

# Acorn Trust Looked After Children (LAC) Policy



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Chairs Signature	

## **Mission Statement**

The Acorn Trust is a Multi-Academy Trust established with the aim of providing outstanding learning and opportunities for the children within its care.

Children are our nation's most precious resource. Their school life and learning experience will shape them for the whole of their lives

## **Safeguarding Statement**

At the Acorn Trust we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in the Safeguarding Policy apply to all staff, volunteers and governors

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## Statement of intent

Many children and young people who are in care have suffered a form of abuse or neglect. Despite having as broad a range of abilities as their peers, Children Looked After are particularly vulnerable to underachievement.

Barriers to their progress include a high levels of disruption and change in home and school placements, lack of motivation or involvement in extra-curricular activities.

The Acorn Trust believes that the educational experience of **all** children should be positive and powerful and aims to provide a learning environment in which every Looked after Child can be successful.

The Acorn Trust endeavours to provide positive experiences and offer stability, safety, and individual care and attention for all our pupils. With this in mind, we aim to:

- Encourage pupils to reach their potential and to make good progress in relation to their professional, social and emotional development.
- Ensure that pupils enjoy high quality teaching and a curriculum which meets their needs and the requirements of legislation.
- Prioritise education set within an inclusive context which makes reasonable adjustments to ensure a personalised curriculum
- Plan support, including accessing resources from other agencies as well as provision from school resources to ensure the school meets their needs
- Promote a positive culture in all aspects of school life.
- Promote attendance, through a programme of early intervention, priority action, reducing exclusions and promoting stability within a positive learning environment

Identify need, including social and emotional as well as learning needs or gifted and talented skills and abilities.

## 1. Legal framework

1.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Children Act 1989
- Statutory guidance on the duty on local authorities to promote the educational achievement of looked after children under section 52 of the Children Act 2004
- The Care Planning, Placement and Case Review (England) Regulations 2010
- Children (Leaving Care) Act 2000
- Children and Young Persons Act 2008
- Children and Families Act 2014
- Children and Social Work Act 2017
- DfE (2018) 'Promoting the education of looked-after children and previously looked-after children'
- DfE (2018) 'The designated teacher for looked-after and previously looked-after children'
- DfE (2017) 'Exclusions from maintained schools, academies and pupil referral units in England'
- DfE (2019) 'Keeping children safe in education'
- DfE (2018) 'Working Together to Safeguard Children'

1.2. This policy operates in conjunction with the following school policies and documents:

- **Admissions Policy**
- **Behavioural Policy**
- **Anti-Bullying Policy**
- **Equal Opportunities Policy**
- **Child Protection and Safeguarding Policy**
- **SEND Policy**

## 2. Definitions

2.1. "Looked after children (LAC)" are defined as:

- Children or young people who are the subject of a Care Order or Interim Care Order under the Children Act 1989.

- Children who are placed in foster care, children’s residential homes, with relatives or friends, in semi-independent or supported independent accommodation.
- Children subject to a Care or Interim Care Order whilst placed with a parent, where the LA has parental responsibility.
- Children who are not subject to an order, but are accommodated by the LA under an agreement with their parents.

2.2. **“Previously-LAC”** are defined as:

- Children who are no longer looked after by an LA in England and Wales because they have either been adopted or are the subject of an adoption, special guardianship or child arrangements order.
- Children who were adopted outside England and Wales from ‘state care’ (care that is provided by a public authority, religious organisation, or other organisation whose main purpose is to benefit society).

### **3. Roles and responsibilities**

3.1. The Board of the Acorn Trust are responsible for:

- Ensuring the Trust has a coherent policy for LAC and previously-LAC.
- Reviewing the Trust’s policies and procedures in conjunction with legislation and statutory guidance.
- Ensuring that appropriate staff have the information they need in relation to each looked after child’s:
  - Legal status (i.e. whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility.
  - Care arrangements and the levels of authority delegated to the carer by the LA.
- Ensuring that staff have the skills, knowledge and understanding to keep LAC and previously-LAC safe.
- Ensuring LAC and previously-LAC have equal access to all areas of the curriculum and that reasonable adjustments are made, if necessary.

3.2. The virtual school head (VSH) is responsible for:

- Monitoring the attendance and educational progress of the children their authority looks after; this includes children who have left care through adoption, special guardianship or child arrangement orders, or who were adopted from state care outside of England and Wales.
- Ensuring that arrangements are in place to improve the education and outcomes of the authority’s LAC, including those placed out-of-authority.

- Building relationships with health, education and social care partners, as well as other partners, so they and the designated teachers understand the support available to LAC and previously-LAC.
- Working with the Trust to ensure all LAC in attendance are fully supported in reaching their full potential.
- Acting as the educational advocate for LAC.
- Acting as a source of advice and information to help parents of previously-LAC as effectively as possible.
- Ensuring there are effective systems in place to:
  - Maintain an up-to-date roll of the LAC who are in school settings, and gather information about their educational placement, attendance and progress.
  - Inform the school headteachers and designated teacher if they have a pupil on roll who is looked after by the LA.
  - Ensure social workers, schools, designated teachers, careers and independent reviewing officers understand their role and responsibilities regarding a pupil's PEP.
  - Ensure that up-to-date and effective PEPs that focus on educational outcomes are maintained for all LAC.
  - Avoid delays in providing suitable educational provision.
  - Ensure the education achievement of LAC is seen as a priority by everyone who has responsibilities for promoting their welfare.
  - Report regularly on the attainment, progress and school attendance of LAC through the authority's corporate parenting structures.

3.3. The headteacher of each school is responsible for:

- Appointing the designated teacher for LAC and previously-LAC.
- Ensuring the designated teachers for LAC and previously-LAC has received the appropriate training.
- Ensuring all staff receive relevant training and support to enable them to work sympathetically and productively with Children Looked After, including those who are underachieving or at risk of underachieving or who have additional needs.
- Allowing the designated teacher the time and facilities to succeed in carrying out their duties.
- Overseeing this policy and monitoring its implementation, feeding back to the School's Local Advisory Board annually on the following:
  - The number of LAC and previously-LAC in the school

- An analysis of assessment scores as a cohort, compared to other pupil groups
- The attendance of LAC and previously-LAC, compared to other pupil groups
- The level of fixed term and permanent exclusions, compared to other pupil groups
- Ensuring all members of staff are aware that supporting LAC is a key priority.
- Promoting the advantages of actively challenging negative stereotypes of LAC.

3.4. The designated teacher for LAC and previously-LAC is responsible for:

- Ensuring that Children Looked After are welcomed into the school, necessary meetings are held and arrangements are put in place to ensure their needs are identified and met.
- Building relationships with health, education and social care partners and other partners so that they and the VSH understand the support available to LAC and previously-LAC.
- Monitoring and tracking progress of Children Looked After in school and intervening if there is evidence of individual underachievement
- Acting as the main contact for social services and the DfE.
- Liaising with teaching and non-teaching staff in school, including the person responsible for Child Protection as well as pastoral and subject staff to they are aware of the difficulties and educational disadvantage CLA's may face
- Promoting a culture of high expectations and aspirations.
- Ensuring LAC are involved in setting their own targets.
- Advising staff on teaching strategies for LAC.
- Ensuring that LAC are prioritised for one-to-one tuition and support.
- Leading on how the child's PEP is developed and used in school
- Working with the child's VSH and social worker to develop and implement their PEP to ensure the child's progress towards targets is monitored. Ensuring PEP review meetings are held regularly and information passed to all those concerned, including the local authority
- Liaising with the SENCO to ensure all pupil needs are met.
- Working with the headteacher to submit an annual report to the Local Advisory Board, which details the progress of all LAC and previously-LAC.

- Maintaining an up-to-date record of the Children Looked After in school, including those in the care of other authorities and ensuring all necessary information is passed to other staff as required
- Establishing and maintaining regular contact with home (in line with guidance from social care and the local authority), statutory and voluntary agencies
- Attending training as required and to keep fully informed of latest developments and policies regarding Children Looked After through attendance at the CLA Network Meetings

3.5. The DSL is responsible for:

- Keeping up-to-date records of LAC's respective social worker and VSH.
- Where a child ceases to be looked after and becomes a care leaver, keeping up-to-date contact details of their LA personal advisor and liaising with the advisor as necessary regarding any issues of concern affecting the care leaver.

3.6. The SENCO is responsible for:

- Ensuring they are involved in reviewing PEP and care plans for LAC and previously-LAC.
- Liaising with the class teacher, designated teacher, specialists and parents when considering interventions to support the progress of previously-LAC.

3.7. Staff are responsible for:

- Being aware of LAC and previously-LAC and providing them with support and encouragement.
- Preserving confidentiality, where appropriate, and showing sensitivity and understanding.
- Being vigilant for any signs of bullying towards LAC and previously-LAC.
- Promoting the self-esteem of LAC and previously-LAC.

## **4. PEP**

- 4.1. All LAC must have a care plan; PEPs are an integral part of this care plan. A Personal Education Plan (PEP) will be initiated within 20 school days by the social worker of the Looked after Child starting at the school or being taken into care and will be reviewed regularly and as necessary and appropriate to meet the needs of the Looked after Child.
- 4.2. The PEP will provide a regular opportunity to review progress, note any concerns and ensure all relevant parties are informed accordingly. Copies of reports and appropriate documentation will be sent to authorised carers and

agencies involved with the child as well as any receiving school at point of transition.

- 4.3. The PEP will reflect the importance of a personalised approach to learning which meets the identified educational needs of the child.
- 4.4. The school with other professionals and the child's carers will use the PEP to support the child's educational needs, raise the child's aspirations and improve their life chances.
- 4.5. All relevant bodies, such as the LA, the designated teacher and carers, will involve the child in the PEP process at all stages.
- 4.6. It is vital that the Children Looked After are aware of information being recorded, in what circumstances and who will have access to it. How this is shared with them will depend on their age and level of understanding.
- 4.7. The PEP will address the pupil's full range of education and development needs, including:
  - Access to nursery provision that is appropriate to the child's age.
  - On-going catch-up support, which will be made available for children who have fallen behind with work.
  - Suitable education provided by the LA, where the child is not in school because of suspension or exclusion.
  - Transitional support where needed, such as if a child is moving to a new school.
  - School attendance and behaviour support, where appropriate.
  - Support to help the child meet their aspirations, which includes:
    - Support to achieve expected levels of progress for the relevant national key stage and to complete an appropriate range of approved qualifications.
    - Careers advice, guidance and financial information about FE, training and employment, that focusses on the child's strengths, capabilities and the outcomes they want to achieve.
    - Out-of-school hours learning activities, study support and leisure interests.

## **5. Working with agencies and the VSH**

- 5.1. The schools within the Trust will ensure that copies of all relevant reports are forwarded to the LAC social workers, in addition to carers or residential social workers.

- 5.2. The schools will coordinate their review meetings; for example, hold their annual review of LAC with their statutory care review.
- 5.3. The schools will work with other agencies to exchange information, such as changes in circumstances, exclusions or attendance issues, taking prompt action, where necessary, to safeguard LAC and previously-LAC.
- 5.4. Behaviour management strategies will be agreed between the VSH and the school, to ensure challenging behaviour is managed in the most effective way for that individual child.
- 5.5. The designated teacher for LAC and previously-LAC will communicate with the VSH and child's social worker to facilitate the completion of the PEP.
- 5.6. Through the designated teacher, the school will work with the VSH, social worker and other relevant agencies to monitor any arrangements in place so that actions and activities recorded in the child's PEP are implemented without delay.
- 5.7. The designated teacher will communicate with the VSH and agree on how pupil premium plus (PP+) can be used effectively to accommodate the child's educational attainment and progress.
- 5.8. PP+ for previously-LAC will be allocated directly to, and managed by, the school.
- 5.9. The schools will work with the VSH to manage allocation of PP+ for the benefit of our cohort of LAC, or previously-LAC, and according to their needs.
- 5.10. If deemed necessary, the school will allocate an amount of funding to an individual to support their needs.
- 5.11. The designated teacher will ensure consistent and strong communication with the VSH regarding LAC who are absent without authorisation.
- 5.12. The schools and Trust will share their expertise on what works in supporting the education of LAC and previously-LAC.

## **6. Training**

- 6.1. The designated teacher and other school staff involved in the education of LAC and previously-LAC have received the appropriate training, this includes information about the following:
  - School admissions arrangements
  - SEND
  - Attendance
  - Exclusions
  - Homework

- GCSE options
- Managing and challenging behaviour
- Promoting positive educational and recreational activities
- Supporting pupils to be aspirational for their future education, training and employment
- Safeguarding

## **7. Pupil mental health**

- 7.1. LAC and previously-LAC are more likely to experience the challenge of social, emotional and mental health issues which can impact their behaviour and education. Designated teachers will have awareness, training and skills regarding a child's needs and how to support them in relation to behaviour management and mental health.
- 7.2. The designated teacher will work with the VSH to ensure the school is able to identify signs of potential mental health issues, understand the impact issues can have on LAC and previously-LAC, and knows how to access further assessment and support, where necessary.
- 7.3. The Boxall Profile may be used for the assessment of children and young people's social, emotional and behavioural development.

## **8. Exclusions**

- 8.1. The Acorn Trust and its schools recognises that Children Looked After are particularly vulnerable to exclusions. Where a Looked after Child is at risk of exclusion the school will try every practicable means to maintain the child in school. A multi-professional meeting will be arranged, bringing together all those involved with the young person to discuss strategies to minimise the risk of exclusion.
- 8.2. The child's Personal Education Plan will reflect strategies to support the child. All relevant measures and resources will be considered to provide support and provide alternative educational packages to prevent an exclusion from happening.
- 8.3. The school will have regard to the DfE's statutory guidance 'Exclusions from maintained schools, academies and pupil referral units in England' and, as far as possible, avoid excluding any LAC.
- 8.4. Where the school has concerns about a child's behaviour, the VSH will be informed at the earliest opportunity.
- 8.5. Exclusion will only be used as a last resort, after the school and VSH have considered what additional support can be provided to prevent exclusion, and any additional arrangements to support the pupil's education in the event of exclusion.

- 8.6. The school will inform parents that they can seek the advice of the VSH on strategies to support their child to avoid exclusion.

## **9. Pupils with SEND**

- 9.1. Support for LAC with SEND, who do not need an EHC plan, will be covered as part of the child's PEP and care plan reviews.
- 9.2. The SENCO, class teacher, designated teacher and specialists will involve parents when considering interventions to support their child's progress.
- 9.3. If appropriate, the VSH will be invited to comment on proposed SEND provision for previously-LAC.

## **10. Information sharing**

- 10.1. Appropriate and specific arrangements for sharing reliable data are in place to ensure that the education needs of LAC and previously-LAC are understood and met.
- 10.2. The arrangements set out include:
  - Who has access to information on LAC and previously LAC and how data will remain secure.
  - How pupils and parents are informed of, and allowed to challenge, information that is kept about them.
  - How carers contribute to and receive information.
  - Mechanisms for sharing information between the school and relevant LA departments.
  - How relevant information about individual pupils is passed between authorities, departments and the school when pupils move.

## **11. Monitoring and review**

- 11.1. This policy will be reviewed on an annual basis by the Acorn Trust.
- 11.2. The next scheduled review date for this policy is Autumn 2020.