



# Looked after Children Policy

## Issue 1 – February 2013

The Spencer Academies Trust has delegated Full responsibility to the Local Governing Body (LGB) of Wyndham Primary Academy for the Looked After Children Policy. It is the LGB's responsibility to ensure this Policy is implemented and reviewed in accordance with statutory and legislative arrangements.

The Spencer Academies Trust may, on an annual, basis undertake audits to confirm that appropriate arrangements are maintained by the Academy.



## Wyndham Primary Academy

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Issue No.	Date	Approved	Signature	Revision Notes
1	March 2013	A Scotland		Formal Issue

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## 1.0 Introduction

At Wyndham Primary Academy we believe that all looked after children have a right to expect the best possible outcome from their education.

School staff and governors are aware of the Department for Education (DfE) statutory guidance duty on academies to promote the educational achievement of looked after children under section 52 of the Children Act 2004.

## 2.0 Roles and Responsibilities

All staff and governors are committed to ensuring a safe and secure learning environment for all children and have high expectations of all pupils, including those Looked After. Staff and governors are aware of the need for confidentiality in regard to any information about looked after children including their care status.

The following people have additional responsibilities:

- The named governor for Children Looked After will be satisfied;
- That the school has a clear and effective policy for looked after children;
- That the designated teacher has been appropriately trained;
- That the governing body received an annual report on the performance of looked after children.

At present the named governor is Jean Ellins

The Principal will:

- Be responsible for all systems to support looked after children;
- Report to the governing body on an annual basis regarding the number of looked after pupils in the school, how they have achieved compared to other groups, the attendance of looked after children compared to other pupils and the number of fixed term and permanent exclusions of looked after children compared to other children;
- Ensure that all school staff are aware of the powerful role they can play in significantly improving the quality of life and the educational experiences of looked after children;
- Recognise the importance of the role of the designated teacher and appoint an appropriately experienced teacher to that role;
- Ensure that all staff are aware who the designated teacher is and what their responsibilities are:



- Ensure close liaison with the Spencer Academies Trust and LA with regard to any exclusions of looked after children;
- Ensure that the school has clear and effective protocols for gathering and sharing confidential information with Spencer Academies Trust, LA and other agencies.

The Designated Teacher will:

- Keep a confidential and up to date record of all children who are looked after in the school regardless of which local authority they are looked after by;
- Ensure any looked after children feel welcome and valued;
- Ensure that all school staff are made aware of difficulties and disadvantages faced by looked after children;
- Liaise with social workers to ensure that all looked after children have a regularly updated Personal Education Plan;
- Be responsible for the prompt transfer of information when a child changes school;
- Liaise with other agencies as required, especially with regard to achievement, attendance and exclusion;
- Ensure that information is kept confidential and shared on a strictly needs to know basis.

At present the designated teacher is Paula Baines-Chambers.

### **3.0 Personal Education Plans For All Looked After Children**

The designated teacher will work with social workers and other professionals to ensure that Personal Education Plans:

- Are in place within 20 days of joining the school, or coming into care;
- Are reviewed at least twice yearly;
- Identify strengths as well as needs;
- Include a review of previous educational targets and the setting of clear, measurable new ones;
- Record the child's interests and talents both in and out of school;
- Reflect and are informed by other educational plans such as Multi Element Plans (MEP's).



## **4.0 Admissions**

Looked After Children are a priority for admission and the school's published admission criteria reflects this.

## **5.0 Training**

Staff and governors will attend Spencer Academies Trust and LA training regarding the roles and responsibilities involved in the education of Looked After Children. The Principal and Designated Teacher will be responsible for ensuring all staff are briefed on the practice detailed in this policy.