved in the teaching of the young person.
Admission Arrangements

On admission, records (including the PEP) will be requested from the student’s previous school and a meeting will be held with carer/parent/Social Worker. A date will be agreed for a PEP meeting, taking reference to statutory timescales. An appropriate school induction will take place.

Involving the Young Person

It is important that a young person is aware that information is being recorded regarding their personal circumstances. 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

Schools should ensure that a copy of all DAPs should be shared in PEPs with the Social Worker in addition to the Foster Carer or Residential Social Worker.

West Somerset College and the Virtual School will need to exchange information 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.

Assessment, Monitoring and Review Procedures

Each Looked After Child will have a Care Plan that will include a PEP which the Social Worker takes a lead in developing. School will play an active role in contributing to those areas of the PEP that are education related e.g.:

- SMART target setting;
- identification of current progress and grades;
- how additional resources are being utilised to meet educational targets (e.g. the Student Premium, Personal Education Allowance);
- attendance;
- involvement in Extra Curricular Activities;
- Special Educational Needs (if any);
- long term plans and aspirations.

The PEP will be updated every term as part of the Statutory Reviewing process.