



respect *resilience* *responsibility*

Children Looked After Policy

Date: September 2018

Review Date: September 2019

AIM

At Woodlands we aim to ensure that students who are looked after by the Local Authority make at least as good progress as other students, and that their educational needs are well met in a school environment. We also aim to ensure that these students have their aspirations raised and their sights set high through high quality careers advice and access to tailored resources such as the National Network for the Education of Care Leavers.

Provisions

The role of the Designated Teacher (DT) for Children Looked After (CLA) is defined through the attached job description (appendix 1), and forms a key point in ensuring each individual's needs are being met.

Of particular importance is the role of the DT for CLA in ensuring that the new PEPs are completed rigorously and to schedule, with carefully considered actions that are rigorously monitored. This will ensure that these documents are effective in driving and monitoring the educational improvement of our CLA.

The DT for CLA is responsible for ensuring that this information is shared with relevant staff. It is their responsibility, jointly with the Year Leader, to ensure that actions agreed in the PEP are carried out. CLA are a focus on every Year leader line management meeting agenda.

Class teachers and Subject Leaders are required to be aware of CLA who are taught in their subjects, and to ensure that they are making at least expected progress. They must be aware of any relevant Personal Education Plan (PEP) targets and must ensure that they are acted upon as a priority. Where there are concerns, these should be reported through the normal school systems, but if concerns persist, Subject Leaders will alert the DT for CLA.

All Children Looked After will have a Key Person. The DT for CLA will ensure that the school is represented by a suitably knowledgeable and experienced member of staff at PEP meetings and care plan / placement reviews.

The progress of Children Looked After will be reviewed at Core Group meetings following each data collection, and plans will be made for any student not making expected or good progress. These will be tracked carefully and reviewed until they result in the necessary rates of progress.

An annual report on Children Looked After will be an agenda item for the Governing Body meeting held in the first half of the Spring Term.

JOB DESCRIPTION

POST TITLE : **DT for CLA**

RESPONSIBLE TO : **Assistant Head Teacher with responsibility for behaviour and attendance**

PURPOSE OF THE POST

To act as a champion and advocate for the needs of students who are looked after. To ensure that the school is well informed of their needs in general and specifically, and to ensure that each student is supported to make expected or good progress each year and is receiving good care.

KEY TASKS

1. Ensure that the needs of CLA have a high profile in the school as a whole.
2. Provide additional information to teaching and support staff as necessary to ensure they are able to prioritise and meet the progress and other needs of CLA and disseminate this to staff as appropriate.
3. Review the school's provision for CLA each year, and revise it to ensure we continue to meet the needs of our CLA.
4. In conjunction with YL, provide a report to SLT following each data collection (termly for KS3, half termly for KS4) showing attendance, progress and support for CLA.
5. Review each set of progress data, and ensure actions are taken to address learning where progress is not projected to be at least expected.
6. Ensure PEPs are up to date, completed to a high standard and are used effectively by year teams and class teachers to plan and communicate needs and provision. Arrange and run PEPs.
7. Ensure that all CLA have an allocated key worker or mentor, who meets them for a recorded meeting at least monthly.
8. Liaise with the Virtual School for CLA as appropriate.
9. Maintain up to date professional knowledge of the role and expectations of Designated Teachers.
10. Ensure data is provided to SCC and other Local Authorities responsible for the care of any of our students in line with their reasonable requests.
11. Ensure that all social workers, carers and parents are aware of the name of this postholder, this role, and are updated termly about the relevant student's progress.
12. Prepare an annual report for all CLA for presentation to Governors.
13. Check that funding which follows CLAs is received by the school.
14. Ensure the school's CLA budget is spent effectively.