



Hope Federation  
*'Enabling our children to flourish  
through the field of life'*



Diocese of Norwich  
Education and  
Academies Trust

## Hope Federation of Church of England Primary Academies

Executive Headteacher: Mrs Belinda Allen

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# HOPE FEDERATION of CHURCH OF ENGLAND PRIMARY ACADEMIES

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## Policy for Children who are Looked After

### INTRODUCTION

Hope Federation of Church of England Primary Academies are committed to providing quality education for all its pupils, based on equality of opportunity, access and outcomes. We recognize the priorities set out in the DFE Guidance. The Guidance recognises the collective responsibility of local authorities and schools to achieve good parenting and sets out six principles:

- prioritising education;
- having high expectations;
- inclusion — changing and challenging attitudes;
- achieving continuity and stability;
- early intervention — priority action; and
- listening to children.

This governing body is committed to ensuring that Designated Teachers and staff are enabled to carry out their responsibilities effectively.

### ROLE AND RESPONSIBILITY OF THE DESIGNATED TEACHER

The Designated Teachers are: Mrs. Belinda Allen, Mrs Rachel Felton, Ms Ojelade, Mrs Wisken, Mr Suswain, Mr Kerkham and Mrs Skitmore. However, Mrs Felton has overall responsibility for children who are looked after.

#### The Designated Teachers should:

- be advocates for Looked After Children;
- ensure a smooth and welcome induction for the child and carer, and note any specific requirements, including care status;
- ensure that a Personal Education Plan is completed, as soon as possible (at least within 20 days of entering care or joining a new school). This should be prepared with the child and the carer, in liaison with the social worker and other relevant support workers/agencies, and be linked to the Care Plan meetings, where in place. Where appropriate, the PEP should take account of any Individual Learning Plans (ILP), Pastoral Support Plan (PSP), Individual Behaviour Plan (IBP) or any other relevant plans. The PEP should inform and be reviewed, concurrently with the Care Plan, ie: within 28 days, 3 months and 6 months and, at least, every 6 months;
- keep PEPs and other records up to date, particularly in time to inform review meetings;
- by the end of the third month in care, ensure baseline assessment form is completed and returned to the Educational Coordinator for Looked After Children;
- ensure that each child in public care has an identified member of staff that they can talk to (this should be based on the child's wishes and may not necessarily be the Designated Teacher);
- co-ordinate support for the child in the school and liaise with other professionals and carers as necessary;
- ensure staff receive relevant information and training and act as an advisor to staff and governors;
- ensure confidentiality for individual children and only share personal information on a need to know basis;
- provide written information to assist planning/review meetings and ensure attendance as far as possible;



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- ensure that the child and carer(s) receive early notification of meetings, parents' evenings and other events and that communication remains regular and positive. The Home School Agreement may be adapted to take into account any specific points around communication, transport arrangements and consent signatures;
- encourage Looked After Children to participate in extra-curricular activities and out of hours learning, where feasible;
- ensure speedy transfer of information between individuals and other relevant agencies and to a new school if and when the child transfers;
- seek urgent meetings with relevant parties where the child is experiencing difficulties and/or is in danger of being excluded.

### ROLES AND RESPONSIBILITIES OF ALL STAFF

- Ensure that any child in public care is supported sensitively and that confidentiality is maintained;
- be familiar with the Guidance on Looked After Children and respond appropriately to requests for information to support the completion of PEP5 and other documentation needed as part of review meetings;
- respond positively to a child in public care's request to be the named person that they can talk to when they feel it is necessary;
- contribute to the Designated Teacher's requests for information on educational attainment and needs, as appropriate;
- as with all children, ensure that no child in public care is stigmatised in any way;
- provide a supportive climate to enable a child in public care to achieve stability within the school setting;
- as with all children, have high aspirations for the educational and personal achievement of Looked After Children
- positively promote the self-esteem of Looked After Children

### ROLE AND RESPONSIBILITY OF THE GOVERNING BODY

The governing body of this school will:

- Ensure all governors are fully aware of the legal requirements and Guidance for Looked After Children
- be aware of whether the school has Looked After Children and how many (no names);
- ensure that there is a named Designated Teacher for Looked After Children;
- liaise with the Head Teacher to ensure that the Designated Teachers are enabled to carry out her/his responsibilities in relation to Looked After Children;
- support the Head Teacher, Designated Teachers and other staff in ensuring the needs of Looked After Children are met;
- Ensure that the well-being of staff who supervise Looked After Children is monitored as some situations can be very challenging.
- nominate a governor who links with the Designated Teachers, receives regular progress reports and provides feedback to the governing body. These reports should not include any names of individual children for child protection and confidentiality reasons; the named Governor is Maggie Pattison
- review the effective implementation of this policy, preferably annually and at least every three years.



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### Training

The Executive Head Teacher and Designated Teachers will be responsible for ensuring all staff are briefed on the regulations and practice outlined in this policy.

### Review:

September 2022