



## The South West Durham Learning Federation

### Looked After Children Policy

#### General Policy Statement

At The South West Durham Learning Federation we strive to provide a safe, secure and caring environment where everyone is valued and respected equally. We aim to provide an inclusive education where children develop independent learning skills and are taught according to need whatever their age, gender, background, beliefs or abilities.

National legislation regarding disabilities, special education needs, equality, race relations and related aspects underpin this policy which also reflects other national, local and in-house policies and guidance.

#### The Education of Children looked after by the Local Authority (LA)

The South West Durham Learning Federation aims to maximise opportunity for every pupil to succeed. Children and young people who are looked after by local authorities are one of the groups most likely to underachieve nationally. We are committed to supporting looked after pupils to achieve their full potential alongside other pupils, to enjoy their learning and to experience success in school.

#### Aims

- To work together with the Local Authority, Children With A Disability Team, Carers, Medical and Nursing Services, Therapy Services and all other stakeholders in an effective partnership to ensure that the individual needs of the children are met.
- To contribute to the provision of a successful and integrated service for children who are looked after by the LA.
- To ensure that children who are looked after have equality of opportunity in school, enabling them to access, experience and benefit from education alongside peers and respecting their right of anonymity if this is their wish.
- To comply with the LA guidelines on the education and care of looked after children and young people.

#### To ensure these aims are achieved The South West Durham Learning Federation will:

- Identify a designated teacher to co-ordinate the education of looked after children, to ensure that staff in the school are aware of any looked after children and understand individual circumstances including parental rights and access.
- Liaise effectively with other agencies involved with the child and ensure school is represented at review meetings.
- Work in partnership with carers, parents and others with parental responsibility to ensure that looked after children receive their full entitlements including provision and access to school news and information.
- Ensure that all records are kept and maintained appropriately.
- Provide information to the Governing Body and LA about the progress and outcomes of looked after pupils on the school roll.

- Secure training for the designated teacher or others appropriate to ensure that the school can meet the needs of looked after children.
- Ensure that pupil premium for each Looked After Child is used to support educational progress and achievement.

### **Roles and responsibilities in school:**

#### **The Governing Body**

Governors will fulfil their responsibilities to looked after children through:

- Ensuring that this policy is implemented.
- Nominating a governor to maintain interest in the well-being of looked after children.
- Ensuring that the Governing Body takes up suitable training opportunities.
- Monitoring appropriate training for school staff.

#### **The Head of School**

The Head of School has day to day responsibility for the management and organisation of the school and is the first point of contact for any matters relating to the pupils.

The Head of School will fulfil responsibility to looked after children through:

- Ensuring that this policy is approved by the Governing Body and that it is reviewed on a regular basis.
- Ensuring that any practical guidelines needed to ensure the well-being of any particular child are identified.
- Nominating a teacher to take pastoral responsibility and ensure the well-being and education of looked after children.
- Monitoring and informing of the legal position with regard to parental access, provision of schools reports.
- Promoting the role of key workers and carers.
- Ensuring sensitivity relating to the child's past experiences.
- Managing any other relevant information.

The Head of School should report periodically to the Governing Body on:

- The admission of any looked after children.
- Progress and achievement of looked after children.
- Significant issues, events or incidents involving looked after children.
- The level of attendance in relation to school averages.

The Head of School should ensure appropriate training opportunities are taken up and promote and maintain good working relationships with other key personnel on other agencies.

#### **The Designated Teacher**

The Designated Teacher will fulfil their responsibility to the looked after child through:

- Liaising with the Head of School, carers and other agency workers as requested to ensure a coherent approach across services.
- Being aware of the care plan for each child.
- Contributing to the development and maintenance of a personal education plan in partnership with other relevant professionals.
- Knowing who has parental responsibility for the child.
- Knowing who the primary carers are.

- Ensuring that information is provided for those who are entitled to receive it.
- Working sensitively with information to ensure that looked after children are not exposed to inappropriate or intrusive attention from staff or pupils.
- Establishing good relationships and lines of communication with key workers and carers.
- Contributing to or attending meetings as requested.
- Maintaining an overview of the experiences and education of the child.
- Participating in appropriate training to develop the skills and knowledge needed to support the looked after child.
- Allocation of Pupil Premium to support educational progress and achievement.

Evergreen Head of School – Ms Judith Benson  
The Oaks Head of School – Mr Martyn Tweddle  
Evergreen - Designated Teacher – Mrs Katy Bennett  
The Oaks – Designated Teacher – Mrs Kayleigh Myers  
Link Governor – Ms Fiona Wood

Policy reviewed by Children’s Committee.

Signed..... Mr Patel (Chair)

Date .....28<sup>th</sup> June 2017.....

Due for review in Summer 2018