

# Libanus Primary School



## Children Looked After (CLA) Policy

## **Objectives of the Policy**

The Governing Body of Libanus Primary School is committed to providing quality education for all our pupils.

We recognise that, nationally, pupils in public care have significantly underachieved compared to their peers. We intend, through this policy to promote the inclusion, well-being and achievement of children looked after (CLA) in the school.

The Governing Body is committed in particular to implementing the joint guidance from the Department of Health on the education of young people in public care and Circular 2/2001 from the Welsh Assembly Government. This sets out six principles:

- Prioritising education.
- Having high expectations.
- Promoting inclusion through challenging and changing attitudes.
- Achieving stability and continuity.
- Early intervention and priority action.
- Listening to children.

## **Key Aims**

The prime aim of this policy is to raise the achievement of all pupils in the school, including those who are looked after. In order to raise attainment levels, the school will ensure that:

- All pupils will be enabled and supported to meet the demands of ongoing assessments;
- Attendance will be monitored;
- Behaviour will be monitored and a behaviour support plan put in place if a pupil is deemed to be at risk of an exclusion (NAFW circular 3/99);

Circular 2/2001 introduced two key measures to improve the educational like chances for children under public care.

- Designated Teachers for every school.
- Personal Education Plans for all pupils in public care.

The Governing Body will ensure that the school has a designated teacher for children looked after (CLA), and that the designated teacher is able to carry out his or her responsibilities effectively.

## **The Role of the Designated Teacher**

NAFW Circular2/2001 says that the Designated Teacher should be:

‘Someone with sufficient authority to make things happen...(who) should be an advocate for the young people in public care, accessing services and support and ensuring that the school shares and supports high expectations for them. The designated teacher oversees the school’s work in relation children looked after (CLA). He or she will ensure the speedy transfer of educational information between agencies and individuals, and check that each child looked after (CLA) has a Personal Education Plan. The designated teacher will

ensure that the school contributes to the statutory review for each child looked after (CLA)'.

The L.E.A. will provide training for the designated teacher in their role and responsibilities.

### **The Designated Teacher will:**

- Ensure a welcome and smooth induction for the child and their carers;
- Ensure that a Personal Education Plan is completed as soon as possible (and within 20 school days of the pupil joining the school);
- Ensure that the Personal Education Plan and other records are kept up to date, and are available in time to inform review meetings;
- Ensure that each pupil in public care has an identified member of staff to whom they can talk. This need not be the Designated Teacher, but should be based on the child's own wishes. This member of staff should be alert to any child protection issues, any disclosures that pupils might make, and know what action to take. They should link closely with the school's designated teacher for Child Protection;
- Co-ordinate any support that is necessary within the school and within the L.E.A. (i.e. CLA education support);
- Ensure confidentiality for individual pupils, sharing personal information on a need to know basis;
- Encourage pupils who are looked after to join in extra curricular activities and out of school learning;
- Monitor the attendance and attainment of the children looked after (CLA) and inform the relevant person in the LEA (The attendance and attainment data and any fixed or permanent exclusions is collected annually for WAG);
- Set up meetings with the relevant parties where the pupil is experiencing difficulties in school or is at risk of exclusion;
- Ensure, as far as possible attendance at planning and review meetings or send the relevant information required for the meeting;
- Act as advisor to staff and governors for children looked after (CLA);
- Ensure the speedy transfer of information between individual agencies and – if the pupil changes school - to a new school;

Wherever possible review meetings to be held at the school

### **The Responsibilities of all staff**

#### **All our staff will:**

- Have high aspirations for the educational and personal achievements of young people who are looked after;
- Ensure that all children looked after (CLA) are supported sensitively;
- Respond positively to a pupil's request to be the named member of staff to whom they can talk when they feel it is necessary;
- Respond promptly to the Designated Teacher's requests for information;
- Work to enable children looked after (CLA) to achieve stability and success within school;
- Promote self-esteem of all Looked after Children and maintain

confidentiality; and ensure that no looked after child is stigmatised in any way.

### **Responsibilities of the Headteacher**

#### **The Headteacher will:**

- Inform the CLA Education Officer if the Designated Teacher changes;
- Ensure that the CLA Education Officer, carer and social worker are informed about any behavioural issues;
- Follow the good practice and expectations in the DfES Circular 3/99 in respect of exclusion procedures.

### **Responsibilities of the Governing Body**

#### **The Governing body will:**

- Ensure that the school has a Designated Teacher, and that the Designated Teacher is enabled to carry out his/her responsibilities;
- Support the Head Teacher, the designated Teacher and other staff in ensuring that the needs of all pupils in public care are recognised and met;
- Ensure that all Governors are fully aware of the legal requirements and Guidance on the education of pupils in care;
- Nominate a Governor to take special interest in this area of the school's work.

**At Libanus Primary School the Designated Teacher is Mrs A Curtis (CLA Lead).**