



# **Designated Teacher** **Policy**

Last updated: November 2024

Review Date: November 2025

## Statement of intent

Educational achievement and subsequent life chances for looked-after children and previously looked-after children are of real concern. Pupils who are looked after require special treatment and additional attention in order to improve their situation.

Ralph Butterfield Primary School 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.
- Plan support for looked-after children realistically and use the school's resources efficiently to ensure the school meets their needs.
- Promote a positive culture in all aspects of school life.
- Help pupils develop their cultural, moral and social understanding.

Please note that this policy uses the terms LAC (looked After Children) and PLAC (Previously Looked After Children) in line with the language used in current DfE guidance. However, York schools are now encouraged to talk about 'children and young people in care' or 'adopted from care' rather than using the acronyms LAC and PLAC.

## 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
- 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 (2023) 'Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement'
- DfE (2023) 'Keeping children safe in education'
- DfE (2023) 'Working together to safeguard children 2023'

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

- Admissions Policy
- Behavioural Policy
- Home School Agreement
- Anti-Bullying Policy
- Equality Information and Objectives 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 looked-after children (PLAC)"** 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 governing board is responsible for:

- Ensuring the school has a coherent policy for looked-after children and previously looked-after children.
- Reviewing the school's policies and procedures in conjunction with legislation and statutory guidance.
- Ensuring the designated teacher for looked-after children and previously looked-after children has received the appropriate training.
- 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 looked-after children and previously looked-after children safe.
- Ensuring looked-after children and previously looked-after children have equal access to all areas of the curriculum and that reasonable adjustments are made, if necessary.
- Reviewing the annual report produced by the designated teacher to evaluate the progress of looked-after children in the school.
- Ensuring they receive feedback from the designated teacher regarding the effectiveness of the policy on an annual basis.

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 looked-after children, 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 looked-after children and previously looked-after children.
- Working with the school to ensure all looked-after children in attendance are fully supported in reaching their full potential.
- Acting as the educational advocate for looked-after children.
- Acting as a source of advice and information to help parents of previously looked-after children as effectively as possible.
- Managing the school's allocation of pupil premium plus (PP+) for looked-after children.
- Ensuring there are effective systems in place to:
  - Maintain an up-to-date roll of the looked-after children who are in school settings, and gather information about their educational placement, attendance and progress.
  - Inform the headteacher 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 looked-after children.
  - Avoid delays in providing suitable educational provision.
  - Ensure the educational achievement of looked-after children is seen as a priority by everyone who has responsibilities for promoting their welfare.
- Report regularly on the attainment, progress and school attendance of looked-after children through the authority's corporate parenting structures.

3.3. The headteacher is responsible for:

- Appointing the designated teacher for looked-after children and previously looked-after children.
- 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 governing board annually on the following:
  - The number of looked-after children and previously looked-after children in the school
  - An analysis of assessment scores as a cohort, compared to other pupil groups
  - The attendance of looked-after children and previously looked-after children, 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 looked-after children is a key priority.
- Ensuring PP+ for previously looked-after children is managed effectively.
- Promoting the advantages of actively challenging negative stereotypes of looked-after children.

3.4. The designated teacher for looked-after children and previously looked-after children is responsible for:

- Building relationships with health, education and social care partners and other partners so that they and the VSH understand the support available to looked-after children and previously looked-after children.
- Promoting the educational achievement of looked-after children and previously looked-after children at the school; this includes those that left care through adoption, special guardianship or child arrangement orders or were adopted from state care outside England and Wales.
- Acting as the main contact for social services and the DfE.
- Promoting a culture of high expectations and aspirations.
- Ensuring looked-after children are involved in setting their own targets.
- Advising staff on teaching strategies for looked-after children.
- Ensuring that looked-after children are prioritised for one-to-one tuition and support.
- Leading on how the child's PEP is developed and used in school to ensure the child's progress towards targets is monitored.
- Liaising with the SENCO to ensure all pupil needs are met.

- Working with the child's VSH and social worker to develop and implement their PEP.
- Working with the VSH to discuss how funding can be used to support the child's progress and meet the needs identified in their PEP.
- Working with the headteacher to submit an annual report to the governing board, which details the progress of all looked-after children and previously looked-after children.

3.5. The DSL is responsible for:

- Keeping up-to-date records of looked-after children'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 looked-after children and previously looked-after children.
- Liaising with the class teacher, designated teacher, specialists and parents when considering interventions to support the progress of previously looked-after children.

3.7. Staff are responsible for:

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

## **4. Personal education plan (PEP)**

- 4.1. All looked-after children must have a care plan; PEPs are an integral part of this care plan.
- 4.2. The PEP is an evolving record of what needs to happen for a pupil to enable them to make the expected progress and fulfil their potential.
- 4.3. The PEP will reflect the importance of a personalised approach to learning which meets the identified educational needs of the child and will be reviewed termly.

- 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. 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.

The VSH and the designated teacher will ensure that information is included within a LAC or PLAC's PEP surrounding how they are benefitting from any use of PP+ funding to improve their attainment. Any interventions supported by PP+ will be evidence-based and in the best interests of the pupil.

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

- 5.1. The school will ensure that copies of all relevant reports are forwarded to the looked-after children social workers, in addition to carers or residential social workers.
- 5.2. The school will coordinate their review meetings; for example, hold their annual review of looked-after children with their statutory care review.
- 5.3. The school will work with other agencies to exchange information, such as changes in circumstances, exclusions or attendance issues, taking prompt



action, where necessary, to safeguard looked-after children and previously looked-after children.

- 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 looked-after children and previously looked-after children 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 PP+ can be used effectively to accommodate the child's educational attainment and progress.
- 5.8. PP+ for previously looked-after children will be allocated directly to, and managed by, the school.
- 5.9. The school will work with the VSH to manage allocation of PP+ for the benefit of our cohort of looked-after children, or previously looked-after children, 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 looked-after children who are absent without authorisation.
- 5.12. The school will share their expertise on what works in supporting the education of looked-after children and previously looked-after children.

## **6. Training**

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

- Attachment and trauma
- Promoting positive educational and recreational activities
- Supporting pupils to be aspirational for their future education, training and employment
- Safeguarding

## **7. Safeguarding**

- 7.1 The school recognises that many LAC and PLAC have experienced trauma, abuse or complex family circumstances that have led to them being placed in care, and will ensure that all staff are aware that experiences of adversity such as these can leave pupils vulnerable to further harm or exploitation.
- 7.2 All staff will be trained to recognise signs and indicators of safeguarding concerns and will ensure that extra vigilance is practiced in observing and identifying these indicators amongst LAC and PLAC as soon as possible.
- 7.3 Where a looked-after child or previously looked-after child has a social worker, this will inform decisions about safeguarding, e.g. responding to absence from education where being absent from education may increase known safeguarding risks within the family or in the community.
- 7.4 The headteacher will implement appropriate pastoral support services in place throughout the school to ensure that the welfare of LAC and PLAC can be adequately protected to the extent that reflects their increased vulnerability.
- 7.5 Staff will be encouraged to report to the DSL any concerns they have over LAC or PLAC in line with the processes outlined in the Child Protection and Safeguarding Policy.
- 7.6 When there is reasonable cause to suspect that a LAC or PLAC is suffering or is likely to suffer significant harm, the school will collaborate in the multi-agency strategy discussion where appropriate to determine the pupil's welfare and plan rapid further action as necessary. The school's representative at any strategy discussion meetings will be sufficiently senior, skilled and experienced, and authorised to make decisions on the school's behalf. Information and analysis about the pupil and their family will be provided as required.
- 7.7 Staff will be regularly encouraged to look for signs of bullying and report to the designated teacher if they believe a looked-after child or previously looked-after child is being bullied, as this can have a particularly negative impact on pupils who have early experiences of rejection or abandonment.

## **8. Pupil mental health**

- 8.1. Looked-after children and previously looked-after children 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.

- 8.2. 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 looked-after children and previously looked-after children, and knows how to access further assessment and support, where necessary.
- 8.3. A strengths and difficulties questionnaire may be used on a termly basis to help social workers and other relevant professionals to form a view about looked-after children and previously looked-after children's current emotional wellbeing. If requested by social workers, teachers will complete their element of the questionnaire to assist in their assessment.

## **9. Exclusions**

- 9.1. Past experiences of looked-after children and previously looked-after children will be considered when designing and implementing the school's Behavioural Policy.
- 9.2. 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 looked-after children.
- 9.3. Where the school has concerns about a child's behaviour, the VSH will be informed at the earliest opportunity.
- 9.4. 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.
- 9.5. The school will inform parents that they can seek the advice of the VSH on strategies to support their child to avoid exclusion.

## **10. Pupils with SEND**

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

## **11. Information sharing**

- 11.1. Appropriate and specific arrangements for sharing reliable data are in place to ensure that the education needs of looked-after children and previously looked-after children are understood and met.
- 11.2. The arrangements set out include:
- Who has access to information on looked-after children and previously looked-after children 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.
- 11.3. School staff will be proactive in sharing information as early as possible to help identify, assess, and respond to risks or concerns about the safety and welfare of pupils. This will include sharing information about any adults with whom a pupil has contact, which may impact the pupil's safety or welfare, where necessary.
- 11.4. Staff members will ensure that fear of sharing information does not stand in the way of their responsibility to promote the welfare and safety of LAC and PLAC. If staff members are in doubt about sharing information and data protection legislation, they will speak to the DSL.
- 11.5. The school will aim to be as transparent as possible by telling families what information they are sharing and with whom, provided that it is safe to do so.

## **12. Monitoring and review**

- 12.1. This policy will be reviewed on an annual basis by the designated teacher and the headteacher.
- 12.2. The next scheduled review date for this policy is November 2025.