



Looked After Children Policy 2016

Monitoring

By	Review period	Method
Committee	Bi-annual	Reviewed at a meeting

Ownership: Associate Leader, Curriculum Support

Revision History

Review	Changes	Next review date
November 2016	Updated and PEP appendix added	November 2018

Purpose of the Policy

The purpose of the policy is to outline how the College will support looked after Children in order to enable them to be healthy, stay safe, achieve and make a positive contribution to society and achieve economic well being.

St Joseph's Vision and Values and how this policy support this

Our College Vision statement states that:

“Our Catholic College seeks to be a community in which all are valued, where the life and the relationships of the College are permeated by Gospel values and in which the individual is seen as unique, with infinite potential for growth towards wholeness. The College, in active partnership with home, parish and the wider community, endeavour to prepare all its members for a future in which they will be able to make a positive contribution and take up the challenge of their faith.”

This policy supports this vision by developing students who may not have had the best start in life to succeed and provide a better future for themselves.

Outline of Policy

Approach

For looked after children the College will be a place offering stability, safety, continuity, positive relationships and individual care and attention. The College has a duty under the section 22 of the Children's Act 1989 and the Children and Families Act 2014 to promote the educational achievement of looked after children.

Definition

Looked after children or previously looked after children are defined as being a child who is in local authority care or being provided with accommodation by a local authority who in the exercise of their Social Services function defined by Section 22 (1) of the Children's Act 1989. The child may have been looked after in the past but since has been adopted or subject to a residence or special guardianship order.

The College is committed to helping every looked after child to achieve the highest standards they can, including supporting aspirations to achieve in further and higher education.

The following principles apply, we will:-

Prioritise education

Promote attendance

Target support

Have high and consistent expectations

Promote inclusion through challenging and changing attitudes

Offer stability and continuity

Provide early intervention and priority action with any concerns

Make sure we listen to students and their carers
Promote students health and well being
Work to reduce any exclusions and promote stability
Work in partnership with carers, families, social workers and other professionals

How the College sets out to do this is detailed in the appendix.

Links to other policies

Admissions Policy
Attendance Policy
Code of Conduct for Staff
Behaviour Policy
Discipline Policy
Home School Agreement
Accessibility policy
Safeguarding Policy
Special Educational Needs Policy
Gifted and Talented policy

Appendix

How this operates in practice

The College prioritises all looked after and previously looked after children in its admission policy. In order to do this the following key people have these responsibilities:-

Principal

The Principal will:-

- Ensure that a member of staff is identified as the designated person for each looked after student.
- Ensure that procedures are in place to monitor the admission process, attendance and any exclusions for looked after students
- Report on the progress, attendance and behaviour of looked after students at the relevant Director committee meeting.
- Ensure that staff receive the relevant training in order to support looked after students.

Head of Curriculum Support (Designated Teacher)

Whilst the students are being educated in the College we will ensure that each student has a Personal Education Plan (PEP) in place which is implemented and regularly reviewed by the Designated Teacher. We will follow the timelines of implementation as set out by Swindon's Virtual School (Appendix 1)

Board of Directors

A specific Director for looked after children will be appointed who will review the support and education that looked after children receive.

All Directors will familiarise themselves with the legal requirements and guidance on the education of looked after children

Ensure that the College has an overview of the needs and progress of looked after children by requesting reports for the staff and students committee and the Progress committee.

Ensure that resources are allocated to looked after children

Ensure that appropriate College policies and procedures support the needs of looked after children.

They will do this by monitoring the progress of looked after children, at a committee meeting, 3 times a year.

Endeavour to prevent exclusions and reduce time out of College by ensuring the College implements policies and procures to ensure looked after children achieve and enjoy their time at the College

Ensure the College has a designated teacher for looked after children.

Receive an annual report on:-

- The number of looked after children
- The attendance level of looked after children
- The SAT scores, GCSE results and key attainments of looked after children
- The number of fixed term and permanent exclusions if any
- The destinations of looked after children who leave the College

The information for this report will be collected and reported in ways that preserve the anonymity of the students concerned.

Designated Teacher

The Designated Teacher is the Head of Curriculum Support. This teacher will:-

- Promote a culture of high expectations and aspirations for how looked after children learn
- Make sure the student is involved with setting their own targets
- To ensure all possible is being done to improve the achievement of looked after children
- To write strategies to improve the progress of looked after children and involve staff who teach these students and the students themselves to ensure they are given the best opportunity possible to achieve
- To support the development of the Personal Education plan (PEP) as detailed in the Promoting the education of looked after children statutory guidance for local authorities 2014
- Be a source of advice for other staff about differentiated teaching strategies
- Make sure that looked after children are prioritised in one to one teaching arrangements and that carers understand the importance of supporting learning at home
- Have lead responsibility for the development and implementation of the students personal education plan at College
- Engage with other key individuals involved with the students care including social workers, and other education establishments when the student moves from the College
- Ensure there is an agreed process for how all involved individuals work together
- Keep up to date records of all looked after children and ensure that relevant information is shared with the appropriate staff and other adults.
- Liaise with other agencies and organisations in order that looked after children are supported. This may include social care teams, psychologists, or health services.

All staff

Will:-

- Have high aspirations for the educational and personal achievements of all looked after children
- Maintain looked after children's confidentiality and ensure they are supported sensitively
- Respond positively to a student's request to speak to the named member of staff whom they can talk to when they feel it is necessary
- Respond promptly to the designated teacher's request for information
- Promote the self-esteem of all looked after children

The Personal Education plan (PEP)

All looked after children will have a PEP This will

- Be shared with all staff who teach the looked after child
- Be used as a tool in College to make sure the student's progress towards education targets are monitored

- Be regularly reviewed, updated and made available for the local authority review of the student's wider care plan
- Clearly show how PEP monies have been allocated to support the progress of the individual student. This budget is managed by the Designated Teacher.

Appendix A The PEP Process

A Guide for Designated teachers for looked after children 3-18

Timescale	Action Required	Who
<p>Within 48 hours of child being taken into care</p>	<p>When a Child First becomes Looked After</p> <p>Child is already attending a school/educational setting or starting in a new one.</p> <ul style="list-style-type: none"> • Notify school designated teacher that child has been taken into care, or when a CiC starts a new school/educational setting. • Social worker to arrange PEP meeting date with designated teacher in school/educational setting. • Notify Swindon Virtual School administrator that child has been taken into care and date of PEP meeting. KMcDermott@swindon.gov.uk • Virtual School administrator will send PEP to school for designated teacher to complete relevant sections prior to PEP meeting. • Social Worker to invite Virtual school headteacher/Lead Consultant Virtual school, parents/carers, pupil and other professionals as appropriate. • First PEP MEETING must take place as part of a care plan within 10 working days of child being taken into care. 	<p>Social worker</p> <p>Virtual School</p> <p>Social worker</p>
<p>Within 10 days of child being taken into care</p>	<p>Child does not have a school place/educational provision</p> <ul style="list-style-type: none"> • Notify Virtual School Administrator that child has been taken into care and arrange first PEP MEETING date. • First PEP MEETING must take place as part of a care plan within 10 days of child being taken into care. • Social worker to invite to PEP meeting: Virtual School Headteacher or Lead Consultant Virtual School, Additional 	<p>Social Worker</p>

	<p>Provision and Re-integration Manager for the Borough to assist in the search for a school place.</p> <ul style="list-style-type: none"> • Virtual school will send PEP form to social worker. • Social worker to complete basic pupil details, contacts and parent/carer views prior to meeting. 	<p>Virtual School Social worker</p>
<p>Initial (First PEP Meeting)</p> <p>A new or updated PEP should be in place within the first 20 days of a child joining a new school.</p>	<p>Child is already attending a school/educational setting or starting in a new one.</p> <ul style="list-style-type: none"> • The designated teacher at school/ educational provision chairs the PEP meeting. • Designated teacher will ensure pupil view is obtained prior to meeting and used as part of discussion. • Designated teacher will ensure all educational sections of the PEP relating to attainment, progress, and staff views are completed prior to PEP meeting. • Designated teacher will ensure PEP and additional documents are available at the meeting for all attendees. • Designated teacher will lead on how PEP will be developed and used at that establishment to make sure progress towards education targets is monitored effectively. • Social worker will ensure contacts/permissions, are correct and up to date. • Social worker will ensure parent/carer views are presented at meeting. • Designated teacher will set date at meeting for subsequent PEP(termly) 	<p>Designated Teacher</p> <p>Social worker</p> <p>Designated Teacher</p>

<p>Initial (First PEP Meeting)</p> <p>A new or updated PEP should be in place within the first 20 days of a child joining a new school.</p>	<ul style="list-style-type: none"> • Designated Teacher to complete PEP after meeting and send to Virtual school within 10 working days. • Pep Quality Assured by Virtual School. • PEP uploaded to ICS for Social Worker and IRO by Virtual School. • Virtual School to send PEP to parents/carers. <p>Child does not have a school place/educational provision</p> <ul style="list-style-type: none"> • The virtual school will chair the PEP meeting. • Virtual school will lead on how PEP will be developed and used to secure appropriate educational provision. • Social worker will ensure contacts/permissions, are correct and up to date. • Social worker will ensure parent/carer views are presented at meeting. • Virtual School will set date at meeting for subsequent PEP(termly) • Virtual School to complete PEP after meeting. • PEP Quality Assured by Virtual School. • PEP uploaded to ICS for Social Worker and IRO by Virtual School. • Virtual School to send PEP to parents/carers. 	<p>Virtual School</p> <p>Virtual School</p> <p>Social Worker</p> <p>Virtual School</p> <p>Virtual School</p>
<p>Subsequent PEP Meetings</p>	<ul style="list-style-type: none"> • PEP meeting must take place termly for every child in care. • Designated teacher to chair all PEP meetings in school. 	<p>Designated Teacher</p>

	<ul style="list-style-type: none"> • Virtual School will send out to social worker and Designated teacher PEP paperwork 10 days prior to meeting. • Designated teacher will ensure future PEP date is confirmed at PEP meeting • Social worker will ensure contacts/permissions, are correct and up to date. • Social worker will ensure parent/carer views are presented at meeting. • Designated Teacher to complete PEP after meeting and send to Virtual school within 10 working days. • Pep Quality Assured by Virtual School. • PEP uploaded to ICS for Social Worker and IRO by Virtual School. • Virtual School to send PEP to parents/carers. 	<p>Virtual School</p> <p>Social worker</p> <p>Designated Teacher</p> <p>Virtual School</p>
<p>Pupils With Statements of Special Educational Needs/Education and Health Care Plans (EHCP)</p>	<ul style="list-style-type: none"> • The local authority where the child lives (unless in residential accommodation) is responsible for the placement and provision of education to a pupil who has a statement of special educational needs or EHCP. • The provision of education for pupils with statements of SEN/Education Health Care Plans can only be changed if this has been amended at an annual review. • An annual review can be brought forward to accommodate this and should be carried out in consultation with the school's SENCo. • As soon as a change of placement is being considered, Social worker MUST contact Virtual School and Named SENAT Case officer as the search for education needs to begin. 	