

1. The Aim

Promote and support the educational achievement and well-being of looked after pupils.

2. The role of the Designated Teacher for Looked After Children

- Senior teacher, with links to the school's Leadership Team. The Designated Teacher for Looked After Children needs to have a voice that can influence and guide decision making within the school. The Designated Teacher may need to attend meetings, sometimes at short notice, during the school day, and may require some flexibility.
- Work jointly with the Education Liaison Officer, Headteacher and Governor of Looked After Children to ensure that all staff are aware of the educational difficulties and disadvantages faced by Looked After Children and understand the complexity of individual cases. (where appropriate), and the need for positive whole-school support systems to help overcome them.
- Promote the participation of looked after children in extra-curricular activities and opportunities, promote home reading and homework support.
- Develop systems for effective communication with carers, parents, social services, health, Education Liaison Officer and any other relevant agencies and support networks.
- Monitor the educational progress of all looked after children in order to intervene quickly at an individual or school level, if additional support is required.
- Work in conjunction with the Education Liaison Officer to ensure that all looked after pupils have Personal Education Plans, which are a statutory requirement for all looked after children. Personal Education Plans need to be completed within the timescale (20 school days of starting a new school or being looked after). The CAPs need to be meaningful, detailed and accurate.
- Attend, arrange for a representative, or provide educational updates and reports for reviews, CAPs and meetings. Ensure rapid transfer of information (documents) between agencies.
- Support pupils to share their views and contribute to their Personal Education Plan. Ensure that the pupil's voice is heard and represented.
- Work closely and liaise with the Governor with responsibility for looked after children.
- Be aware of the child's legal status, contact arrangements, those with Parental Responsibility.
- Be aware, where possible, of those pupils on a Special Guardianship Order (SGO) or adopted and previously looked after children.

2.1 Wider School Staff

- Designated Teacher of Looked After Children to allocate a key member of staff to whom the young person can speak or meet regularly, with or without prior notice where possible. Ensure that the young person agrees with the designated worker.
- Ensure that all school staff in contact with Looked After Children receive the appropriate amount of information about the young person's circumstances and at least are aware that they are being looked after by the Local Authority.
- In the absence of the usual class teacher (s), some information about the child's circumstances should be shared with the supply teacher. The Headteacher or Designated teacher should decide how much is shared.

2.2 Training

- Develop knowledge and understanding of Social Care / Education procedures and keep abreast of

- relevant training and attend training opportunities provided e.g. Looked After Children Forum.
- Ensure all school staff have the appropriate training opportunities to fully support looked after children within the school.
 - Cascade information and training to school staff as appropriate.
 - Have a sound understanding of the Looked After Children / Pupil Deprivation Grant funding arrangements at local, regional and individual pupil level. Be aware of the procedures and the impact of the funding on individual looked after pupils. (This will be recorded on the Personal Education Plan).

3. The role of the Looked After Children Governor

- Work closely with the Looked After Children and Education Liaison Officer and gain a good understanding of the educational difficulties and disadvantages faced by Looked After Children and what the school is doing. is doing to support looked after children.
- The Looked After Children Governor will report annually to the Governing Body, including information such as;
 - Number of looked after children in school.
 - Attendance of Looked After Children.
 - Comparison of test score / levels.
 - Fixed term levels / permanent exclusions of looked after children.
- The Looked After Children Governor, as a critical friend, should feel comfortable to question and support the school in promoting the educational achievement and wellbeing of looked after children.
- The Looked After Children Governor should be satisfied that the school's policies and procedures ensure that looked after pupils have equal access;
 - Additional educational support / National Curriculum and extra-curricular activities.
- Sharing and cascading information about looked after children to other Governors and reporting to the Chair of Governors.