

# Manchester Communication Academy

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Looking After Children  
and Previously Looked  
After Children



with you, for you, about you.

This document has been approved for operation within	
Date of last review	May 2018
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Person Responsible for Policy	
Owner	Manchester Communication Academy
Signature of Approval	

Revision Date	Previous Revision History	Rev	Summary of Changes	Changes Marked	Owner / Editor
05/08/2016		Pgs 1-5	New format, wording and addition of Pastoral Support		AG
05.08.2016		Pg 6	Inclusion of Front Cover Sheet		AG
28.03.2018		Pgs: 1-6	New policy format adopted – Revised information and layout		AG
01.05.2018			All pages	Include previously LAC in policy	AG

## Introduction

The governing body of Manchester Communication Primary Academy is committed to providing quality education for all its pupils, based on equality of opportunity, access and outcomes. This governing body recognises that, nationally, there is considerable educational underachievement of children in residential and foster care or who have been previously looked after, when compared with their peers, and is committed to implementing the principles and practice, as outlined in “Guidance on the Education of Looked After and Previously Looked After Children” (Feb 2018) and Section 52 of the Children Act 2004. Children who are “looked after” may be “Accommodated” “In Care” or “remanded/ detained” as follows:

## Accommodated (Section 20)

This is a voluntary arrangement, because parents are ill, missing, unable to cope, or as part of a child protection plan negotiated with the family. The parents retain parental responsibility.

## In Care

A child is in care only if a court has granted a Care Order which it will issue if it believes a child to be suffering or likely to suffer significant harm. A care order generally gives parental responsibility to the local authority, or shares this with the parents.

## Remanded / Detained

A child can be remanded or detained as in the following:

- an emergency protection order
- removed by police using their powers of protection
- remanded by a court following criminal charges
- a court directing a social services department to accommodate a child (already on a supervision order for criminal behaviour) for up to six months

## Looked After Children and previously Looked After Children may (or may not) have some or all the following issues:

- low self esteem
- poor education levels due to time out of school
- delayed social/emotional/ cognitive development
- be bullied or bully others
- be prone to mental health issues
- be isolated with few friends
- have behaviour issues
- poor attachments to others
- have a need to be very private
- This makes them an extremely vulnerable group in terms of education and future life-chances. The governing body of Manchester Communication Academy is committed to ensuring that these children are supported as fully as possible and will ensure that the following are in place, and are working effectively:
- a Designated Teacher/Designated Pastoral Lead for Looked After Children/previously Looked After Children
- Personal Education Plans for all Looked After Children
- all staff have a clear understanding of confidentiality and issues that affect Looked After Children/previously Looked After children
- effective strategies that supports the education of this vulnerable group

## Roles and Responsibilities

### Designated Teacher for LAC

The Designated Teacher/Designated Pastoral Lead should:

- be an advocate for Looked After Children/previously Looked After Children
- ensure a smooth and welcome induction for the child and carer when new to the school, and note any specific requirements/care status
- ensure that a Personal Education Plan(PEP) for Looked After Children is completed, as soon as possible. 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, within statutory timescales (Autumn, Spring and Summer term)
- collate progress updates, attendance, behaviour information and child's voice in time to inform review meetings and keep PEPs and other records up to date
- If the child wishes, ensure they have an identified member of staff that they can talk to (this should be based on the child's request, and may not necessarily be the Designated Teacher/Pastoral Lead)
- 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

- only share personal information on a need to know basis and ensure confidentiality for individual children
- provide written information to assist planning/review meetings and ensure attendance as far as possible
- ensure that the child and carer(s) receive early notification of meetings, parents evenings and other events and that communication remains regular and positive
- support and encourage Looked After Children and previously Looked After Children to identify and attend after school clubs each week
- ensure Looked After Children and previously Looked After Children participate in extra-curricular activities and out of hours learning, where feasible
- ensure information is transferred to a new school or setting, individuals or other agencies as quickly as possible
- seek urgent meetings with relevant parties where the child is experiencing difficulties and/or is in danger of being excluded
- ensure that any returns on Looked After Children/previously Looked After Children are completed – as requested by the LA

## All Staff

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

## Governing Body

- ensure all governors are fully aware of the legal requirements and guidance for Looked After and previously Looked After Children
- be aware of whether the school has Looked After and previously Looked After Children and how many (no names)
- ensure that there is a named Designated Teacher/Designated Pastoral Lead for Looked After and previously Looked After Children
- liaise with the Principal to ensure that the Designated Teacher/Pastoral Lead is enabled to carry out her/his responsibilities in relation to Looked After and previously Looked After Children
- support the Principal, Designated Teacher/Pastoral Lead and other staff in ensuring the needs of Looked After and previously Looked After Children are met
- nominate a governor who links with the Assistant Principal (Safeguarding)/ Designated Teacher, receives regular progress reports and provides feedback to the governing body
- review the effective implementation of this policy, preferably annually and at least every three years

## Confidentiality

Information on Looked After and previously Looked After Children will be shared with school staff on a “need to know basis”. The Assistant Principal (Safeguarding) and the Designated Teacher will discuss what information is shared with which school staff at the PEP meeting. Once this has been agreed with the social worker, carer, young person, and other parties, complete confidentiality is to be maintained.

## Training

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

## Personal Education Plan (PEP) Completion

- Social worker informs school of a child becoming looked after (or a Looked After Children entering the school)
- date is set for the completion of a Personal Education Plan (PEP)
- a copy of the form is sent to the school to enable completion of educational data
- PEP meeting takes place within 20 days, involving the social worker, designated pastoral lead, carer and young person if appropriate
- a date is set for the next PEP meeting
- Personal Education Plan is taken to the child’s statutory review and discussed within the wider context of the child’s life
- PEP sent by SW to the Looked After Children’s team or submitted electronically

## Good Practice Suggests that the Local Authority will:

- lead on the drive to improve educational and social care standards for Looked After and previously Looked After Children
- ensure that the education of this group is as good as that provided for every other student
- ensure that Looked After and previously Looked After Children receive a full time education in a mainstream setting wherever possible
- ensure that every Looked After Child has a school to go to within 20 days of coming into care
- ensure that every school has a Designated Teacher for LAC/Designated Pastoral Lead and that they receive appropriate information, support and training
- Provide alternative educational provision where appropriate

## File – Front Cover – LAC

Date file started:
Name of Child:
Any other names by which child is known, if relevant:
DOB:

<b>Other family member: (include full name, relationship e.g mother, stepfather etc. For U18's include age, if known)</b>
<b>Are any other files held in the Academy relating to this child or another child closely connect to him or her?</b>
<b>YES / NO</b>
<b>If yes, which files are relevant?</b>
<b>Type of Placement: (please circle)</b>
<b>Foster carer    Respite    Residential</b>
<b>Name and contact number of Social Worker:</b>
<b>Name and contact number of IRO:</b>
<b>Dates of LAC Reviews:</b>
<b>Dates of PEP Reviews:</b>
<b>What has Pupil Premium been used for?</b>