



Looked After Children (LAC) Policy

Applicable to:	✓	Astley Community High School
	✓	Seaton Sluice Middle School
	✓	Whytrig Middle School
Approval body:	Pupil Support Committee	

Status:

Statutory policy or document	No
Review frequency	Governing Body to determine
Approval by	Governing Body to determine

Publication:

Statutory requirement to publish on school website	No
Agreed to publish on school website	Yes

Review:

Frequency	Next Review Due
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Version Control:

Author	Creation Date	Version	Status
Business Manager (BW)	29 November 2018	0.1	Initial draft based on ACHS LAC Policy (September 2015)
Changed by	Revision Date		
Business Manager (BW)	1 February 2019	1.0	Final approved version for publication
Business Manager (BW)	16 January 2020	1.1	Link governor updated and terminology amended in 2.2
Business Manager (BW)	20 January 2020	2.0	Final approved version for publication

1 Overview

1.1 The Seaton Valley Federation believes that in partnership with Northumberland County Council as corporate parents, we have a special duty to safeguard and promote the education of Looked After Children (LAC).

1.2 The federation therefore aims to:

- provide a safe and secure environment, where education is valued and there is a belief in the abilities and potential of all children
- support our Looked After Children and give them access to every opportunity to achieve to their potential and enjoy learning
- fulfil our role as corporate parents to promote and support the education of our Looked After Children, by asking the question “Would this be good enough for my child?”

2 Roles and Responsibilities

2.1 The Senior Leadership Team will:

- nominate a Designated Teacher in each school for Looked After Children, who will act as their advocate and co-ordinate support for them:
 - ACHS - Mr Graham Scott
 - WMS - Mr Jon Souter
 - SSMS - Mr Joe Elliott
- support the Designated Teacher in carrying out their role by making time available and ensuring that they attend training on Looked After Children
- nominate a governor to ensure that the needs of Looked After Children in the federation are taken into account at a school management level and to support the Designated Teacher; this person is Mrs Janet Golightly

2.2 The Designated Teacher will:

- maintain an up to date record of all Looked After Children who are on the school roll, which will include:
 - status i.e. care order or accommodated
 - type of placement i.e. foster, respite, residential etc.
 - name of Social Worker, area office, telephone number
 - daily contact and numbers e.g. name of parent or carer or key worker in children’s home
 - SEN Code of Practice - SEN Support / EHCP where appropriate
 - child protection information when appropriate
 - baseline information and all test results
 - attendance figures
 - exclusions
- ensure that there is a Personal Education Plan (PEP) for each child/young person to include appropriate targets and above information; this must be compatible with the child’s/young person’s Care Plan and where applicable include any other school plan, e.g. Statement of Special Education Need, and associated plans, Transition Plan, Pastoral Support Programme etc.
- ensure that someone attends Children’s Services Reviews on each child/young person and/or always prepares a written report which promotes the continuity and stability of their education

- liaise with the Education Support Service for Looked After Children on a regular basis with regard to the performance, attendance and attainment of Looked After Children
- ensure that if/when the child transfers school, all relevant information is forwarded to the receiving school as a matter of priority
- ensure that systems are in place to identify and prioritise when Looked After Children are underachieving and have early interventions to improve this in line with existing school policy
- ensure that systems are in place to keep staff up to date and informed about Looked After Children where and when appropriate
- ensure that Looked After Children, along with all children, are listened to and have equal opportunity to pastoral support in school
- ensure that they keep the school up to date with current legislation and its implication for the school in respect of Looked After Children
- report annually to the governing body on the performance of all Looked After Children on the school roll

2.3 All governors and staff will:

- support the local authority in its statutory duty to promote the educational achievement of Looked After Children