

WEST TOWN LANE ACADEMY

WHERE LEARNING IS AN ADVENTURE

Children in Care (CiC) POLICY



CHILDREN'S RIGHTS AND RESPONSIBILITIES

Article 20 – Children have the right to special care and help if they cannot live with their parents.

Article 21 – Children have the right to care and protection if they are adopted or in foster care

Article 28 - All children and young people have a right to primary education, which should be free. Young people should be encouraged to reach the highest level of education they are capable of.

AIMS

At WTLA we aim to ensure that children in care excel, as we aim for all children to excel. We aim to overcome their barriers to learning and enable them to leave us happy and secure in themselves, understanding that they do have control over their destiny and that education does matter. We will listen to what children in care tell us about what they want from their education and try to address any concerns or issues raised through various means including the Children in Care Council and surveys from The HOPE (Helping Our Pupils Excel), Bristol's Virtual School for Children in Care (CiC).

WTLA strives to ensure that the culture and ethos of the school are such that, whatever the heritage and origins of members of the school, pupils should be provided with the opportunity to experience, understand and celebrate diversity.

OBJECTIVES

WTLA will support children in care by:

- ensuring an effective induction when joining the school or when coming into care whilst already on the school roll
- balancing high levels of support whilst also challenging pupils to ensure they work towards achieving their full potential
- ensuring that each child has a high quality Personal Education Plan
- linking each child to a key person they relate well to (Usually the class teacher, TA or Learning Mentor)
- making it a priority to know the children well and to build strong relationships
- developing strong relationships with carers, local authorities including the Virtual School Head and specialist agencies
- encouraging and supporting children in care to take responsibility for their learning
- engaging children in care in learning outside the classroom and after-school activities
- intervening promptly if a problem emerges such as with behaviour or attendance
- giving integrated but low profile support in school for each child in care so that they are not made to feel different from other children
- planning well for future transitions and changes

ROLES AND RESPONSIBILITIES

The Governor with special responsibility for children in care in this school is: Dawn Bosley

The designated teacher in this school is: Sheena Davidson-Sault

The school champion for CiC is: Jeremy Hughes

PERSONAL EDUCATION PLANS (PEPs)

All children in care must have a care plan which is drawn up and reviewed by the local authority which looks after them. The care plan must include a Personal Education Plan (PEP), which forms part of the child's official school record. The school and the Local Authority have a shared responsibility for making sure that the PEP is a useful, personalised document used to ensure that children in care achieve academically and enjoy school. Discussion about how together they can make that happen through the content, implementation and review of the PEP should be done through a meeting involving the young person, carers, the social worker, a teacher and others such as, where appropriate, staff from The HOPE Virtual School for Children in Care. If the young person has a Statement of Special Educational Needs or Education Health and Care Plan this should be reviewed annually and should, where possible, tie in with the PEP.

ADDITIONAL FUNDING

Children in care are entitled to additional funding to help improve their outcomes and narrow the gap between their outcomes and those of their peers. Which young people are eligible and the amount of such funding available will be determined as a result of government policy.

WTLA is committed to ensuring effective use of this dedicated funding where available for all eligible children in care on roll to provide additional, personalised support to help ensure accelerated progress in order to improve outcomes. The dedicated funding for children in Year R to Year 11 is currently called the LAC Pupil Premium Grant.

The appropriate use of allocated funding is to be assessed through the Personal Education Plan. The HOPE Virtual School for Children in Care expects 80% of LAC Pupil Premium money to be spent on improving outcomes in English and/or Maths. Children in care benefit from one to one tuition in English and/or Maths even if they appear to be progressing in line with age related expectations. This school is committed to prioritising all children in care for one to one tuition.

ADMISSION/INDUCTION ARRANGEMENTS

Children in care are a priority for admission and, as such, we will follow the statutory guidance on school admissions. Carers will be given a tour of the school and relevant paperwork such as the Year group information booklet and information about log in systems etc. The Designated Teacher will introduce themselves to the carers (and pupil if appropriate). The Designated Teacher will identify any relevant issues, academic or pastoral, and ensure the child is made to feel supported in our school. On admission, records will be requested from the child's previous school. As soon as practical after the records are received, a meeting will be held with the carer/parent, social worker, other relevant professionals and the child, as appropriate, to put together a new Personal Education Plan, This meeting will ensure that communication systems are established early. If records are not received promptly we will undertake our own assessment to make sure that the teaching and support received are appropriate. We will endeavour to meet the statutory time scales for PEPs. The school Learning Mentor will be informed of the child being admitted and will make contact to ease settling in and transitions.

Class teachers and any other relevant staff will be made aware of issues or needs and regular communication between the class teacher and carers will be encouraged.

When children already on our school roll enter care we will ensure that the student meets with the Designated Teacher/Learning Mentor as soon as possible and is fully informed of the school procedures and additional support arrangements available. A meeting with other parties will be arranged and the PEP prepared as soon as possible in the same way as for those children already in care admitted to school.

At the first PEP meeting, we will seek clarification from the social worker as to who requires school reports and who may give permission for school trips or other such activities.

At this meeting any means of communication to aid the exchange of information between parties concerned with the pupil will also be agreed. (E.g. Weekly meetings between the carer and class teacher, email, notes in a communication book.)

Many children in care do not want school staff to be aware of their care status because it makes them feel "different". Therefore, where possible we will negotiate with the child to identify who should be aware of their care status and respect any issues regarding privacy and safeguarding.

SCHOOL TRIPS AND SPECIAL ACTIVITIES

At WTLA we aim to ensure that children in care enjoy as many extra-curricular opportunities as possible by reserving placements for them on trips or enrichment activities which they are eligible for and allowing sufficient time to gain the necessary consent. The responsibility for giving permission for school trips and enrichment opportunities is that of the social worker, although they often delegate this to foster carers. The person who may give permission will be clarified at the first PEP meeting. If in doubt we will always send consent forms to the social worker. There may be a discount applied to the cost of visits for CiC.

LEAVING ARRANGEMENTS

When a child in care leaves the school we will find ways to say goodbye. We will also ensure the swift transfer of information to the next school.

COMPLAINTS

If a carer has a complaint about any aspect of their experience at WTLA this should be raised with the class teacher or DT in the first instance. If this is not resolved then the carer will refer to the WTLA complaints policy (<http://wtl.academy/wp-content/uploads/2016/06/Complaints-Procedures-Oct-15.pdf>).

This policy is dated: January 2018
To be reviewed: Annually by DT/Head teacher

Annex 1 – Definitions

CHILDREN IN CARE

The terms Looked After Child (LAC) and child in care (CiC) are interchangeable. For the purposes of this policy we are using the term CiC. Under the Children Act 1989, a child is looked after by a local authority if he or she is in their care or is provided with accommodation for more than 24 hours by the authority. They include the following:

- (i) children who are accommodated by the local authority under a voluntary agreement with their parents;
- (ii) children who are the subject of a care order or interim care order;
- (iii) children who are the subject of emergency orders for the protection of the child;
- (iv) children who are compulsorily accommodated. This includes remanded to the local authority or subject to a criminal justice supervision order with a residence requirement.

A looked after child may be in residential care, a foster placement or could be living with their parents. If living with their parents, this could be on a part time basis or possibly before returning home permanently after a care placement.

LEGAL FRAMEWORK

All maintained schools are required under the Children and Young Persons Act 2008 (the 2008 Act) to appoint a designated teacher (DT) to promote the educational achievement of children in care who are on the school roll. This policy follows the statutory guidance for school governing bodies outlined in [“The role and responsibilities of the designated teacher for looked after children” 2009](#).

Annex 2 - Roles and Responsibilities

- The governing body will ensure that the designated teacher and the named governor undertake appropriate training.
- Governors will receive an annual report from the designated teacher detailing attainment, attendance, progress, Personal Education Plans, CiC with Special Educational Needs and Disability or who are gifted and talented, impacts on school development plans and how the school supports the work of The HOPE (Bristol's virtual school for children in care).
- The governing body, Headteacher and senior leadership team will act on any issues raised in the report and will ensure that:
 - the school has a clear overview of the educational needs and progress of CiC on roll;
 - the school's policies are effective in reflecting the needs of CiC;
 - resources are allocated to support the designated teacher to carry out this role effectively for the benefit of CiC.
- To ensure that, in partnership with the governing body, the Designated Teacher has the opportunity to acquire and keep up to date the necessary skills, knowledge and training to understand and respond to the specific teaching and learning needs of children in care.
- To make sure that the Designated Teacher role contributes to the deeper understanding of everyone in the school who is likely to be involved in supporting children in care to achieve.
- In partnership with the governing body, monitor the effectiveness of the role of the Designated Teacher.
- Oversee the development of the policy on children in care.
- Evaluate the standards and achievement of CiC and report these termly to the governing body and discuss them at Core SIO/HOPE meetings.
- Ensure that all staff are given the opportunity to attend training courses etc. that help them develop the skills and knowledge needed to support children in care.

The role of the designated teacher within the school

The Designated Teacher (DT) has lead responsibility for helping school staff understand the issues which affect how CiC learn and achieve. The DT will:

- promote a culture of high expectations and aspirations for how CiC learn
- promote the educational achievement of every child in care on the school's roll
- contribute to the development and review of whole school policies to ensure that they do not unintentionally put children in care at a disadvantage
- make sure, in partnership with other staff, that there are effective and well understood school procedures in place to support children in care's learning
- make sure the young person has a voice in setting learning targets
- be a source of advice for staff about differentiated teaching strategies appropriate for individual children and in making full use of Quality First teaching
- make sure that CiC are prioritised in one to one tuition arrangements and that carers understand the importance of supporting learning at home
- have lead responsibility for the development and implementation of the child's personal education plan (PEP) within the school

- set up systems to monitor and record the progress of all children in care and follow the school system for contacting and forwarding educational records to new schools to facilitate a smooth and speedy transfer
- act as the named contact for all colleagues in social care and health and ensure effective communication between all relevant parties
- Ensure that every CiC has regular meetings with the school Learning Mentor
- have due regard for the 'Expectations' document produced by The HOPE Virtual School for Children in Care.

The role of all those involved in supporting children in care

- Ensure that all children in care are made to feel welcome and included.
- Have high expectations of children in care's involvement in learning and educational progress.
- Be aware of the emotional, psychological and social effects of loss and separation from birth families.
- Understand the reasons which may be behind a child in care's behaviour, and why they may need more support than other children.
- Understand how important it is to see children in care as individuals and not to publicly treat them differently from their peers.
- Appreciate the central importance of showing sensitivity about who else knows about a child in care's status.
- Understand what a PEP is and its importance in helping to create a shared understanding between teachers, carers, social workers and, depending on age and understanding, the child him or herself of what everyone needs to do to help them achieve their potential.

Annex 3 - Sources of guidance and support:

National policy/statutory guidance

- [Improving the attainment of looked after children in primary schools](#) - DCSF 2009
- [The role and responsibilities of the designated teacher for looked after children](#) - DCSF 2009
- [Promoting the education of looked after children](#): statutory guidance for local authorities – DfE 2014
- [Department for Education website](#)
- [Pupil Premium information](#)