

Orchard Community Primary School



Looked After Children and Previously Looked After Children Policy

This policy was approved by the Governing Body of Orchard Primary School at their meeting on.....

Signed..... Chair of Governors

Version	Date	Author	Reason for Change
0.1	9/2019	FS	New Policy

Review Frequency	Next Review Date
Every 3 years	9/2022

This policy sets out the school's approach to Looked After Children and Previously Looked After Children as part of its commitment to encourage and support all pupils to reach their full potential.

1. Introduction Statement of intent

Educational achievement and subsequent life chances for looked after children (LAC) and Previously LAC (PLAC) are of real concern. Pupils who are looked after require special treatment and additional attention in order to improve their situation.

Orchard Primary School endeavours to provide positive experiences and offer stability, safety, and individual care and attention for all our pupils. With this in mind, we aim to:

- encourage pupils to reach their potential and to make good progress in relation to their professional, social and emotional development
- ensure that pupils enjoy high quality teaching and a curriculum which meets their needs and the requirements of legislation
- plan appropriate support for LAC realistically and use the school's resources efficiently in order to ensure the school meets their needs
- promote a positive culture in all aspects of school life
- help pupils develop their cultural, moral and social understanding.

2. Aims

This policy aims to set out how the school will meet the needs of LAC and PLAC to meet its statutory and educational responsibilities.

3. Purpose

3.1. This policy has due regard to legislation and statutory guidance, including, but not limited to the following:

- Children Act 1989 & 2004
- The Care Planning, Placement and Case Review (England) Regulations 2010
- Children (Leaving Care) Act 2000
- Children and Young Persons Act 2008
- Children and Families Act 2014
- Children and Social Work Act 2017
- DfE (2018) 'Promoting the education of looked-after children and previously looked after children'
- DfE (2017) 'Exclusions from maintained schools, academies and pupil referral units in England'

3.2. This policy operates in conjunction with the following policies and documents:

- Child Protection and Safeguarding Policy
- Admissions Policy
- Behaviour Policy
- Home School Agreement
- Anti-Bullying Policy
- Single Equalities Policy

4. Definitions

Term	Meaning
DSL	Designated Safeguarding Lead
DTLAC	Designated Teacher Looked After Children

EHC	Education, health and care plan
IRO	Independent Reviewing Officer
Looked after Children (LAC)	children or young people who are the subject of a Care Order or Interim Care Order under the Children Act 1989 children who are placed in foster care, children’s residential homes, with relatives or friends, in semi-independent or supported independent accommodation children subject to a Care or Interim Care Order whilst placed with a parent, as the LA has parental responsibility children who are not subject to an order, but are accommodated by the local authority under an agreement with their parents.
Previously Looked After Children (PLAC)	children no longer looked after by a local authority in England and Wales because they are the subject of an adoption, special guardianship or child arrangements order children who were adopted outside England and Wales from ‘state care’ (care that is provided by a public authority, religious or other organisation).
PEP	Personal education plan
SEND	Special educational needs
SENDCo	Special educational needs and disability co-ordinator
VSH	Virtual School Head

5. Roles and responsibilities

5.1. The Headteacher is responsible for:

- appointing the designated teacher for LAC and PLAC.
- allowing the designated teacher the time and facilities to succeed in carrying out their duties
- overseeing this policy and monitoring its implementation
- ensuring all members of staff are aware that supporting LAC and PLAC is a key priority.
- actively challenging negative stereotypes of LAC and PLAC.

5.2. The designated teacher for LAC and PLAC is responsible for:

- reporting the following to SLT on a termly basis:
 - the number of LAC and PLAC in the school
 - an analysis of assessment scores as a cohort and individual, compared to other pupil groups
 - the attendance of LAC and PLAC, compared to other pupil groups
 - the level of fixed term and permanent exclusions, compared to other pupil groups
- building relationships with health, education and social care partners and other partners so that they and the Virtual School Head (VSH) understand the support available to LAC and PLAC
- liaising with the DSL to ensure details from the termly report are presented for the school’s annual audit
- promoting the educational achievement of LAC and PLAC at the school
- acting as the main contact for social services and the education department
- promoting a culture of high expectations and aspirations
- ensuring LAC are involved in setting their own targets
- advising staff on teaching strategies for LAC
- ensuring that LAC are prioritised for one-to-one tuition and support

- leading on how the child's PEP is developed and used in school to ensure the child's progress towards targets is monitored
- liaising with the SENDCo to ensure all needs are met
- working with the child's VSH and social worker to develop and implement their PEP
- working with the Principal to submit an annual report to the governing board, which details the progress of all LAC and PLAC.

5.3 The SENDCo and DSL are responsible for:

- ensuring they are involved in reviewing PEP and care plans for LAC and PLAC.
- liaising with the class teacher, designated teacher, specialists and parents when considering interventions to support the progress of PLAC.

5.4 Staff are responsible for:

- being aware of LAC and PLAC in their classes and providing them with support and encouragement
- preserving confidentiality, where appropriate, and showing sensitivity and understanding
- being vigilant for any signs of bullying towards LAC and PLAC
- promoting the self-esteem of LAC and PLAC.

5.5 The Head of Safeguarding is responsible for:

- ensuring the school has a coherent policy for LAC and PLAC
- reviewing the school's policies and procedures in conjunction with legislation and statutory guidance
- ensuring the designated teacher for LAC and PLAC has received the appropriate training
- ensuring that the DSL and designated teacher have scheduled meetings at least termly
- ensuring LAC and PLAC have equal access to all areas of the curriculum and that reasonable adjustments are made, if necessary
- receiving reports produced by the designated teacher to evaluate the progress of LAC in the school and to inform Ark Schools Management team.

5.6 The Virtual School Head is responsible for:

- monitoring the attendance and educational progress of the children their authority looks after.
- ensuring that arrangements are in place to improve the education and outcomes of the authority's LAC, including those placed out-of-authority.
- building relationships with health, education and social care partners, as well as other partners, so they and the designated teachers understand the support available to LAC and PLAC children.
- working with the school to ensure all LAC in attendance are fully supported in reaching their full potential.
- acting as the educational advocate for LAC.
- acting as a source of advice and information to help parents of PLAC as effectively as possible.
- ensuring there are effective systems in place to:
 - maintain an up-to-date roll of the LAC who are in school settings, and gather information about their educational placement, attendance and progress
 - inform the Principal and designated teacher if they have a pupil on roll who is looked after by the LA
 - ensure social workers, schools, designated teachers, careers and IROs understand their role and responsibilities regarding a pupil's PEP
 - ensure that up-to-date and effective PEPs that focus on educational outcomes are maintained for all LAC
 - avoid delays in providing suitable educational provision
 - ensure the education achievement of LAC is seen as a priority by everyone who has responsibilities for promoting their welfare
 - report regularly on the attainment, progress and school attendance of LAC through the authority's corporate parenting structures.

6. Admission and induction arrangements

6.1. Looked after children are a priority for admission and will be admitted in line with the school's admissions policy which prioritises LAC and PLAC children in the oversubscription criteria.

6.2. On admission, the child will meet with the designated teacher and their named member of staff. Staff will discuss any relevant issues, academic or pastoral, and ensure the child is made to feel comfortable in our school.

6.3. Records will be requested from the child's previous school and as soon as practicable after they are received a meeting will be held with the carer / parent, social worker, and other relevant professionals, and child as appropriate. This will provide information to inform the child's new Personal Education Plan, and ensure that communication systems are established early.

6.4. In the first PEP meeting, the designated teacher will seek clarification from the social worker as to who requires school reports and who may give permission for school trips or other such activities.

At this meeting, any means of communication to aid the fluid exchange of information between statutory meetings will be discussed and agreed (such as a home/school book to detail any sudden significant changes in a child's circumstances).

7. Personal Education Plans

7.1. All LAC must have a care plan; PEPs are an integral part of this care plan.

7.2. The PEP is an evolving record of what needs to happen for a pupil to enable them to make the expected progress and fulfil their progress.

7.3. The PEP will reflect the importance of a personalised approach to learning which meets the identified educational needs of the child.

7.4. The school will work with other professionals and the child's carers to use the PEP to support the child's educational needs, raise the child's aspirations and improve their life chances.

7.5. All relevant bodies, such as the LA, the designated teacher and carers, will involve the child in the PEP process at all stages.

7.6. The PEP will address the pupil's full range of education and development needs, including:

- Access to nursery provision that is appropriate to the child's age.
- On-going catch-up support, which will be made available for children who have fallen behind with work.
 - Suitable education provided by the LA, where the child is not in school because of suspension or exclusion.
- Transitional support where needed, such as if a child is moving to a new school.
- School attendance and behavior support, where appropriate.
- Support to help the child meet their aspirations, which includes:
- Support to achieve expected levels of progress for the relevant national key stage and to complete an appropriate range of approved qualifications.
- Careers advice, guidance and financial information about FE, training and employment, that focusses on the child's strengths, capabilities and the outcomes they want to achieve.
- Out-of-school hours learning activities, study support and leisure interests.

8. Working with agencies and the VSH

- 8.1. The school will ensure that copies of all relevant reports are forwarded to the LAC's social workers, in addition to carers or residential social workers.
- 8.2. The school will coordinate review meetings.
- 8.3. The school will work with other agencies to exchange information such as changes in circumstances, exclusions or attendance issues.
- 8.4. Behaviour management strategies will be agreed between the VSH and the school, to ensure challenging behaviour is managed in the most effective way for that individual child.
- 8.5. The designated teacher for LAC and PLAC will communicate with the VSH and child's social worker to facilitate the completion of the PEP.
- 8.6. Through the designated teacher, the school will work with the VSH, social worker and other relevant agencies to monitor any arrangements in place so that actions and activities recorded in the child's PEP are implemented without delay.
- 8.7. The designated teacher will communicate with the VSH and agree on how pupil premium plus (PP+) can be used effectively to accommodate the child's educational attainment and progress.
- 8.8. Pupil premium plus for PLAC will be allocated directly to, and managed by, the school.
- 8.9. The school will work with the VSH to manage allocation of PP+ for the benefit of our cohort of LAC, or PLAC, and according to their needs.
- 8.10. If deemed necessary, the school will allocate an amount of funding to an individual to support their needs.
- 8.11. The designated teacher will ensure consistent and strong communication with the VSH regarding LAC who are absent without authorisation.
- 8.12. The school will share its expertise on what works in supporting the education of LAC and PLAC.

9. Training

9.1. The designated teacher and other school staff involved in the education of LAC and PLAC have receive appropriate training, this includes information about the following areas: school admissions arrangements; SEND; attendance; safeguarding; exclusions; managing and challenging behavior; homework; promoting positive educational and recreational activities, supporting pupils to be aspirational for their future education, training and employment.

10. Exclusions

- 10.1. The school will take experience of LAC and PLAC into account when implementing the school's Behaviour Policy.
- 10.2. The school has regard to the DfE's statutory guidance 'Exclusions from maintained schools, academies and pupil referral units in England' and, as far as possible, avoids excluding any LAC.
- 10.3. Where the school has concerns about a child's behavior, the VSH will be informed at the earliest opportunity.
- 10.4. Exclusion will only be considered as a last resort; where exclusion is considered, the school will work with the VSH, and others, to consider what additional support can be provided to prevent exclusion, and any additional arrangements that can be made to support the pupil's education in the event of exclusion.

10.5. The school will inform parents/carers that they can seek the advice of the VSH on strategies to support their child to avoid exclusion.

11. Pupil mental health

11.1. LAC and PLAC are more likely to experience the challenge of social, emotional and mental health issues, which can impact their behavior and education. Designated teachers will have awareness, training and skills regarding a child's needs and how to support them in relation to behavior management and mental health.

11.2. The designated teacher will work with VSH to ensure the school is able to identify signs of potential mental health issues, understand the impact issues can have on LAC and PLAC, and know how to access further assessment and support, where necessary.

12. Pupils with SEND

12.1 Support for LAC with SEND, who do not need an EHC plan, will be covered as part of the child's PEP and care plan reviews.

12.2 The SENCo, class teacher, designated teacher and specialists will involve parents/carers/social workers as appropriate when considering interventions to support the LAC's/ PLAC's progress.

12.3 If appropriate, the VSH will be invited to comment on proposed SEND provision for PLAC.

13. School trips and special activities

13.1. Given the delays that LAC experience in getting parental consent for school trips and activities, we will aim to ensure that LAC enjoy the same extra-curricular opportunities as other children by reserving placements for them on trips or on activities.

13.2. Support for LAC with SEND, who do not need an EHC plan, will be covered as part of the child's PEP and care plan reviews.

13.3. Support will be sought from social workers for LAC where appropriate.

14. Information sharing

14.1. Appropriate and specific arrangements for sharing reliable data are in place to ensure that the education needs of LAC and PLAC are understood and met.

14.2. The arrangements set out:

- who has access to what information and how the security of data will be ensured
- how pupils and parents are informed of, and allowed to challenge, information that is kept about them
- how carers contribute to and receive information
- mechanisms for sharing information between the school and relevant local authority departments
- how relevant information about individual pupils is shared between authorities, departments and the school when pupils move.