

Children in Care (CiC) and Previously Looked After Children (PLAC) Policy

Autumn Term 2025

For Schools within our Collaboration:



At the schools within our collaboration, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. All staff are expected to uphold and promote the fundamental principles of British values, and as such, the schools within our collaboration are fully committed to safeguarding and promoting the welfare of all our pupils including protection against radicalisation. We therefore aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life. Our core purpose, values and ethos is embodied in our mission that everyone takes:

P= personal

R= responsibility

I = in

D= delivering

E= excellence

Frequency of Review:	Annually
Reviewed and Approved by:	The Governing Body
Date:	Autumn 2025
Date of Next Review:	Autumn 2026
Reviewer:	Ellie Baker (Designated Teacher for LAC at Holgate)

Signed:

(Chair of Governing Body)

Date: 05/01/2026

The Education Of Looked After Children Policy

Introduction

The governing body of Holgate Primary and Nursery School is committed to providing quality education for all its pupils, based on equality of opportunity, access and outcomes. This governing body recognises that, nationally, there is considerable educational underachievement of children in residential and foster care, when compared with their peers, and is committed to implementing the principles and practice, as outlined in "Guidance On The Education Of Looked After Children" (May 2000) and Section 52 of the Children Act 2004. Children who are "looked after" may be "Accommodated", "In Care" or "remanded/ detained" as follows.

Accommodated (Section 20)

This is a voluntary arrangement, because parents are ill, missing, unable to cope, or as part of a child protection plan negotiated with the family. The parents retain parental responsibility.

OUR VISION

Holgate Primary and Nursery School believe that the educational experience of all children should be positive and powerful and aims to provide a learning environment in which every Child in Care can be successful. We believe our school has a major part to play in ensuring that Children in Care and Previously Children in Care are able to be healthy, stay safe, enjoy, achieve, make a positive contribution to society and achieve economic well-being.

DEFINITION

'Looked After' is a term that refers to children for whom the Local Authority is sharing parental responsibility. This can happen either with parental agreement or when a court makes a Care Order. The child may be living with foster carers, in a residential unit, with family members or sometimes with their parents. As a Trust, we use the term 'Child in Care' following pupil voice across our schools. Previously Child/Children in Care (PLAC) refers to children who are '...no longer looked after in England and Wales because s/he is the subject of an adoption, special guardianship or Achieving our dreams together child arrangements order which includes arrangements relating to with whom the child is to live, or when the child is to live with any persons, or has been adopted from 'state care' outside England and Wales,'

Roles and Responsibilities:

ROLE AND RESPONSIBILITY OF THE HEAD TEACHER

The Headteacher is responsible for ensuring that:

- The role of the Designated Teacher (DT) is filled by an appropriate member of staff at all times (including arrangements to allow for staff absences and resignation). The DT should have the seniority to work with Senior Leadership, Governors and all staff to provide information, advice and champion the achievement and needs of Children in Care/Previously in Care
- The DT is provided with the time to fulfil their role and completes the LA Statutory Designated Teacher Training every two years as well as any other training to assist with the fulfilment of their duties.
- Policies and procedures to monitor and address the needs of, and support for Children in Care/Previously in Care are in place and adhered to, with reference to academic progress, admissions, attendance, safeguarding and exclusions, and that swift action is taken when concerns arise.
- The curriculum delivered reflects the needs of children with attachment and trauma needs.
- Report on the progress, attendance and conduct of Children in Care to all parties involved.

- Ensure that staff in school receive relevant training and are aware of their responsibilities under this policy and related guidance.

ROLE AND RESPONSIBILITY OF THE DESIGNATED TEACHER

The Designated Teacher should:

- be an advocate for Looked After Children;
- When new to the school, ensure a smooth and welcome induction for the child and carer, and note any specific requirements, including care status;
- ensure that a Personal Education Plan(PEP) is completed, as soon as possible. This should be prepared with the child and the carer, in liaison with the social worker and other relevant support workers/agencies, and be linked to the Care Plan meetings, within 28 days, 3 months and 6 months and, at least, every 6 months. A flow chart showing PEP completion is found at the end of this policy.
- keep PEPs and other records up to date, particularly in time to inform review meetings;
- ensure that each child in public care (if they wish) has an identified member of staff that they can talk to (this should be based on the child's request, and may not necessarily be the Designated Teacher)
- co-ordinate support for the child in the school and liaise with other professionals and carers as necessary;
 - ensure staff receive relevant information and training and act as an advisor to staff and governors;
 - ensure confidentiality for individual children and only share personal information on a need to know basis;
 - provide written information to assist planning/review meetings and ensure attendance as far as possible;
 - ensure that the child and carer(s) receive early notification of meetings, parents' evenings and other events and that communication remains regular and positive.
 - encourage Looked After Children to participate in extra-curricular activities and out of hours learning, where feasible;
 - ensure speedy transfer of information between individuals and other relevant agencies and to a new school if and when the child transfers;
 - seek urgent meetings with relevant parties where the child is experiencing difficulties and/or is in danger of being excluded.
- ensure that any returns on looked after children are completed – as requested by the LA.

ROLES AND RESPONSIBILITIES OF ALL STAFF

All staff will:

- ensure that any child in public care is supported sensitively and that confidentiality is maintained;
 - be familiar with the policy and respond appropriately to requests for information to support the completion of PEPs and other documentation needed as part of review meetings;
 - respond positively to a child in public care's request to be the named person that they can talk to when they feel it is necessary;
 - contribute to the Designated Teacher's requests for information on educational attainment and needs, as appropriate;
 - as with all children, ensure that no child in public care is stigmatised in any way;

- provide a supportive climate to enable a child in public care to achieve stability within the school setting;
- as with all children, have high aspirations for the educational and personal achievement of Looked After Children Holgate Primary and Nursery School is part of Transform Trust, a charitable company, limited by guarantee and registered in England and Wales with Company Number 08320065 5
- positively promote the self-esteem of Looked After Children

ROLE AND RESPONSIBILITY OF THE GOVERNING BODY

The governing body of this school will:

- ensure all governors are fully aware of the legal requirements and Guidance for Looked After Children;
- be aware of whether the school has Looked After Children and how many (no names); • ensure that there is a named Designated Teacher for Looked After Children;
- liaise with the Head Teacher to ensure that the Designated Teacher is enabled to carry out her/his responsibilities in relation to Looked After Children;
- support the Head Teacher, Designated Teacher and other staff in ensuring the needs of Looked After Children are met;
 - nominate a governor who links with the Designated Teacher, receives regular progress reports and provides feedback to the governing body. (These reports should not include any names of individual children for child protection and confidentiality reasons)
- review the effective implementation of this policy, preferably annually and at least every three years.

CONFIDENTIALITY

- information on looked after children will be shared with school staff on a “need to know” basis
- the Designated Teacher will discuss what information is shared with which school staff at the PEP meeting. Once this has been agreed with the social worker, carer, young person, and other parties, complete confidentiality is to be maintained.

TRAINING

The Head Teacher or the Designated Teacher will be responsible for ensuring all staff are briefed on the regulations and practice outlined in this policy.

Personal Education Plan (PEP) completion.

- Social worker informs school of a child becoming looked after (or a looked after children entering the school)
- Date is set for the completion of a Personal Education Plan (PEP).
- A copy of the form is sent to the school to enable completion of educational data
- PEP meeting takes place within 20 days, involving the social worker designated teacher (or other appropriate staff), carer and young person if appropriate.
- A date is set for the next PEP meeting Personal education Plan is taken to the child’s statutory review and discussed within the wider context of the child’s life.
- PEP sent by SW to the LAC team