**JOHN SPENDLUFFE**

**TECHNOLOGY**

**COLLEGE**

**Looked After Children**

**(Including Post-LAC)**

**POLICY**



**Looked After Children Policy**

**Introduction**

The Governing Body of John Spendluffe technology College is committed to providing quality education for all its pupils, based on equality of opportunity, access and outcomes. This Governing Body recognises that schools and teachers are at the very heart of this process providing a good education in order to unlock a bright future and so increase life chances of this vulnerable group. We want them to be healthy, stay safe, enjoy and achieve, make a positive contribution to society, and achieve economic well-being.

**Aim**

* To provide a safe and secure environment, which values education and promotes the abilities and potential of all children.
* To bring the educational achievements of our Looked After Children (LAC) nearer to those of their peers.
* To offer support to and work with their foster carers on how to assist the young person’s learning and enhance educational opportunities.
* To ensure that carers and social workers of Looked After Children are kept fully informed of their child’s progress and attainment.
* To ensure that pupils are involved, where practicable, in decisions affecting their future provision.
* To ensure that Looked After Children take as full a part as possible in all school activities.

The Governing Body of John Spendluffe Technology College are committed to ensuring that these children are supported as fully as possible and will ensure that the following are in place and are working effectively:

* LAC are appointed a Designated Teacher as a central point of contact within the school to undertake the recommendations set down in the statutory guidance entitled: “The designated teacher for Looked after and previously looked after children” Statutory guidelines on their roles and responsibilities Feb 2018.
* The Designated Teacher is allocated a Senior Team Lead to oversee their role.
* Personal Education Plans are completed for all LAC.
* All staff have a clear understanding of confidentiality and issues that affect LAC. (Confidentiality Policy).
* Effective strategies that support the education of this vulnerable group.

**Responsibility of the Head Teacher/Senior Lead for LAC – Mr R Thornalley**

* Identify a Designated Teacher for LAC, whose role is set out below. Cover arrangements will need to be in place should the Designated Teacher not be available to undertake these legal duties.
* Ensure that procedures are in place to monitor and track the admissions progress, attendance, exclusions and attainment of LAC and that appropriate action is taken where outcomes fall below expectations.
* Ensure that all staff including the Governing Body receive relevant training and are aware of their responsibilities under this policy and related policies.
* Performance and progress of all LAC is presented to the Governing Body as a standing agenda item each academic year.
* Regular reviews meetings with the Designated Teacher to update progress of all LAC and PEPs to support further planning.

**Responsibility of the Governing Body**

**Name of Nominated Governor: Miss R Hickson**

The Governing Body will:

* Identify a Nominated Governor for LAC who links with the Senior Lead for LAC and Designated Teacher.
* Ensure that all Governors are aware of the legal requirements and guidance on the education of LAC and complete any necessary training.
* Ensure that the school has an overview of the needs of all its LAC regardless of the originating authority.
* With the Head Teacher/ Senior Lead for LAC, ensure that the Designated Teacher is enabled to carry out her/his responsibilities in relation to LAC.
* Allocate resources to meet the needs of LAC.
* Ensure staff receive appropriate training to fully undertake their roles with relation to LAC, allocating resources and time.
* Review annually the effective implementation of the school policy for LAC.

**Role and Responsibility of the Designated Teacher**

**Name of Designated Teacher: Steve Chambers**

The Designated Teacher will:

* Ensure a smooth and welcome induction for the child and carer. Note will be made of any specific requirements, including care status.
* Provide support and sanctuary to help settle a looked after child into the school, and at other times; ensure a looked after child feels safe, knows who to trust and who to go to if they feel the need for support.
* Ensure that a Personal Education Plan (PEP) 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, which take place within 28 days of becoming looked after, 3 months after the first review and then at least, every 6 months.
* Keep PEPs and other records up to date, particularly in time to inform review meetings;
* Ensure that the status of LAC is identified on Bromcom to track academic and other progress and target support appropriately.
* Ensure staff receive relevant information and training and act as an advisor to staff and governors, raising awareness of the achievements as well as the needs of LAC.
* Seek and attend relevant update training opportunities and share information for further staff development.
* Ensure confidentiality for individual children and only share personal information on a need-to-know basis.
* Ensure that personal information is handled carefully and sensitively and that the child’s wishes and preferences are taken into account
* Ensure that the child and carer(s) receive early notification of meetings, parents’ evenings and other events and that communication remains regular and positive.
* Encourage LAC 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.
* Plan, use and apply for additional pupil premium funding from the relevant LAC county responsible.
* Measure outcomes from resources bought with Pupil Premium money and feedback to SLT, Governors and LAC authorities.

**Roles and Responsibilities of all Staff**

* Ensure that any child is supported sensitively and that confidentiality is maintained;
* 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.
* As with all children, ensure that no child is stigmatised in any way.
* Provide a supportive environment to enable a child to achieve stability within the school setting.
* Have high aspirations for the educational and personal achievement of LAC.
* Positively promote the self-esteem of all LAC.

**Admission to School**

Looked After Children are very high on our admission criteria and we expect them to have a planned admission to our School. We will seek to admit these children after meeting the social worker, carer and other relevant professionals, to identify needs, support mechanisms and support the child to prepare to enter the school.

**Allocation of Resources**

The Governing Body will ensure that the school allocates resources to support appropriate provision for LAC, meeting the objectives set out in this policy.

**Confidentiality**

Information on LAC will be shared with School staff on a “need to know basis.” The Designated

Teacher will discuss what information is shared with which staff at the PEP meeting or initial

meeting with the social worker and carer. Once this has been agreed with the social worker, carer,

young person, and other parties, complete confidentiality is to be maintained.

**Training**

The Head Teacher and Designated Teacher will be responsible for ensuring all staff are briefed on

the regulations and practice outlined in this policy.

**Policy Documents**

The following policy document was presented to the Governing Body of John Spendluffe Technology College and approved and adopted by them on the date stated.

Policy: Looked After Children Policy

Policy Agreed: September 2023

Head Teacher: Mr S Curtis

Date: