



**Cardinal Wiseman**  
Catholic School  
Part of The Romero Catholic Academy

# Children Looked After Policy

**Also published on the website**

Responsible for Policy:	School Improvement Board (Interim Academy Committee)
Date of Policy:	April 2019
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Cycle of Review:	3 years
Next Review Date:	April 2022



The school is named after Cardinal Nicholas Wiseman who became the first Cardinal upon the re-establishment of the Catholic hierarchy in England and Wales in 1850. His coat of arms is displayed on every student's blazer. The motto is 'All things for Christ' therefore faith is at the heart of everything we do, as well as recognising that we are all made in the image of God.

## **INTRODUCTION**

The Academy Representatives of Cardinal Wiseman are committed to providing quality education for all its students based on equality of opportunity, access and outcomes. The Academy Representatives recognise 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 the Section 20 of the Children and Young Persons Act (2008).

The Guidance introduced two key measures, in order to improve multi-agency co-ordination and improve educational life chances for Children Looked After:

- Designated Teachers for every school.
- Personal Education Plans for all Children Looked After.

The Academy Representatives, in line with the School's ethos to ensure the dignity of each human person is respected, is committed to ensuring that Designated Teachers and staff are enabled to carry out their responsibilities effectively as outlined in the February 2018 statutory guidance (the designated teacher for looked-after and previously looked-after children).

**The Designated Teacher responsible for Children Looked After is Miss L Wale.**

## **ROLE AND RESPONSIBILITY OF THE DESIGNATED TEACHER**

The Designated Teacher should:

- Be a central point of contact within the school and an advocate for Children Looked After.
- 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 is completed, as soon as possible. This should be prepared with the child and the carer, led by the social worker and other relevant support workers/agencies, and be linked to the Care Plan meetings, where in place. Keep PEPs and other records up to date, particularly in time to inform review meetings.
- Ensure that each child accommodated by the Local Authority has an identified member of staff that they can talk to (this should be based on the child's wishes 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 Academy Representatives.



- 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. The Home School Agreement may be adapted to take into account any specific points around communication, transport arrangements and consent signatures.
- Encourage Children Looked After to participate in extra-curricular activities and out of hours learning, where feasible.
- Seek urgent meetings with relevant parties where the child is experiencing difficulties and/or is in danger of being excluded.

#### **ROLES AND RESPONSIBILITIES OF ALL STAFF**

- Ensure that any student accommodated by the Local Authority is supported sensitively and that confidentiality is maintained.
- Respond positively to a student accommodated by the Local Authority'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.
- Provide a supportive climate to enable a child accommodated by the LA to achieve stability within the school setting.
- As with all children, have high aspirations for the educational and personal achievement of Children Looked After.
- Positively promote the self-esteem of Children Looked After.

#### **ROLE AND RESPONSIBILITY OF THE ACADEMY REPRESENTATIVES**

- Ensure all Academy Representatives are fully aware of the legal requirements and Guidance for Children Looked After.
- Be aware of whether the school has Children Looked After and how many (no names).
- Ensure that there is a named Designated Teacher for Children Looked After.
- Liaise with the Principal to ensure that the Designated Teacher is enabled to carry out her/his responsibilities in relation to Children Looked After.
- Support the Principal, Designated Teacher and other staff in ensuring the needs of Children Looked After are met.
- Nominate an Academy Representative who links with the Designated Teacher, receives regular progress reports and provides feedback to the Academy Representatives. These reports should not include any names of individual children for child protection and confidentiality reasons.
- Review the effective implementation of this policy at least every three years.

