



# **Lingfield Education Trust**

## **Looked-After Children (LAC) Policy**

<b>Policy Version Control</b>	
Policy type	Academy Trust
Policy prepared by (name and designation)	Nick Blackburn CEO
Last review date	30 <sup>th</sup> January 2018
Description of changes	Inclusion of previously looked after children  Board of Trustees responsibilities  Updated information for school governors with responsibilities for LAC
Date of Board of Directors approval	16 <sup>th</sup> January 2019
Date released	16 <sup>th</sup> January 2019
Next review date	Spring 2020

## 1. Objectives

To promote the educational achievement and emotional and social welfare of looked-after children at each school within Lingfield Education Trust.

## 2. Definition of Looked After and Previously Looked After Children

- A **looked-after child** is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see section 22 (1) of the Children Act 1989):
- An **adoption order** is an order under section 46 of the Adoption and Children Act 2002.
- A **child arrangement order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.
- A **special guardianship order** is an order appointing one or more individuals to be a child's social guardian or guardians

## 3. Rationale

These individuals may have experienced neglect or abuse and in all cases will have experienced anxiety associated with separation and loss of attachment. It is therefore essential that children who are looked-after are identified as a vulnerable group with regular monitoring of academic progress, attendance, well-being and behaviour.

## 4. The Designated Teacher

Each school will identify a named Designated Teacher responsible for Looked-After Children. This person will be a member of the Leadership Team. The designated staff responsible for LAC are identified in **Appendix 1**.

## 5. The Role of the Designated Teacher

To ensure that all staff, both teaching and non-teaching are aware of the difficulties and educational disadvantage faced by LAC;

- To develop systems of support to overcome the difficulties and educational disadvantage faced by LAC;
- To monitor the progress of all LAC;
- To intervene if there is evidence of individual underachievement;
- To develop and monitor systems for liaising with carers, social services departments;
- To prepare an annual report for the School's Local Governing Body to include:

- the number of Looked-After Children on roll and the confirmation that they have a Personal Education Plan – PEP;
  - their attendance compared to other students/pupils;
  - their attainment compared to other students/pupils;
  - the number, if any, of fixed-term and permanent exclusions;
  - the destinations of pupils who leave the school.
- To ensure that all LAC have an appropriate PEP that is completed within 20 days of joining the school or of entering care and ensure that the young person contributes to the plan;
  - To arrange and contribute to PEP Review meetings;
  - To keep PEPs and other records up to date and review PEPs at transfer and at six monthly intervals;
  - To monitor the targets set out in the PEP;
  - To enable the child to make a contribution to the educational aspects of their Care Plan;

### **Liaison**

- To liaise with the member of staff responsible for monitoring children on the Child Protection Register;
- To co-ordinate education and social services review meetings, so that any PEPs can inform the child's Care Plan;
- To attend, arrange for someone else to attend, or to contribute in other ways to social services care planning meetings;
- To be the named contact for colleagues in the school and in outside agencies;
- To report on the progress of all looked-after children when requested by relevant outside agencies;

### **Training**

- To develop knowledge of LAC procedures by attending training events;
- To cascade training to school staff as appropriate.

## **6. Board of Trustees**

The Board of Trustees has responsibility for:

- Overseeing LAC matters across the trust's schools, including fulfilment of all statutory requirements
- Monitoring the appropriate implementation of this policy across the Trust.

## **7. Named Local Governing Body representative**

Each school's Local Governing Body will identify an individual who will be the named member with responsibility for Looked-After Children. See Appendix 2 for the current list of Governors at each school.

## **8. Role of the named Local Governing Body representative**

The named Local Governing Body representative should be satisfied that the school's policies and procedures ensure that Looked-After Children have equal access to:

- The National Curriculum
- Public examinations
- Extra-Curricular Activities
- Additional Education Support

## **9. Information sharing**

It is important that all teaching staff that are in contact with individual LAC are aware that the young person is being looked after by the Local Authority. They should know who the Designated Teacher is and liaise with that individual regarding the young person's well-being. It is appropriate for a teaching assistant to have knowledge that the young person is being looked-after only when directly involved in the teaching of the young person.

## **10. Admission Arrangements**

On admission, records will be requested from the pupil's previous school/carers/parent/Social Worker as appropriate to complete base line information to inform the pupil's PEP and clarify contact arrangements. A meeting will be held with the carer and pupil.

## **11. Involving the Young Person**

It is important that a young person is aware that information is being recorded regarding their personal circumstances. The school, carer and Social Worker work together to promote the young person's education. It is important to establish the young person's view of the changed circumstances and what they want others to know. It is important to ensure that the young person is prepared for situations when they may be asked about home.

**Review Date:** Spring 2020

## **Appendix 1**

### **Designated Teachers for Looked-After Children**

<b>School</b>	<b>Teacher</b>
Corporation Road	Pam Sayer
Heathfield	Sue Wilson
Hemlington Hall	Kathryn Geaves
Hurworth	Alison Maddison
Mount Pleasant	Jo Blackham
Northwood	Paul Sanderson

## **Appendix 2**

### **Designated Governors with responsibility for Looked-After Children**

<b>School</b>	<b>Governor</b>
Corporation Road	John Steel
Heathfield	Nicky Lupton
Hemlington Hall	Dave Elliott
Hurworth	Kirsty Walker
Mount Pleasant	Sandra Robb
Northwood	Nichola McCaw