



Bernards Heath Infant and Nursery School

Children Looked After (CLA) and Previously Looked After (PLA) Policy

June 2019

Policy Objective:

To promote the educational achievement and welfare of Children Looked After (CLA) and Children Previously Looked After (PLA) on the roll of Bernards Heath Infant and Nursery School.

Name of the Designated Teacher for CLA and PLA

Mrs Antonia Onyeze
.....

Name of the Designated School Governor for CLA and PLA

Mrs Penny Dent and Mrs Sarah Pike
.....

At Bernards Heath Infant and Nursery School we will create an environment where children looked after (CLA) and children previously looked after (PLA) have access to excellent educational provision and are prioritised for additional support through school-based interventions, in accordance with the '*DfE Designated teacher for looked-after and previously looked-after children Statutory guidance for local-authority-maintained schools carrying out duties for looked-after and previously looked-after children. 28th February 2018.*

We recognise that our school plays a vital role in providing a stable base for CLA and PLA and in promoting their academic, social and emotional development. We promote staff training in their specific needs, so that all adults are sensitive to the barriers to learning that CLA and PLA experience and feel able to support the children discretely and confidentially, as needs arise.

Our school community aims to champion the needs of all children, including CLA and PLA, to ensure they make rapid progress during their period in care.

NB. *This policy is designed to be read in conjunction with the school 'Guidance for Schools on the Education of Children Looked After or Previously Looked After' which provides the detail of school provision for CLA, and the Bernards Heath Infant and Nursery School CLA and PLA Guidance Note (See Annex A, attached).*

For the purposes of this policy document, we are assuming that children under Special Guardianship Orders (SGO) are included with the title PLA.

Our Aims for CLA:

- to provide a safe and secure environment where education is always central to the planning and all adults understand the specific needs of CLA and PLA
- to narrow the gap between the attainment of CLA and PLA and their peers, ensuring **accelerated** and **rapid** progress
- that they are prioritised for school-based interventions and to use the allocated Pupil Premium Plus (PP+) to ensure effective impact
- for all CLA to have a minimum of three Personal Education Planning (ePEP) meetings in an academic year and for the joint planning to actively impact on each child's learning on a daily basis, to ensure accelerated and rapid progress (*DfE Designated teacher for looked-after and previously looked-after children Statutory guidance for*

local-authority-maintained schools carrying out duties for looked-after and previously looked-after children. 28th February 2018)

- for all adults to provide discreet, sensitive, child-led support, with one key adult identified who will form a strong relationship and take a special interest in daily life at school
- that school systems facilitate discrete support, as appropriate
- CLA will be advantaged within school policies and procedures, with their needs explicitly considered and provided for (*DfE Designated teacher for looked-after and previously looked-after children Statutory guidance for local-authority-maintained schools carrying out duties for looked-after and previously looked-after children. 28th February 2018.*) CLA are specifically mentioned in our school's Child Protection Policy.
- CLA and their foster families will feel part of the school community; they will be actively welcomed into the community in recognition of the particular needs of this group (*DfE Designated teacher for looked-after and previously looked-after children Statutory guidance for local-authority-maintained schools carrying out duties for looked-after and previously looked-after children. 28th February 2018.*)

Educational Planning for Children Looked After

Personal Education Plans (ePEP) and CLA Self Evaluation Forms (CLASEF):

The school will ensure that every CLA on roll has a Personal Education Planning (ePEP) meeting that is reviewed termly, within the statutory care planning framework, and in collaboration with the social worker, carer and other relevant professionals. The school will complete the CLASEF to inform the Hertfordshire Virtual School of the school's policy and practice, to account for the efficient and effective spend of the PP+ funding and to inform the school Governing Body as the annual report.

Roles and Responsibilities:

The Headteacher and Governing Body are committed to promoting improved educational life chances for CLA and PLA. They will ensure that the Designated Teacher for Children Looked After has qualified teacher status, appropriate seniority in the leadership team and time and experience to fulfil this statutory role. They will monitor the role of the Designated Teacher to ensure that all CLA and PLA make accelerated and rapid progress and that the whole school staff receives appropriate training.

The Designated Teacher for Children Looked After and Children Previously Looked After is Mrs Antonia Onyeze She is a qualified teacher, and will promote improved educational life chances for CLA and PLA by:

- ensuring that the CLA or PLA has access to quality first teaching
- tracking the progress of CLA and PLA across the curriculum using data, teacher reports and book looks
- ensuring that the PP+ is used effectively and efficiently
- performing a coordinating role with school staff and outside agencies
- ensuring effective communication with the school's assigned Education Adviser from the Virtual School
- developing expertise in the field of CLA
- providing and attending training and offering advice to the whole school staff
- promoting a school culture which is supportive and has high expectations for CLA and PLA

- regularly reporting to the Head and Governing Body on the attainment of CLA and PLA and school resource and staff training needs for working with this group
- prioritising CLA for school-based additional support
- ensuring that CLA and PLA are not overlooked for positions of student responsibility within the school because of their care status
- completing the annual Strength and Difficulties Questionnaire (SDQ) of each CLA as requested, to inform their annual CLA health review.

All staff will promote improved educational life chances for CLA and PLA by:

- reading this 'school policy' and 'school policy guidance document' for CLA
- attending training, as appropriate
- providing accurate information and data when asked by the Designated Teacher
- referring to the Designated Teacher for advice
- playing their part in creating an attachment and trauma-informed 'CLA-friendly' culture and securing rapid progress for CLA and PLA by ensuring that they benefit from any additional school-based support available

Attendance:

School attendance procedures reflect the specific needs of CLA and PLA to ensure good school attendance. Where there is a concern about attendance or punctuality the school contacts the carer, social worker and other professionals including the Virtual School, as an early intervention, as outlined in the attendance policy.

Admissions/ Transitions:

School procedures to support CLA during admission and transition include:

- prioritising CLA and PLA at the point of admission
- the swift transfer of information between schools that may include school visits and at times of transition, teaching at the previous school
- early identification of staff mentor and peer buddy (as appropriate)
- additional support and planning for CLA and PLA at times of transition
- structured activities to 'say goodbye', in recognition of the impact of broken attachments and loss

Additional Educational Needs:

All staff endeavour to secure accelerated and rapid progress for CLA and PLA with additional educational needs by:

- having high expectations
- ensuring that they are prioritised for additional school-based support (*in line with the DfE Designated teacher for looked-after and previously looked-after children Statutory guidance for local-authority-maintained schools carrying out duties for looked-after and previously looked-after children. 28th February 2018*).
- ensuring that planning is coordinated, appropriate interventions identified and teaching to the plan is systematic; ensuring that any work undertaken by non-teaching staff has teacher over-sight (*in line with the Lamb Report, Dec '09*)
- ensuring that progress is regularly monitored and reviewed, against the expectation of progress each academic year, as agreed in the termly Virtual School visit, ePEP and CLASEF

Special Educational Needs:

All staff endeavour to secure accelerated and rapid progress for CLA and PLA who have special educational needs by:

- having high expectation of minimum levels of progress each academic year (*in line with the expectation set out in the ePEP and CLA-SEF*)
- ensuring that they are accessing school-based targeted support which is 'additional to and different from' the universal provision (*in line with the SEN Code of Practice*)
- ensuring that all plans are coordinated, appropriate interventions identified, and teaching to the plan is systematic
- ensuring that progress is regularly monitored and reviewed, in line with the SEN Code of Practice
- ensuring that any work undertaken by non-teaching staff has teacher over-sight

Safeguarding:

School staff will be vigilant for any safeguarding issues which can impact particularly on CLA and PLA by: familiarising themselves with the 'School Policy Guidance for Children in Care' and following the school's child protection policy and the 'DfE: Keeping Children Safe in Education' (All staff) September 2018, if there are any safeguarding concerns.

Alternative Provision:

We will make every effort to ensure that any arrangements for provision alternative to daily attendance at school will be:

- a plan that will retain the CLA on the roll of the school or clarify in writing which educational establishment will be responsible for essential reporting and accountable for the PP+
- an agreed part of the overall ePEP for the student
- full time (25 hours) or contribute to full time attendance and be of high quality
- meet the educational needs of the CLA or PLA
- will provide the opportunity to make rapid progress in the course of study provided by the setting
- will be monitored regularly and that ePEPs will include the school and the alternative provider

Exclusion:

We have reviewed the school behaviour policy in line with the statutory guidance published in February 2018 (*DfE Designated teacher for looked-after and previously looked-after children Statutory guidance for local-authority-maintained schools carrying out duties for looked-after and previously looked-after children. 28th February 2018*). We will make every effort to avoid excluding a CLA, in recognition of the increased risk this poses in terms of them quickly disengaging from the school, due to their early experience of broken attachments and loss. Before acting, we will discuss the rationale for exclusion with the assigned Education Adviser from the Virtual School. If there is no option other than exclusion, then we will make every attempt to reduce the number of days of the exclusion. School procedures are in place to reduce the risk of exclusion of CLA and PLA. CLA and

PLA with special educational needs should have exclusion as a behaviour management action as a last possible resort (*Regulation 4(1)(c) of the Equalities Act 2010 which means that a head teacher could only lawfully exclude a child for a reason relating to their disability, even a disability that results in the child having a tendency to physical abuse, if reasonable adjustments have been made*).

Multi-Agency Working:

School staff will make every effort to engage with colleagues from other agencies and facilitate their work. This will enable colleagues to successfully perform their roles and positively impact on the education and wider needs of CLA and PLA.

The Hertfordshire Virtual School for Children Looked After

- *Website:* www.hertfordshire.gov.uk/virtualschool
- *Twitter:* @VS_HCC
- *Email:* virtualschool@hertfordhsire.gov.uk
- *Phone:* 01992 556915

June 2019

Annex A - Bernards Heath Infant and Nursery School CLA and PLA Guidance Note June 2019

This guidance note is designed to be read in conjunction with the Bernards Heath Infant and Nursery School Children Looked After (CLA) and Previously Looked After (PLA) Policy, dated May 2019.

The role of the designated teacher for Children Looked After and Previously Looked After includes:

Work with Individual Children Looked After and Previously Looked After:

- To discuss with individual children, where appropriate alongside a carer, to arrive at a statement about their care arrangements and circumstances (life story) that they would be happy to share with staff and/or pupils. Continue this dialogue with children and parents / carers as developments occur. Adoptive parents to share 'life story' of child/ren if appropriate.
- To develop in-school strategies to track, promote and accelerate the achievement of looked after children and close the gap between them and their peers. Find, use and develop tools and strategies to help children to help themselves.

School Responsibility

It is important that all teaching staff who are in contact with the child or young person are aware that he/she is being looked after by the Local Authority (or has been adopted) and that this may mean particular sensitivities towards some topics at school, or at certain times of the year. The responsibility for the transfer of this information should be that of the Head Teacher and/or the Designated Teacher for Children Looked After.

It is appropriate for a classroom support assistant to have knowledge that the young person is in care (or has been adopted) only when directly involved in the teaching of the young person. In conjunction with a child's carers, it may be decided that this information can be shared further, if it is in the best interests of the child.

In the absence of the usual class teacher, some information regarding the child's circumstances should be shared with the teacher covering the class, and in certain situations it might also be appropriate for information to be shared with relevant classroom support assistants. If possible, the child and their carer should be informed of this change in a timely manner, especially if it is thought necessary to help the child prepare for the change. The extent of this sharing should be determined by the Head Teacher or the Designated Teacher for Children Looked After.

Involvement of the Young Person

In consultation with parents / carers, it is important that a young person is aware that information is being recorded regarding their personal circumstances. How this is shared with them clearly depends on their age and understanding, especially bearing in mind that we are an Infant and Nursery School. The explanation should emphasise that the school, the Social Worker, and their carer(s) are working together to promote their education.

It is important that the young person is supported to complete the Pupil Voice section of the Personal Education Plan (ePEP) by the Designated Teacher to inform the ePEP and Care Plan review meetings.

It is important to establish the child's view of their changed circumstances and what they want others to know. It is also important to ensure that a Social Worker/teacher/carer prepares the child for situations when they may be asked about home, e.g. by other pupils in the playground.