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| Waseley Hills High School |
| Designated Teacher Policy  Spring 2021 |

**Responsibility: Designated Safeguarding Lead DSL**

**Author: E Dodds**

**Date of Issue: Spring 2021**

**Review Date: Annually**

**Reference:** WHHS0015

The contents of this policy are reviewed and monitored on a regular basis by Senior Leaders, Heads of Subject and staff with responsibility to that area.

Direct responsibilities are written into job descriptions.



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**1. Aims**

The school aims to ensure that:

A suitable member of staff (member of Senior Leadership Team) is appointed as the designated teacher for looked-after and previously looked-after children

The designated teacher promotes the educational achievement of looked-after and previously looked-after children, and supports other staff members to do this too

Staff, parents, carers and guardians are aware of the identity of the designated teacher, how to contact them and what they are responsible for

**2. Legislation and statutory guidance**

This policy is based on the Department for Education’s [statutory guidance on the designated teacher for looked-after and previously looked-after children](https://www.gov.uk/government/publications/designated-teacher-for-looked-after-children).It also takes into account [section 2E](http://www.legislation.gov.uk/ukpga/2010/32/section/2E) of the Academies Act 2010.This policy complies with our funding agreement and articles of association.

**3. Definitions**

**Looked-after children (LAC)** are registered pupils that are:

In the care of a local authority, or:

Provided with accommodation by a local authority in the exercise of its social services functions, for a continuous period of more than 24 hours

**Previously looked-after children (PLAC)** are registered pupils that fall into either of these categories:

They were looked after by a local authority but ceased to be as a result of any of the following:

* + A child arrangements order, which includes arrangements relating to who the child lives with and when they are to live with them
  + A special guardianship order
  + An adoption order

They appear to the governing board to have:

* + Been in state care in a place outside of England and Wales because they would not have otherwise been cared for adequately, and
  + Ceased to be in that state care as a result of being adopted

**Personal education plan (PEP)** is part of a looked-after child’s care plan that is developed with the school. It forms a record of what needs to happen and who will make it happen to ensure the child reaches their full potential.

**Virtual school head (VSH)** is a local authority officer responsible for promoting the educational achievement of their authority’s looked-after children, working across schools to monitor and support these pupils as if they were in a single school. The VSH is also responsible for providing information and advice to schools, parents and guardians in respect of previously looked-after children.

**4. Identity of our Designated Teacher**

Our designated teacher is Mrs E Dodds.

You can contact her by [edodds@waseleyhills.worcs.sch.uk](mailto:edodds@waseleyhills.worcs.sch.uk) or 0121 453 5211.

Our designated teacher takes lead responsibility for promoting the educational achievement of looked-after and previously looked-after children at our school. They are your initial point of contact for any of the matters set out in the section below.

**5. Role of the designated teacher**

**5.1 Leadership responsibilities**

The designated teacher will:

* Promote the educational achievement of every looked-after and previously looked-after child on roll by:
* Working with VSHs
* Promoting a whole school culture where the needs of these pupils matter and are prioritised
* Act as a source of advice for teachers about working with looked-after and previously looked-after children
* Have lead responsibility for the development and implementation of looked-after children’s PEPs
* Work directly with looked-after and previously looked-after children and their carers, parents and guardians to promote good home-school links, support progress and encourage high aspirations

Take lead responsibility for ensuring school staff understand:

* The things which can affect how looked-after and previously looked-after children learn and achieve

The school’s Designated Safeguarding Lead (DSL) is also the Designated Teacher for Looked-After children and is able to ensure that any safeguarding concerns regarding looked-after and previously looked-after children are quickly and effectively responded to.

**5.2 Supporting looked-after children**

The designated teacher will:

* Make sure looked-after children’s PEPs meet their needs by working closely with other stakeholders to assess each child’s specific educational needs
* Have overall responsibility for leading the process of target-setting in PEPs
* Monitor and track how looked-after children’s attainment progresses under their PEPs
* If a child is not on track to meet their targets, be instrumental in agreeing the best way forward with them in order to make progress, and ensure that this is reflected in their PEP
* Ensure the identified actions of PEPs are put in place
* During the development and review of PEPs, help the school and relevant local authority decide what arrangements work best for pupils

Ensure that:

* PEPs are clear about what has or has not been taken forward, noting what resources may be required to further support the child and from where these may be sourced
* The updated PEP is electronically available to the child’s social worker and VSH ahead of the statutory review of their care plan
* Transfer a looked-after child’s PEP to their next school or college, making sure it is up to date and that the local authority responsible for looking after them has the most recent version

**5.3 Supporting both looked-after children and previously looked-after children**

The Designated Teacher will:

* Ensure the specific needs of looked-after and previously looked-after children are understood by staff and reflected in how the school uses pupil premium funding
* Work with VSHs to agree how pupil premium funding for looked-after children can most effectively be used to improve their attainment
* Help raise the awareness of parents and guardians of previously looked-after children about pupil premium funding and other support for these children
* Play a key part in decisions on how pupil premium funding is used to support previously looked-after children
* Ensure teachers have awareness and understanding of the specific needs of looked-after and previously looked-after children

The Designated Teacher and other key stakeholders work collaboratively to (where appropriate):

* Be aware of the special educational needs (SEN) of looked-after and previously looked-after children, and make sure teachers also have awareness and understanding of this
* Ensure the [SEND code of practice](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25), as it relates to looked-after children, is followed
* Make sure PEPs work in harmony with any education, health and care (EHC) plans that a looked-after child may have
* Ensure that, with the help of VSHs, they have the skills to identify signs of potential SEN issues in looked-after and previously looked-after children, and know how to access further assessment and support where necessary
* Ensure that they and other staff can identify signs of potential mental health issues in looked-after and previously looked-after children and understand where the school can draw on specialist services

**5.4 Relationships beyond the school**

The designated teacher will:

* Proactively engage with social workers and other professionals to enable the school to respond effectively to the needs of looked-after and previously looked-after children
* Be open and accessible to parents and guardians of previously looked-after children and encourage them to be actively involved in their children’s education

Consider how the school works with others outside of the school to maximise the stability of education for looked-after children, such as:

* Finding ways of making sure the latest information about educational progress is available to contribute to the statutory review of care plans
* Ensuring mechanisms are in place to inform VSHs when looked-after children are absent without authorisation and work with the responsible authority to take appropriate safeguarding action
* Talking to the child’s social worker and/or other relevant parties in the local authority regarding any decisions about changes in care placements which will disrupt the child’s education, providing advice about the likely impact and what the local authority should do to minimise disruption
* Making sure that, if a looked-after child moves school, their new designated teacher receives any information needed to help the transition process

Where a looked-after child is at risk of exclusion:

* Contact the VSH as soon as possible so they can help the school decide how to support the child to improve their behaviour and avoid exclusion becoming necessary
* Working with the VSH and child’s carers, consider what additional assessment and support needs to be put in place to address the causes of the child’s behaviour
* Where a previously looked-after child is at risk of exclusion, talk to the child’s parents or guardians before seeking advice from the VSH on avoiding exclusion

**6. Monitoring arrangements**

This policy will be reviewed annually by Mrs E. Dodds Assistant Headteacher; at every review, it will be approved by the full governing board.

**7. Links with other policies**

This policy links to the following policies and procedures:

* Pupil Discipline and Behaviour Policy
* Safeguarding Policy
* SEN