



# Children Looked After (CLA) & Previously LAC Policy

## Two Rivers School

Review date: Summer 2021

Next Review: Summer 2022

## **The Objective**

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

## **The Name of the Designated Teacher(s) for Children Looked After and Previously LAC:**

Claire Cope-Collins – Primary School  
Jayne Gazey-French – High School

## **The Role of the Designated Teacher for Children Looked After and Previously LAC**

### ***Within School:***

- to ensure that all staff, both teaching and non-teaching, are aware of the difficulties faced by Children Looked After and Previously LAC and understand the need for positive systems of support to overcome them.
- to inform members of staff of the general educational needs of Children Looked After and Previously LAC and to promote the involvement of these children in extra curricular activities, school councils etc.
- to act as an advocate for Children Looked After and Previously LAC.
- to develop and monitor systems for liaising with carers, social workers and the Virtual School for Children Looked After.
- to hold a supervisory brief for all Children Looked After and Previously LAC 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 all Children Looked After and Previously LAC in order to inform the school's development and provision/intervention planning, thereby ensuring that the attainment 'gap' is closing.
- to intervene if there is evidence of individual underachievement, absence from school or internal truancy.
- to ensure the involvement of LA Careers Advisers with Year 11 Children Looked After and Previously LAC.
- to report to the Local Governing Board of the school on Children Looked After and Previously LAC's progress (see model proforma available from the Virtual School).

### ***Work with Individual Looked After Children:***

- to enable the pupil to make a contribution to the educational aspects of their Care Plan.
- helping to ensure that each pupil has a Personal Education Plan - PEP or Early Years PEP (aged 3 to end of Reception Year).
- to ensure that a Home-School Agreement is drawn up with the primary carer and signed by the Social Worker for High School pupils.
- Designated Teacher is responsible for ensuring each Looked After Child has a current PEP and that it is reviewed and updated termly and will inform statutory reviews of the Care Plan.

### ***Liaison:***

- to liaise with the member of staff responsible for monitoring children on the Child Protection Register.
- to help co-ordinate education and PEP reviews so that they can inform the pupil's Care Plan.
- to attend, when appropriate, or arrange for someone else to attend, Children Looked After Care Plan meetings.
- to be the named contact for colleagues in the Virtual School.

- to forward information on Staffordshire Children Looked After and Previously LAC's current and target NC levels to the Virtual School (see PEP document).
- 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 name of a Governor with special responsibility for Children Looked After and Previously LAC:**

Jane Oberg

### **The Role of that Governor**

The named governor will ensure reporting to the Local Governing Board on an annual basis:

- a comparison of NC levels/results as a discrete group.
- the attendance of pupils as a discrete group.
- the level of fixed term/permanent exclusions.
- pupil destinations.

The named governor will ensure a school's self audit of provision for Children Looked After and Previously LAC is undertaken.

The named governor should be satisfied that the school's policies and procedure ensure that Children Looked After and Previously LAC have equal access to:

- the full curriculum and extra-curricular activities.
- public examinations.
- careers information, advice and guidance.
- additional educational support.
- work experience.
- therapeutic support

### **Responsibility for Children Looked After in School**

It is important that all teaching staff that 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/Executive Headteacher and/or the Designated Teacher for Children Looked After and Previously LAC.

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.

In the absence of the usual class teacher, some information regarding the child's circumstances should be shared with the teacher covering the class. The extent of this sharing should be determined by the Headteacher/Executive Headteacher or the Designated Teacher for Children Looked After and Previously LAC.

## **Admission Arrangements**

On admission, records (including the PEP) will be requested from the pupil'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 reports (e.g. end of year reports) should be forwarded to the young person's social worker in addition to the foster carer or residential social worker.

Schools, including the Virtual School and Education Services should endeavour to co-ordinate their Review Meetings e.g. to have an Annual Review of a Statement/EHCP combined with a Statutory Care Review.

Schools, including the Virtual School and Education Services 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.

## **Assessment, Monitoring and Review Procedures**

Each looked after child will have a Care Plan that will include a PEP. 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 and target NC levels.
- how additional resources are being utilised to meet educational targets (e.g. the Pupil Premium, Personal Education Allowance).
- Attendance.
- involvement in Extra Curricular Activities.
- Special Educational Needs (if any).
- long term plans and aspirations.
- Therapeutic Intervention to support wellbeing.

The PEP will be updated termly, as part of the Statutory Reviewing Process.

The named governor will ensure annually reporting to the Local Governing Board on the progress of all Children Looked After and Previously LAC against the key indicators outlined above.