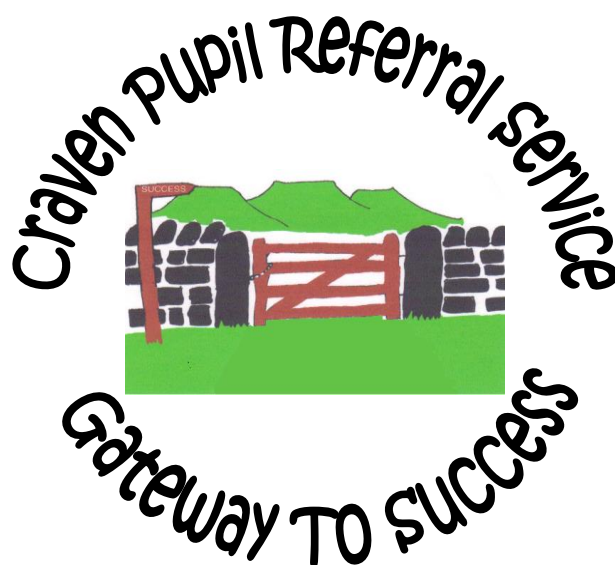


CRAVEN PRS



CHILDREN LOOKED AFTER POLICY 2013

Drafted	Ratified by Management Committee	Amendment Made	Review Date
September 2010	March 2010	New Policy	March 2011
	March 2011		March 2012
	March 2012	Personnel changes made	March 2013
	March 2013		March 2014

	Print name	Signature	Date
Head Teacher			
On behalf of Management Committee			

CRAVEN PUPIL REFERRAL SERVICE

CHILDREN LOOKED AFTER POLICY



DEFINITIONS

Under the Children Act 1989, a child is looked after by a local authority if he or she is in their care or is provided with accommodation for more than 24 hours by the authority.

CLA fall into 4 main groups:¹

1. children who are accommodated under a voluntary agreement with their parents (Section 20)
2. children who are the subject of a care order (Section 31) or interim care order (Section 38)
3. children who are the subject of emergency orders for their protection (Section 44 and 46)
4. children who are compulsorily accommodated. This includes children remanded by the local authority or subject to a criminal justice supervision order with a residence requirement. (Section 21)

INTRODUCTION

Our school fully recognises the contribution it can make to the support, care and education of children who are looked after.

- **Recognition** Information concerning the circumstances of each child who is looked after is available to all staff in order that they may better understand and provide for the needs which arise due to these circumstances and which may affect the education of that child.
- **Support** Through monitoring behaviour, bullying and undertaking clear assessments of children looked after. Also ensuring a thorough review of child protection and curriculum policies, working together with other agencies including the carers and the local Authority as Corporate Parents
- **Education** Ensuring clear assessment of educational needs including those of gifted and talented children, ensuring access to a full curriculum, the opportunity to achieve their full potential, the opportunity for catch up work, contributing to Personal Education Plans and existing school plans
- **Communication** With the child, internally in school with staff, with outside agencies, with carers and parents where appropriate, with the local authority as 'Corporate parent', and ensuring confidentiality where appropriate

This policy applies to all staff and volunteers in school

SCHOOL COMMITMENT

¹ Children who receive a series of short-term planned breaks (or respite care, usually for children with disabilities) are not counted as looked after where these planned breaks total under 120 days per year and are not more than 28 consecutive days)

We, at Craven Pupil Referral Service recognise that high self esteem, peer support and clear lines of communication with trusted adults helps all children.

We recognise that for all children, needs must be assessed and assessments acted upon in order to facilitate personal achievement.

At Craven Pupil Referral Service we understand that recognition of all types of achievement is crucial to personal development. This is especially true of Children who are 'looked after' who are often vulnerable on many counts.

Our school will therefore:

- Establish and maintain a caring ethos where children feel secure and are encouraged to talk, and are listened to. See Keyworker Policy
- Ensure that children know that there are adults in the school who they can approach if they are worried or are in difficulty. See Keyworker Policy
- All staff will provide a broad and balanced curriculum which builds on skills acquired and offers opportunities for personal development.
- Assess and regularly review educational needs and progress of looked after children compared to their peers. The School SENCo will evaluate the progress of Children Looked After and identify areas of concern. This will be communicated and regular monitoring and evaluation will take place. This may be in the form of classroom observation, work scrutiny, planning scrutiny, listening to the pupil voice and collecting the views of carers and/or external stakeholders
- Review policies from the point of view of looked after child
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents, carers and colleagues from other agencies but at the same time maintaining appropriate confidentiality.
- Ensure staff are aware of existing education plans when children transfer from another school and are thus able to provide a continuous link, building on progress already made. The school SENCo will take responsibility for this.
- Provide a Designated Teacher (SENCo) to be the main contact who will liaise with all necessary agencies, co-ordinating a response to any concerns.
- Ensure that all children who are looked after have a regularly updated Personal Education Plan.
- Ensure that all staff in school are aware of the needs of any looked after children generally and where appropriate in particular, and trained appropriately.

ROLES AND RESPONSIBILITIES

All adults working with or on behalf of children have a responsibility to protect children and ensure that they are able to develop to their full potential. There are, however, key people within schools and the LA who have specific responsibilities under the Children Looked After procedures. At Craven PRS the Designated Teacher for Children Looked After, is the Assistant Headteacher, Mr G Crompton, who is also the school SENCo.

In the event of absence of the Designated Person, the Headteacher, Mr D Hannah will assume full responsibility for this role.

Designated Senior Person for CLA

The role of the Designated Teacher for CLA is as follows:

Advocacy:

- To act as a champion for looked after children
- To inform other staff about looked after pupils sensitively
- To maintain a list of all pupils who are looked after, be aware of their academic and social progress and ensure action is taken on any matters of concern especially those raised by the pupil or their carer
- Maintain an overview of the changing needs and progress of looked after children

Systems and Procedures

- To provide induction procedures and help new pupils settle into school
- To ensure all looked after pupils have an up to date Personal Education Plan which is regularly reviewed.
- To encourage pupils contribute to their Personal Education Plan
- Promote good home school links and support carers in giving the educational needs of the pupil a high profile
- Liaise with the SENCo and Literacy/Numeracy Coordinators if the child has Special Educational Needs
- Ensure strong pastoral systems within school to support looked after children/ensure pastoral support systems within school are sensitive to the additional needs of looked after children. See Keyworker Policy
- Contribute to school planning for looked after children
- To ensure there is a regularly reviewed policy in place
- Ensure that other school policies take account of the particular need of looked after children and do not unwittingly discriminate against them

Records

- Ensure sensitive information is recorded and treated as confidentially as is appropriate to the situation
- Maintain appropriate records and ensure speedy transfer of records where appropriate
- Help pupils transfer to the next school or college
- Gather all relevant information necessary to the understanding of the position of looked after children and ensure it is stored in a secure place with restricted access.

Professional Development

- To maintain and update training for this role
- To assess and co-ordinate training for staff in this area

Communication

- Liaise with carers, Social Services and all other agencies concerned with the child, attending reviews/planning meetings and submitting reports when necessary

- Establish regular communication channels for the looked after learner/s and staff with day to day contact with them to pass on information effectively regarding achievements and concerns.
- To liaise with other Senior Designated staff where appropriate such as Child Protection
- Ensure the Headteacher is fully informed of all issues relating to Children Looked After within Craven Pupil Referral Service.

Reporting.

- Inform governors of procedures for looked after children and ensure that they are kept informed of progress without identifying individuals.
- Report data and progress information to the placing local authority (corporate parent) as requested
- Ensure the Headteacher is regularly updated with data on Children Looked After at Craven Pupil Referral Service

Subject Coordinators for Literacy & Numeracy

Teachers with responsibility for literacy and numeracy have a key role within Craven PRS for Children Looked After

- Ensure that CLA are baseline assessed for literacy and numeracy
- Ensure that assessment results are communicated to all staff
- Assist in the development of strategies to ensure that CLA make good progress at Craven PRS

CONFIDENTIALITY

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child.

Professionals can only work together to safeguard children if there is an exchange of relevant information between them. This has been recognised in principle by the courts. Any disclosure of personal information to others, [including Children's Social Care], must always however, have regard to both common and statute law.

Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information (*Data Protection Act 1998, European Convention on Human Rights, Article 8*). Wherever possible, consent should be obtained before sharing personal information with third parties. In some circumstances, consent may not be possible or desirable but the safety and welfare of a child dictate that the information should be shared. The law permits the disclosure of confidential information necessary to safeguard a child or children. Disclosure should be justifiable in each case, according to the particular facts of the case, and legal advice should be sought if in doubt.

RECORDS AND MONITORING

Well-kept records are essential to good practice. Our school is clear about the need to record any information, concerns and progress held about a child or children looked after within our school, the status of such records and when these records should be passed over to other agencies.

- The SENCO will keep all CLA information in a separate, locked filing cabinet. This information will only be shared when and if absolutely necessary.
- All CLA and carers of CLA can have access to the information kept within their file. To do this they need to contact the SENCo in writing to request the information they require.
- The SENCo has responsibility for sharing any relevant information to the parents and carers of CLA.
- When a CLA moves from Craven PRS to another school or locality the information will be passed on by the SENCo separately from the school file. This is also the case for Child Protection records.

PERSONAL EDUCATION PLANS

The Personal Education Plan will be drawn up before a child is taken into care or during the first 14 working days of becoming looked after. It is an integral part of the Care Plan drawn up by Social Services.

Craven PRS recognises that the Personal Education Plan is a plan of how the school, carer and social worker will coordinate their work together to do what a good parent would do. Other agencies may be involved.

The Personal Education Plan forms a record of what needs to happen for a looked after child in order for them to fulfil their potential and reflects any existing education plans, such as a statement of Special Educational Needs and Individual Education Plan.

The Personal Education Plan reflects the importance of a personalised approach to learning which secures good basic skills, stretches aspirations and builds life chances. This school will play their part, along with other agencies, in ensuring that every child and young person looked after by the authority has an effective, high quality PEP which is available for the first Statutory Review meeting of the Care plan after 28 days.

We will also ensure that the PEP gives details of who will take the plan forward, specifies time scales for action and review and identifies sources for funding for implementing the PEP.

Review of the Policy

Date Adopted / Ratified / Approved	Page No.	Amendment Made	Next Review Date
September 2009			
September 2010			
July 2013		No Changes	July 2015