



**ROMAN ROAD PRIMARY
SCHOOL POLICY FOR
CHILDREN LOOKED
AFTER
2016
Review May 2019**

INTRODUCTION

This policy incorporates requirements set out in the statutory guidance on the duty on local authorities to promote the educational achievement of looked after children under section 52 of the Children Act 2004, the Role and Responsibilities of the Designated Teacher – Statutory Guidance for School Governors (2009) and the Children and families Act 2014.

Background

Since the mid-Seventies there has been growing concern about the education of children in care and greater attention paid to the important part that successful schooling could play in helping children escape from social disadvantage. In 1995 a joint report by the Social Services Inspectorate and Ofsted stated that the care and education systems were failing to promote the educational achievement of children in care and drew attention to:

- Poor exam success rates in comparison with the general population
- A high level of disruption and change in school placements
- Lack of involvement in extracurricular activities
- Inconsistent or no attention paid to homework
- Underachievement in further and higher education

It is, therefore, essential that schools promote the achievement of such vulnerable children, who may also face additional barriers because of their race, ethnicity, religion and beliefs, sexual orientation or because they are disabled. All schools should have a policy for Looked After Children that is subject to review and approval by the Governing Body. The policy should set out not only the ethos of the school in its approach to meeting the needs of children looked after by a local authority but also the procedures that will ensure participation in high quality learning and progress.

Terminology

The Children Act (1989) introduced changes in terminology. The term 'in care' now refers solely to children who are subject to Care Orders. Children who are cared for on a voluntary basis are 'accommodated' by the local authority. Both these groups are said to be 'looked after children' (LAC) or children in care or 'children looked after' (CLA) by the local authority.

It is important not to confuse a young person's legal status with their living arrangements. For example, a child on a Care Order can be living with:

- Foster carers
- In a children's home
- In a residential school
- With relatives, or
- Even with parents – under supervision of Children's Services

Similarly, an 'accommodated' child can be living:

- In foster care
- In a children's home, or
- In a residential school

It is also important to remember that while Parental Responsibility (PR), for the young person normally lies with the Local Authority and/or the parents, responsibility for day to day decisions is often delegated to the foster carers or staff at the residential home. It is

therefore important to ascertain who holds PR and what if any authority has been delegated to carers as soon as possible. Each case will be different as to who will have responsibility and who will need to be kept informed.

The Objective:

To promote the educational achievement and welfare of looked after children on the roll of Roman Road Primary school

Work alongside social workers to ensure that each looked after child has a current Personal Education Plan in place.

Provide a climate of acceptance and challenge negative stereotypes.

Ensure all children who are looked after have the same opportunities to participate fully in the National Curriculum, careers guidance, extra-curricular activities, work experience, and enjoy the school experience fully in line with corporate parenting principles.

Ensure discretion when addressing a child's care status and ensure there is sensitivity to the background of children who are looked after, especially surrounding work on family.

Ensure the designated teacher is provided with regular training, and that they cascade this training to school staff as appropriate.

Seek to review all school policies regularly in the light of the LEA's Social Inclusion guidance, Special Educational Needs Legislation, and joint Department for Education and Skills / Department of Health guidance on The Education of Children in Public Care.

Ensure that a clear protocol for sharing of information will be followed both within school and with outside agencies.

Endeavour to support all looked after children educated in this school to achieve to their fullest possible academic potential.

The Designated Teacher for Looked After Children for Roman Road School:

Mrs Beverley Mattis

The Role of the Designated Teacher for Looked After Children

Within School Systems:

- To ensure that the educational achievement of each child looked after on roll is monitored, tracked and promoted and where relevant, accelerated;
- To advise on most effective use of the Pupil Premium during the Personal Education Planning meeting.
- To ensure that the Pupil Premium funding and additional budget share funding where relevant is used to support the learning objectives for the student and to be accountable for how it is spent with outcome evidenced.
- To ensure that all staff, both teaching and non-teaching, are aware of the difficulties and educational disadvantage faced by children and young people 'in care' and understand the need for positive systems of support to overcome them.
- To inform relevant members of school staff of the general educational needs of children who are in care, and to promote the involvement of these children in school homework clubs, extra-curricular activities, home reading schemes, school councils, etc.;
- To act as an advocate for children and young people in care;
- To develop and monitor systems for liaising with carers and colleagues in Virtual School and Social Care and birth parents where appropriate
- To hold a supervisory brief for all children in care, e.g. to ensure all relevant education and care information is available to school staff where relevant and carer(s), and that this information is kept up to date, used on a need to know basis to help the student overcome obstacles to learning and progress;

- To track and support the educational progress of all children who are looked after in order to inform the school's development plan;
- To intervene if there is evidence of individual underachievement by use of the Pupil Premium funding to accelerate progress,
- To intervene if there is evidence of absence from school or internal truancy;
- To inform the planning and where relevant, transition for children looked after
- To ensure that the educational targets within the Personal Education Plan are implemented fully, reviewed regularly and that all relevant school staff are aware of them.
- To report to the Governing Body at least on an annual basis on the outcomes for looked after children
- To have completed the Newham Designated Teachers' training and to attend other training as appropriate
- To support the Quality Assurance Process for PEPs and for schools on the implementation of the role and responsibility of the Designated Teacher working with looked after children

Work with Individual Looked After Children

- To discuss with individual children, with the social worker and educational advisor and a carer, to arrive at a statement about their care arrangements and circumstances that they would be happy to share with staff and/or pupils;
- To enable the child to make a contribution to the educational aspects of their Care Plan;
- To ensure that the Pupil consultation section of the Personal Education Plan is completed for each child and is the result of a one to one meeting so that the views of the student are faithfully represented in the PEP;
- To ensure that a Home-School Agreement is drawn up with the primary carer and signed by the Social Worker;
- To supervise the smooth induction of a new looked after child into the school.
- To develop in-school strategies to track, promote and accelerate the achievement of looked after children and close the gap between them and their peers.
- To fully support additional learning opportunities that may be available from the Virtual School and partner agencies

Liaison:

- To develop good communication with Newham Virtual School and Social Care staff so that the Personal Education Plan is supported by the child's Care Plan;
- To attend, arrange for someone else to attend, or to contribute in other ways to PEP meetings, care planning meetings and statutory reviews;
- To be named contact for colleagues in Newham Virtual School and Children's Social Care;
- To ensure the speedy transfer of information between schools, agencies and individuals, and report on the progress and attendance of all children in care on the school role to the Virtual School as requested

Training:

- To cascade training to school staff as appropriate.
- To attend Newham Designated Teachers training and participate in the DT Forum to share good practice.
- To develop knowledge of procedures by attending training events organised by the Children's Social Care, the Virtual School or local Designated Teachers groups,
- To keep informed of any updated guidance from the Newham Virtual School, DfE or other research or policy.

Governor

The name Governor with special responsibility for Looked After Children in Roman Road School:

Sharon Blackwood

The role of that governor

The named governor will report to the Governing Body on an annual basis using the report from the Designated Teacher as source information:

- The number of looked after pupils in the school;
- A comparison of test scores as a discrete group, compared with those of other pupils;
- The attendance of pupils as a discrete group, compared to other pupils;
- The level of fixed term/permanent exclusions; and
- Pupil destinations after leaving the school

This report should be forwarded to (Newham) or other Virtual School.

The named governor should be satisfied that the school's policies and procedures ensure that looked-after pupils have equal access to:

- The curriculum;
- Public examinations;
- Additional interventions to support educational progress e.g. One to One tuition
- Careers guidance;
- Extra-curricular activities;
- Work experience; and
- The most effective use of the Pupil Premium to raise attainment

The named Governor is encouraged to support with the implementation of the role and responsibility of the Designated Teacher working with looked after children to ensure and confirm the schools' best practice.

The named Governor will be expected to have completed training on working with looked after children in school.

The Head teacher will:

Appoint the designated teacher

Ensure that the designated teacher has received appropriate training

Oversee the development of the policy on looked after children

Be responsible for all systems to support looked after children.

Report to the governing body on an annual basis on the following:

The number of looked after pupils in the school

An analysis of test scores as a discrete group, compared to other pupils

The attendance of pupils, compared to other pupils

The level of fixed term and permanent exclusions, compared to other pupils

The number of complaints
Ensure that the Pupil Premium funding and additional budget share funding where relevant is used to support the learning objectives for the student and to be accountable for how it is spent with outcome evidenced.

Whole School Responsibility

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 Head Teacher and/or the Designated Teacher for Looked After Children.

It is appropriate for a classroom support assistant to have knowledge that the young person is in care only 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 Head teacher or the Designated Teacher.

Admission Arrangements

Looked after children are a priority for admission and, as such, we will follow the LA's published admission criteria.

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

In the first PEP meeting, we will seek clarification from the social worker as to who requires school reports and who may give permission for school visits or other such activities. (Always involving someone with parental responsibility) 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).

Subsequent PEP meeting will take place at 3 months, 6 months and thereafter every 6 months, unless. This will provide information to inform the Personal Education Plan. An appropriate school induction will take place.

Involve 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, the Advisory Teacher and their carer(s) are working together to promote their education.

It is important that the young person is supported to complete the Pupil Consultation section of the Personal Education Plan to inform the PEP and Care Plan review meetings

It is important to establish the child's view of their changed circumstances and what they want others to know. It is also important to ensure that a Social Worker/teacher/carer prepares the child when they may be asked about home situation, by other pupils in the playground for instance.

Communication with Other Agencies

Roman Road Schools will ensure that a copy of all reports (e.g. End of year reports) are forwarded to the young person's Social Worker in addition to the foster carer or Residential Social Worker and if appropriate parent/s and the Virtual School.

Schools and education and social work colleagues within Children's Social Care should endeavour to co-ordinate their review meetings, e.g. to have an Annual or a Statement Review and a Personal Education Plan meeting or review where at all possible.

It is important to exchange information between formal reviews if there are significant changes in the young person's circumstances, e.g. if school is considering an change of course, there is a change of care placement or there are significant issues that will affect educational provision eg; behaviour or attendance.

Assessment, Monitoring and Review Procedures

Each pupil in care will have a Care Plan that will include a Personal Education Plan (PEP) that is developed jointly by the Social Worker, the Advisory Teacher and Designated Teacher. This will identify specific areas of focus and include targets and associated action to improve the student performance or educational achievement. Areas for consideration will include:

- Achievement Record (academic or otherwise);
- Development needs (short and long term development of skills, knowledge or subject areas and experiences); and
- Long term plans and aspirations (targets including progress, career plans and aspirations).
- Educational Data so that progress may be easily tracked between Key Stages
- Extended learning opportunities;
- Involvement in Out of School Hours Activities;
- Special needs (if any);
- Attendance;
- Behaviour;

The PEP will be updated and reviewed three times a year or at the point of any major change and will contribute to the Statutory Reviewing process carried out by the Independent Reviewing Officer. The Designated Teacher is accountable for the implementation and review of the educational action to meet the targets within the Plan.

The named governor will report annually to the Governing Body on the progress of all children looked after against the key indicators outlined above.

Future Transitions

The designated teacher will work with children at transition times, such as class changes at the beginning of the new academic year and school changes.

This will reduce anxiety, stress and insecurity for the child by providing them with opportunities for additional visits to the new classroom and to meet the new teacher and key worker.

Where possible the key worker should follow the child into the new classroom and remain with them throughout the transition.

Where children leave Roman Road School and move to another school a number of timely visits will be arranged with the key worker to help reduce anxiety and stress to the young person. These visits will provide opportunities for the new school to get to know the child and to transfer information.

Complaints

If a young person, parent or social worker wishes to complain about the provision or policy, they should in the first instance raise it with the designated teacher, who will try to resolve the situation.

If the issue cannot be resolved within 10 days, the young person, carer or social worker can submit a formal complaint in writing to the Head teacher. The Head teacher will investigate the complaint and respond within 10 working days.

Any issue that remains unresolved at this stage should be addressed through a meeting in order to assess the impact of any such complaint upon the young person's education. This meeting may include the named Governor and any other outside agency that both parties deem necessary to attend. This meeting should normally be held within 10 working days of the Head teacher's response.

*Education Law defines who is a parent very widely. It includes anyone who has parental responsibility for a child or who has care for them. This means it is possible for someone who does not have parental responsibility to be a 'parent' because they have care of the child in question for example the foster carer.

Section 576 Education Act 1996

Children Act 1989 (amended)

Children and families Act 2014

'If this were my child' (Local Government Information Unit 2003)

The Pupil, Premium: How schools are using the pupil premium to raise achievement for disadvantaged pupils (DfE 2012)