

Designated Teacher for Looked-After and Previously Looked-After Children Policy



The Cottesloe School

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| Policy Type: | Non - Statutory |
| Reviewed by: | Pupil Premium Governor (Mrs L Chidley), Assistant Headteacher - Safeguarding and Wellbeing (Mrs C Hankin) and Policies Governor (Mrs C Stirk) |
| Date of review | Autumn Term 2025 |
| Adopted at: | Resources and People - October 2025 |
| Last reviewed: | Summer Term 2025 |
| Next review: | Summer Term 2026 |

1. Identity of our designated teacher

Our designated teacher is Mrs Chloe Hankin (Assistant Headteacher - Safeguarding & Wellbeing). You can contact her by email: chankin@cottesloe.bucks.sch.uk 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 sections below.

2. Aims

The school aims to ensure that:

- A suitable member of staff 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.
- We will support the Government's agenda for giving all looked after children the same life chances as any other child, in that we want them to: be healthy, stay safe, enjoy and achieve, make a positive contribution to society, and achieve economic well-being.

3. 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](#), [Promoting the education of looked-after children and previously looked-after children \(February 2018\)](#) and [Keeping Children Safe in Education](#). It also takes into account [section 20](#) and [section 20A](#) of the Child and Young Persons Act 2008.

4. Definitions

Looked-after children are registered students 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 are registered students 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

- o 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. Most local authorities now expect **ePEPs** (electronic Personal Education Plans) rather than paper.

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 students as if they were in a single school. The VSH is also responsible for providing information and advice to schools, parents, carers and guardians in respect of looked-after children and previously looked-after children.

5. Role of the designated teacher

5.1 Leadership responsibilities

The designated teacher will:

- Act as a central point of initial contact within the school for any matters involving looked-after and previously looked-after children
 - o At times this point of contact may be delegated to a Head of Year who will report directly to the Designated Teacher. This will help to make sure that we play our role to the full in making sure arrangements are joined up and minimise any disruption to a child's learning.
- Promote the educational achievement of every looked-after and previously looked-after child on roll by:
 - o Working with VSHs
 - o Promoting a whole school culture where the needs of these students matter and are prioritised
- Take lead responsibility for ensuring school staff understand:
 - o The things which can affect how looked-after and previously looked-after children learn and achieve
 - o That they are to have high expectations of the learning of looked after and previously looked after children and set targets to accelerate the educational progress
 - o How the whole school supports the educational achievement of these students
- Take a joint lead on the process of target setting for looked after children in school, and closely monitor and track how their attainment progresses and ensure that identified actions are put in place.
- Contribute to the development and review of whole school policies to ensure they consider the needs of looked-after and previously looked-after children by ensuring that when the student joins the school, their needs are carefully taken into consideration and ensure that staff are aware of the importance of promoting an ethos of high expectations of what they can achieve, and do not put them at a disadvantage in their learning and progress
- Promote a culture in which looked-after and previously looked-after children are encouraged and supported to engage with their education and other school activities by ensuring they:
 - o are prioritised in any selection of students who would benefit from one-to-one tuition, and that they have access to academic focused study support;
 - o believe they can succeed and aspire to further and higher education or highly skilled jobs

- Act as a source of advice for teachers about working with looked-after and previously looked-after children
- 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
- Have lead responsibility for the development and implementation of looked-after children's PEPs/ePEPs
- Work closely with the safeguarding team to ensure that any safeguarding concerns regarding looked-after and previously looked-after children are quickly and effectively responded to
- Involve parents, carers and guardians of previously looked-after children in decisions affecting their child's education

5.2 Supporting looked-after children

The designated teacher will:

- Make sure looked-after children's PEPs/ePEPs meet their needs by working closely with other teachers to assess each child's specific educational needs
- Have overall responsibility for leading the process of target-setting in PEPs/ePEPs
- Monitor and track how looked-after children's attainment progresses under their PEPs/ePEPs
- 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/ePEP
- Ensure the identified actions of PEPs/ePEPs are put in place
- During the development and review of PEPs/ePEPs, help the school and relevant local authority decide what arrangements work best for students
- Ensure that:
 - A looked-after child's PEP/ePEP is reviewed before the statutory review of their care plan – this includes making sure the PEP/ePEP is up to date and contains any new information since the last PEP/ePEPs review, including whether agreed provision is being delivered
 - PEPs/ePEPs 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/ePEP is passed to the child's social worker and VSH ahead of the statutory review of their care plan
- Transfer a looked-after child's PEP/ePEP 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
- Work alongside the school's pupil premium champion (Sarah Shotliff) to help raise the awareness of parents, carers 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
- Encourage parents', carers' and guardians' involvement in deciding how pupil premium funding is used to support their child, and be the main contact for queries about its use
- Ensure teachers have awareness and understanding of the specific needs of looked-after and previously looked-after children in areas like attendance, homework, behaviour and future career planning
- 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, as it relates to looked-after children, is followed
- Make sure PEPs/ePEPs 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
- Put in place robust arrangements to have strengths and difficulties questionnaires (SDQs) completed for looked-after children, and use the results of these SDQs to inform PEPs/ePEPs
- Put in place mechanisms for understanding the emotional and behavioural needs of previously looked-after children
- Set out how a child's aspiration and self-confidence is being nurtured, especially in consideration of longer-term goals towards further and higher education, work experience and career plans. Discussions about longer-term goals should start early and ideally well before Year 9 (age 13-14) at school. High aspirations are crucial to successful planning for the future. They should focus on young person's strengths and capabilities and the outcomes they want to achieve;

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

- Discuss with social workers how the school should engage with birth parents, and ensure the school is clear about who has parental responsibility and what information can be shared with whom
- Be open and accessible to parents, carers and guardians of previously looked-after children and encourage them to be actively involved in their children's education
- Proactively build relationships with local authority professionals, such as VSHs and SEN departments
- 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
- Seek advice from VSHs about meeting the needs of individual previously looked-after children, but only with the agreement of their parents, carers or guardians
- Make sure that for each looked-after child:
 - There's an agreed process for how the school works in partnership with the child's carer and other professionals, such as their social worker, in order to review and develop educational progress
 - School policies are communicated to their carer and social worker and, where appropriate, birth parents
 - Teachers know the most appropriate person to contact where necessary, such as who has the authority to sign permission slips
- 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. Links with other policies

This policy links to the following policies and procedures:

- Behaviour for Learning
- Safeguarding and Child Protection
- SEND
- Supporting Students with Medical Needs

7. Review

This policy will be reviewed annually by the Assistant Headteacher. At every review, it will be approved by the full governing board.