

LOW ROAD and WINDMILL FEDERATION of SCHOOLS with Windmill Day Care

Policy for

**Children Looked After and Young People**

The Federation fully values and appreciates a diverse and inclusive school community.

We believe that as part of the Corporate parent, we have a special duty to safeguard and promote the education of Looked After children and young people.

In this respect, our aims are:

* To provide a safe and secure environment, which values education and believes in the abilities and potential of all children and young people
* To bring the educational attainments of our Looked After children and young people nearer to those of their peers
* To identify our schools’ role as a Corporate Parent to promote and support the education of our Looked After children and young people by asking the question:

**Would this be good enough for my child?**

**In pursuit of these aims we will:**

* Nominate a Designated Person/s for Children Looked After and young people who will act as their advocate and co-ordinate support for them. At the Music Federation they are: **Sandra Senior and Megan Burton**
* The Designated Person will:
* Maintain a register of all children and young people in public care in line with recommendations in the Leeds Education Hub document*: Essential Information for Schools about Children Looked After and Role of the Designated Person.*
* Along with the social worker, ensure that there is a Personal Education Plan for each child and young person
* Ensure that someone from the schools attends the Statutory Care Review for each child or young person wherever possible, and / or always prepares a written report which promotes the continuity and stability of their education
* Ensure that on admission or transfer all relevant information is obtained at the outset (see Admission form proforma attached to this policy)
* Ensure that systems are in place to identify and prioritise underachievement, and that early interventions address this
* Ensure that systems are in place to keep staff up-to-date and informed about CLA and young people.
* Ensure that CLA and young people are listened to and have access to support and a trusted adult in school
* All governors and staff will:
* Work in partnership with parents, carers and other agencies especially Social Care and the Health Department to co-ordinate support for CLA and young people.
* Create an ethos of support and acceptance in the schools and an environment where children and young people who do not live with their birth families are equally accepted and valued
* Maintain high expectations for CLA and young people
* Where appointed, the Nominated Governor for CLA and young people will:
* Take a lead in carrying out the actions of the Governing Body in relation to CLA and young people
* Liaise with the Designated Person and report to the Governing Body on an annual basis. The contents of this report will reflect that outlined in the
* *Essential Information for Schools about Looked After Children, Role of the Designated Person.*
* Ensure that the school’s other policies and procedures give CLA and young people equal access in respect of admission, the National Curriculum, additional support where needed, extra curricular activities, and work experiences and careers guidance

# Monitoring and Evaluation

The Designated Person will, with the Nominated Governor where appropriate, prepare an annual report for the Governing Body on the achievements of CLA and young people. The specific content of this report will reflect that outlined in

*Essential Information for Schools about Looked After Children, Role of the Designated Person.*

This process will act as the annual review of the policy, and any necessary changes will be made accordingly.

# LOW ROAD / WINDMILL PRIMARY SCHOOL / WINDMILL DAY CARE

# Admission form for Looked After Children and Young People

**Name …………………………………………… D.O.B. …………………**

**Any previous names used…………………………………………………**

**Name of Carer or Keyworker………………………………………………**

**Home address ………………………………………………………………**

…………………………………………………………………………………

**Tel: ……………………………………………………….**

**Social Worker ………………………………………………………………**

**Tel .…………………………………………………….**

**Team Manager ……………………………………………………………..**

**Area Office ………………………………………………………………….**

**Why is the child / young person looked after?**

( please circle )

Care Order Accommodated On remand

# Who is caring for the child / young person?

( please circle )

Parent Relative Foster carer Residential home

**Is there anyone who should NOT have access to or information about the child / young person?**

**…………………………………………………………………………………………**

**…………………………………………………………………………………………**

# Who should be contacted in an emergency?……………………………

**……………………………………………………………………………………**

**Tel …………………………………….**

**Parent’s names** (if applicable)

**………………………………………………………………………………………….**

**………………………………………………………………………………………….**

# Parent’s addresses ………………………………………………………………..

**…………………………………………………………………………………………..**

**…………………………………………………………………………………………..**

**…………………………………………………………………………………………..**

**Tel ……………………………………………………………………………………...**

**Other schools attended**

**…………………………………………………………………………………………..**

**………………………………………………………………………………………….**

**………………………………………………………………………………………….**

**………………………………………………………………………………………….**

**Is there an EHC plan for the child / young person? Yes No**

( please circle )

# School Action ……………………………………………

**Admitted by …………………………………………………………………………**

**Into Year ……………………………………………………………………………**

**Date …………………………………………………………………………………**

**Please ensure that this form is sent on if the child / young person changes school.**