



**Stockingford  
Nursery School**

# **Designated teacher Policy**

**(looked after children & previously looked after children)**

**Passed and adopted by Governing Body:**

Signed ..*Sharan Khandia*.... (via **TERMS 28.11.22**)

Dated.....*29.11.22*.....

Review Date: Nov 2024

## 1. Aims

The school will ensure that:

- A suitable member of staff is appointed as the designated teacher for children looked-after and children previously looked-after.
- The designated teacher promotes the educational achievement of children Looked-after and previously looked-after, and supports other staff members to do this too.
- Staff, parents, carers and other partners are aware of the identity of the designated teacher, how to contact them and what they are responsible for.

## 2. Legislation and statutory guidance

This policy is based on the Department for Education's statutory guidance on the designated teacher for looked-after and previously looked-after children.

It also takes into account section 20 and section 20A of the Child and Young Persons Act 2008.

## 3. Definitions

**Children Looked-after** are registered pupils that are:

- In the care of a local authority i.e. a child 'looked-after by a local authority' is one who is looked after within the meaning of section 22 of Children Act 1989 or Part 6 of the Social Services and Well-being (Wales) Act 2014;

or

- Provided with accommodation by a local authority in the exercise of its social services functions, for a continuous period of more than 24 hours

**Children Previously looked-after** are registered pupils that fall into either of these categories:

- They were looked after by a local authority for at least 24 hours but ceased to be as a result of any of the following:
- A child arrangements order, which includes arrangements relating to who the child lives with and when they are to live with them
- A special guardianship order
- An adoption order

**Personal education plan (PEP)** is part of a child looked-after care plan that is developed with the school. It forms a record of what needs to happen and who will make it happen to ensure the child reaches their full potential.

**Virtual school head (VSH)** is a local authority officer responsible for promoting the educational achievement of their authority's children looked-after, working across schools to monitor and support these pupils as if they were in a single school. The VSH is also responsible for providing information and advice to schools, parents and guardians in respect of children previously looked-after.

Our school can work with Virtual Schools across the country.

Our Designated Teacher for Children Looked After/Children previously Looked After is: Sharon Kindred

Our local Virtual School link is: Jody Toone

Our Designated Teacher takes lead responsibility for promoting the educational achievement of children looked-after and previously looked-after at our school. They are our initial point of contact for any of the matters set out in the section below.

The Designated Teacher works closely with all staff teams to ensure that we best support the needs of the CLA/ CPLA students in our care.

## 4. Role of the designated teacher

The responsibilities of a Designated Teacher are outlined in the DfE's statutory guidance.

The designated teacher has lead responsibility but individual tasks may be appropriately delegated.

### 4.1 Leadership responsibilities

The designated teacher will:

- Act as a central point of initial contact within the school for any matters involving children looked-after and previously looked-after
- Promote the educational achievement of every child looked-after and previously looked-after on roll
- Work with social workers and other social care professionals and the Virtual School to promote the educational achievement of every child looked-after and previously looked-after on roll
- Work with other support services to ensure effective assessment and support for children looked after and previously looked after requiring additional support

Take lead responsibility for ensuring school staff understand:

- The things which can affect how children looked-after and previously looked-after learn and achieve
- How the whole school supports the educational achievement of these pupils
- Contribute to the development and review of whole school policies to ensure they consider the needs of looked-after and previously looked-after children
- Promote a culture in which looked-after and children previously looked-after are encouraged and supported to engage with their education and other school activities
- Act as a source of advice for teachers about working with children looked-after and previously looked-after
- Work directly with children looked-after and children previously looked-after and their carers, parents and guardians to promote good home-school links, support progress and encourage high aspirations
- Have lead responsibility for the development and implementation of children looked-after PEPs
- Work closely with the school's designated safeguarding lead to ensure that any safeguarding concerns regarding children looked-after and children previously looked after are quickly and effectively responded to
- Work closely with the SENCO to ensure that special educational needs are identified and appropriate support is put in place
- Involve parents and guardians of children previously looked after and parents of children looked after as agreed with social workers, in decisions affecting their child's education

### 4.2 Supporting looked-after children

The designated teacher will:

- Make sure child looked after PEPs meet their needs by working closely with other teachers to assess each child's specific educational needs
- Have overall responsibility for leading the process of target-setting in PEPs and deciding, with partners, what provisions will best meet needs
- Monitor and track the progress of children looked after and review as part of the PEP
- If a child is not on track to meet their targets, plan intervention as part of the PEP
- Ensure the identified actions of PEPs are put in place

Ensure that:

- A child looked after PEP is reviewed at least three times a year and kept up to date so that it informs review of their care plan
- PEPs are effectively completed so that they give clear information about a child's strengths and difficulties and give a clear plan for how needs will be met.
- Make sure PEPs work in harmony with any education, health and care (EHC) plans that a looked-after child may have

- The PEP process is used to agree how early years pupil premium funding for looked-after children can most effectively be used to improve their attainment.
- The updated PEP is available on the online e-pep platform within 2 weeks of the PEP meeting.

### 4.3 Supporting both looked-after children and previously looked-after children

The designated teacher will:

- Ensure the specific needs of looked-after and children previously looked-after are understood by staff and reflected in how the school uses pupil premium funding
- Work with parents of children previously looked-after to provide support for these children
- Work together with parents and others to decide on how early years pupil premium funding is used to support children previously looked-after
- Ensure teachers have awareness and understanding of the specific needs of children looked-after and previously looked-after and how these impact on all areas of school life e.g. behaviour, attendance, homework and future career planning
- Be aware of the special educational needs (SEN) of children looked-after and previously looked-after, and make sure teachers also have awareness and understanding of this and that they liaise effectively with SENCos and other specialist staff e.g. Mental Health and Emotional Wellbeing co-ordinators.
- Ensure the SEND code of practice, as it relates to children looked-after and previously-looked-after, is followed
- Ensure that they and other staff can identify signs of potential mental health issues in children looked-after and previously looked-after and understand where the school can draw on specialist services
- Put in place mechanisms for understanding the emotional and behavioural needs of children looked after and previously looked-after e.g. Process-Oriented Monitoring System (POM's).

## 5. Relationships beyond the school

The designated teacher will:

- Proactively engage with social workers and other care professionals to enable the school to respond effectively to the needs of children looked-after and previously looked-after
- Work with the local authority and external services to respond effectively to the needs of children looked-after and previously looked-after
- Discuss with social workers how the school should engage with birth parents, and ensure the school is clear about who has parental responsibility and what information can be shared with whom
- Be open and accessible to parents and guardians of children previously looked-after and encourage them to be actively involved in their children's education
- Consider how the school works with others outside of the school to maximise the stability of education for children looked-after, such as:
  - Finding ways of making sure the latest information about educational progress is available to contribute to the statutory review of care plans
  - Ensuring mechanisms are in place to inform VSHs when children looked-after are absent without authorisation and work with the responsible authority to take appropriate safeguarding action
  - Talking to the child's social worker and/or other relevant parties in the local authority regarding any decisions about changes in care placements which will disrupt the child's education, providing advice about the likely impact and what the local authority should do to minimise disruption
  - Making sure that, if a looked-after child moves school, their new designated teacher receives any information needed to help the transition process
- Seek advice from VSHs about meeting the needs of individual children previously looked-after, but only with the agreement of their parents or guardians
- Make sure that for each child looked-after:

- There's an agreed process for how the school works in partnership with the child's carer and other professionals, such as their social worker, in order to review and develop educational progress
- School policies are communicated to their carer and social worker and, where appropriate, birth parents
- Teachers know the most appropriate person to contact where necessary, such as who has the authority to sign permission slips
- Where a child looked-after is at risk of exclusion:
  - Contact the Virtual School as soon as possible so they can help the school decide how to support the child to avoid exclusion becoming necessary
  - Work with the Virtual School and child's carers, to consider what support/ strategies need to be put in place to support more positive behaviour.

## **6. Monitoring arrangements**

This policy will be reviewed annually by the Headteacher and the Governing Body.

## **7. Links with other policies**

This policy links to the following policies and procedures (but not exclusively to):

- Behaviour
- Child protection and safeguarding
- Exclusions
- SEN
- Supporting pupils with medical needs