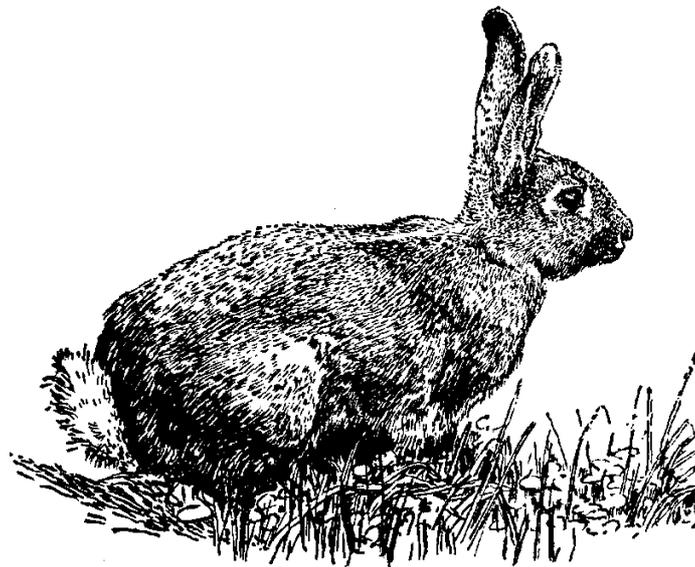


*Harefield  
Junior School*



*Looked After Children Policy*

*November 2017*

We understand that children or young people who have been taken into care by the local authority or who have a voluntary care arrangement are known as 'Looked After'. Looked After Children (LAC) will either be living in foster homes, children's residential homes, living with a relative or with their natural parent(s).

We are committed to providing quality education for all our pupils including LAC. It is nationally recognised that LAC significantly underachieve and are at greater risk of exclusion when compared with their peers. Therefore, we believe we have a duty 'to safeguard LAC, to promote their educational achievements and to ensure they are able to achieve and reach their full potential'. (Children and Families Act 2004)

**Aims**

- To implement the principles and practice, as outlined in Promoting the Education of looked after children 2014 and the Children & Families Act 2004.
- To promote the educational achievements of LAC by ensuring they are able to achieve and reach their full potential.

**Procedure**

<p><b>Role of the Governing Body</b></p>	<ul style="list-style-type: none"> <li>• The GB will ensure that:             <ul style="list-style-type: none"> <li>▪ the school's admission criteria complies with the DfES Admissions Code of Practice in prioritising for LAC;</li> <li>▪ the GB are fully aware of their legal responsibility to LAC;</li> <li>▪ a teacher is designated for LAC;</li> <li>▪ a governor is nominated with responsibility for LAC;</li> <li>▪ they receive termly reports from the designated teacher and nominated governor;</li> <li>▪ LAC have equal access to:                 <ul style="list-style-type: none"> <li>- admission to school</li> <li>- the National Curriculum</li> <li>- examinations</li> <li>- out of school learning</li> <li>- extra-curricular activities</li> </ul> </li> <li>▪ the LAC policy is implemented and annually reviewed.</li> </ul> </li> </ul>
<p><b>Role of the Executive</b></p>	<ul style="list-style-type: none"> <li>• The Executive Head Teacher will ensure that:</li> </ul>

<p><b>Head Teacher</b></p>	<ul style="list-style-type: none"> <li>▪ the LAC policy is implemented;</li> <li>▪ a designated teacher is in place who is an advocate for LAC;</li> <li>▪ appropriate support and training is provided for the LAC teacher;</li> <li>▪ all staff receive relevant training and are aware of their responsibilities;</li> <li>▪ that tracking procedures are in place to monitor: <ul style="list-style-type: none"> <li>- admissions</li> <li>- attendance</li> <li>- exclusions</li> <li>- progress</li> <li>- behaviour</li> <li>- support</li> </ul> </li> <li>▪ the GB receives an annual report that outlines the following: <ul style="list-style-type: none"> <li>- the number of LAC in the school</li> <li>- an analysis of test scores, as a discrete group, compared to other pupils</li> <li>- attendance figures compared to other pupils</li> <li>- the level of fixed term and permanent exclusions compared to other pupils</li> <li>- the number of complaints</li> <li>- the destinations of LAC pupils when they leave the school</li> </ul> </li> </ul>
<p><b>Role of the Designated Teacher</b></p>	<ul style="list-style-type: none"> <li>• The Designated Teacher is a strong advocate for LAC and will ensure that: <ul style="list-style-type: none"> <li>▪ all LAC and their carers receive a positive and smooth induction into the school;</li> <li>▪ an appropriate Personal Education Plan is completed within 20 days of LAC joining the school or entering care;</li> <li>▪ each LAC has an identified fully trained member of staff, other than the Designated Teacher, that they can talk to;</li> <li>▪ strong and positive home/school relationships are in place;</li> <li>▪ LAC are included in all areas of school life;</li> <li>▪ LAC are not bullied in any form by actively monitoring and preventing bullying by raising awareness through the school's anti-bullying policy;</li> <li>▪ all staff and governors are kept up to date on all issues relevant to LAC and receive the necessary</li> </ul> </li> </ul>

	<p>training;</p> <ul style="list-style-type: none"> <li>▪ all LAC receive the necessary support within the school;</li> <li>▪ strong links are in place with all agencies dealing with LAC;</li> <li>▪ urgent multi agency meetings will be convened if a LAC is experiencing difficulties or at risk of exclusion;</li> <li>▪ LAC have full access to the National Curriculum;</li> <li>▪ out of hours learning and extra-curricular activities are promoted for LAC;</li> <li>▪ procedures are in place to provide confidentiality for all LAC;</li> <li>▪ academic progress, attendance and behaviour is tracked with appropriate support given;</li> <li>▪ all information is transferred quickly and efficiently when LAC move to another school or phase;</li> <li>▪ the nominated Governor is kept up to date;</li> <li>▪ the GB receives an annual report on LAC.</li> </ul>
<b>Role of the Staff</b>	<ul style="list-style-type: none"> <li>• All staff will: <ul style="list-style-type: none"> <li>▪ be made aware of and will be familiar with the Guidance on LAC;</li> <li>▪ liaise with the Designated Teacher to enable LAC to achieve stability, success and to overcome any problems they may experience;</li> <li>▪ on request provide relevant information for Personal Education Plans and review meetings;</li> <li>▪ encourage LAC to achieve their full educational and personal potential which will be celebrated at weekly achievement assemblies and the Annual Presentation of Awards;</li> <li>▪ constantly endeavour to promote self-esteem;</li> <li>▪ prevent bullying in line with the school's anti-bullying policy;</li> <li>▪ accept a request to be a LAC's named person to whom they can speak with when they feel it necessary;</li> <li>▪ maintain LAC's confidentiality;</li> <li>▪ ensure LAC are supported sensitively;</li> </ul> </li> </ul>
<b>Effectiveness</b>	<ul style="list-style-type: none"> <li>• We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.</li> </ul>