



(charity number: 1023883)

## **Looked After Children (LAC) Policy**

### **Our Looked After Children Co-ordinator is Sara Goodall**

#### **Statement of Intent**

Barton-le-Clay Pre-school committee recognises that children and young people become “looked after” either if they have been taken into care by the local authority, or have been accommodated by the local authority (a voluntary care arrangement). Most Looked After Children (LAC) will be living in foster homes but a smaller number may be in a children’s home, living with a relative or even placed back at home with their natural parent(s).

#### **Aim**

We aim to provide quality education for every child, based on equality of opportunity, access and outcomes. Barton-le-Clay Pre-school recognises that, nationally, there is considerable educational underachievement of Looked After Children, when compared with their peers, and is committed to implementing the principles and practices, as outlined in DFEE Circular 0269/2000 and DFEE/DOH guidance 2000 and the Children’s Act (2004). The Children Act places a duty to safeguard Looked After Children, to promote their educational achievements and to ensure that they are able to “achieve to and reach their full potential”. The guidance recognises the collective responsibility of local authorities and pre-schools to achieve good parenting and sets out six principles.

- Prioritising education.
- Having High expectations.
- Inclusion – changing and challenging attitudes.
- Achieving continuity and stability.
- Early Intervention – priority action.
- Listening to children.

The guidance also introduced two key measures:

- To ensure designated Looked After Children co-ordinators are nominated in every setting.
- To ensure personal education plans (PEPs) are in place for all looked after children.

Barton-Le-Clay pre-school management committee is committed to ensuring that the nominated LAC co-ordinator is able to carry out their responsibilities effectively.

#### **Role and responsibility of the LAC co-ordinator**

The LAC co-ordinator must:

- Be an advocate for Looked After Children.



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- Ensure a smooth and welcoming induction for the child and carer/s (and parent/s where possible). Note any specific requirements, including care status.
- Ensure that a Personal Education Plan is completed (within 20 days of joining the pre-school). This should be prepared with the child and carer/s (and parent/s if possible), in liaison with the social worker and other relevant support worker agencies. Where appropriate, the PEP should take account of any individual Education Plan (IEP), Pastoral Support Plan (PSP), Individual Behaviour Plan (IBP), Career Plan or any other relevant plans. The PEP should inform and be reviewed.
- Ensure that each Looked After Child has an identified member of staff that they can talk to.
- Co-ordinate support for the child in the pre-school and liaise with other professionals and carers as necessary.
- Ensure all staff and the chair to the management committee receive the relevant information and training.
- Ensure confidentiality for individual children and only share personal information on a need to know basis.
- Provide written information to assist planning or review meetings and ensure attendance as far as possible.
- Seek urgent meetings with relevant parties where the child is experiencing difficulties and/or is in danger of being excluded.

### **Role and Responsibilities of all staff**

- As with all children, have high aspirations and celebrate the educational and personal achievement of looked after children.
- Be familiar with the guidance on Looked After Children and respond appropriately to requests for information to support the completion of PEPs and other documentation as part of review meetings.
- Liaise with the nominated co-ordinator where a Looked After Child is experiencing difficulty.
- Liaise with other professionals as and when necessary:

### **Role and responsibility of the pre-school management committee**

The pre-school management committee of our pre-school will:

- Ensure that admission criteria prioritise Looked After Children, in accordance with the code of practice on admissions.
- Ensure all committee members are fully aware of the legal requirements and guidance for looked after children.
- Ensure that there is a named nominated co-ordinator for Looked After Children.



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- Ensure the Chairperson of the committee receives regular progress reports and provides feedback to the management committee.
- For child protection and confidentiality reasons, ensure that information will be collected and reported in ways that preserve the anonymity, and respect the confidentiality of the children concerned.
- Review the effective implementation of this policy, preferably annually and at least every three years.
- Ensure that the pre-school's other policies and procedures give Looked After Children equal access in respect of:
  - Admissions
  - The Early Years Foundation Stage
  - Additional educational support where this is needed.

### **Training**

- The pre-school team leader, and nominated co-ordinator will be responsible for ensuring that all members of staff are briefed on the regulations and practice outlined in the guidance from the department of further education and skills (DFES) and Department of Health (DOH).
- The pre-school management committee will ensure that the nominated co-ordinator attends the relevant training days relating to Looked After Children.

### **Contacts**

Looked After Children's contact at Local Authority Dawn Day 0300 300 6888.

Our Looked After Children's Co-Ordinator is Sara Goodall.