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CLF POST 16 Children in Care Policy

Implementation Date:
September 2017

Next Review Date:
November 2023

History of Policy Changes

Date	Page	Change	Reason for Change	Changes made by
September 2017	Whole Document	Adoption by the CLF Post 16	Creation of new policy following review of existing policies and changes to legislation	Kath Cooper Principal CLF Post 16
December 2018		Approved by Academy Council		
November 2019	Whole Document	Cyclical review		CLF Post 16 SLT
November 2022	Whole Document	Cyclical review		CLF Post 16 SLT
November 2023	4	Review of team structure and names	Change in pastoral structure and responsibilities	Operations Manager

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1 Legislative Compliance

This policy has been written as guidance for staff, parent/carers and young people with reference to the following guidance and documents:

[The Children and Young Persons Act \(2008\): Section 20 Education](#)

[Roles and Responsibilities for the Designated Teacher for Children in Care \(DCSF 2009\)](#)

[Improving the attainment of looked after children in secondary schools \(DCSF 2009\)](#)

[Promoting the educational achievement of looked after children: statutory guidance for local authorities \(DCSF 2010\)](#)

[Pupil Premium information](#)

2 Aims and Objectives of this Policy

2.1 CLF Post 16 recognises that:

- Young people who are in the care of the Local Authority have the same rights as all young people, but may have additional needs due to attachment issues, early neglect, separation and loss, trauma and many placement moves. These barriers to learning can affect their educational outcomes and their personal, social and emotional development.
- There are commonly understood reasons (Social Exclusion Unit Report: 2003] why young people who are in the care of the Local Authority often fail to make expected progress in education:
 - Placement instability
 - Higher than average absence from CLF Post 16
 - Insufficient help if they fall behind
 - Unmet needs - emotional, mental, physical

2.2 CLF Post 16 recognises that young people in care often have additional barriers to learning and therefore require additional support. We aim to ensure that young people in care excel, as we aim for all young people to excel. We aim to overcome their barriers to learning and enable them to leave us as happy and secure individuals, understanding that they do have control over their destiny and that education does matter.

2.2 We will listen to what young people in care tell us about what they want from their education and try to address any concerns or issues raised through various means including liaison with The HOPE School (Bristol's Virtual School for children in care), Student Council and surveys.

2.3 CLF Post 16 strives to ensure that the culture and ethos of the school are such that, whatever the heritage and care status of members of the school, young people should be provided with the opportunity to experience, understand and celebrate diversity.

2.4 CLF Post 16 will specifically support young people in care by:

- Ensuring an effective induction when joining CLF Post 16 or when coming into care whilst already on CLF Post 16 roll;

- Balancing high levels of support with real challenge;
- Ensuring that each CiC has a high quality Personal Education Plan;
- Linking each CiC to a key worker they relate well to;
- Making it a priority to know the young people well and to build strong relationships;
- Developing strong relationships with carers, local authorities including the Virtual School Head and specialist agencies;
- Encouraging and supporting young people in care to take responsibility for their learning;
- Engaging young people in care in learning outside the classroom and at after-school activities;
- Intervening promptly if a problem emerges such as with behaviour or attendance;
- Giving integrated but low profile support in school for each CiC so that they are not made to feel different from other young people;
- Planning for future transitions e.g. to further or higher education.
- Ensuring that CiC specific Pupil Premium Funding (PP) is targeted to meet their specific needs.
- Recognising that they may have missed aspects of their education or social development and put in place plans to help them catch these up.
- Running specific raising aspirations events targeted at CiC.

3 Definitions and Designated Teacher & Student Support

3.1 Children in Care

The terms Looked after Child (LAC) and Child in Care (CiC) are interchangeable. For the purposes of this policy, we are using the term CiC as it is the one that is preferred by the young people in Bristol who have been consulted. Under the Children Act 1989, a child is looked after by a Local Authority if he/she is in their care or is provided with accommodation for more than 24 hours by the Authority. They include the following:

- Young people who are accommodated by the Local Authority under a voluntary agreement with their parents;
- Young people who are the subject of a care order or interim care order;
- Young people who are subject of emergency orders for the protection of the child;
- Young people who are compulsorily accommodated. This include remanded to the Local Authority or subject to a criminal justice supervision order with a residence requirement.

A CiC may be in residential care, a foster placement or could be living with their parents. If living with the parents this could be on a part-time basis or possibly before returning home permanently after a care placement.

3.2 The Designated Teacher for Children in Care at CLF Post 16 is:

Role	Name	Contact
Designated CiC Teacher	Lana Crosbie	Lana.crosbie@clf.uk

3.3 The Designated Student Support for Children in Care at CLF Post 16 is:

Role	Name	Contact
Designated CiC Student Support	Heads of House	Katy Dodd – Malala House Laura Osborne – Mandela House Leanne Dunbavand – Parks House

4 Supporting those in Care

4.1 Personal Education Plans (PEPs)

All young people in care must have a care plan, which is drawn up and reviewed by the Local Authority that looks after them. The care plan must include a Personal Education Plan (PEP), which forms part of the CiC's official school record. CLF Post 16 and the Local Authority will have a shared responsibility for making sure that the PEP is a useful document and for helping young people in care to achieve and enjoy. Discussion about how together they can make that happen through the content, implementation and review of the PEP should be done through a meeting involving the CiC, carers, the social worker, a teacher and others such as, where appropriate, staff from The HOPE Virtual School for Children in Care.

The PEP should include challenging, curriculum-based targets and support the CiC's educational progress. If the CiC has an EHCP (Education Health Care Plan) this should be reviewed annually and should, where possible, tie in with the PEP.

4.2 Additional Funding – CiC Pupil Premium

Young people in long-term care are entitled to additional funding to help improve their outcomes and narrow the gap between their outcomes and those of their peers. Which young people are eligible and the amount of such funding available will be determined as a result of Government policy. CLF Post 16 is committed to ensuring effective use of this dedicated funding where available for all eligible young people in care on roll to provide additional, personalised support to ensure accelerated progress in order to improve outcomes. The appropriate use of allocated funding is to be assessed through the Personal Education Plan. The Designated Teacher will report to the Council in the Annual Report on CiC on how this is used and the impact that it has.

4.3 Personalised Tuition

All young people in care are entitled to additional personalised tuition in English and/or maths, outside of the core curriculum, as part of the government scheme even if they appear to be reaching expected levels. This Academy is committed to prioritising all young people in care for this tuition, and allocating Pupil Premium to fund it where required. This tutoring may be 1:1, 1:2 or small group as is deemed most appropriate to the needs of the individual(s).

4.4 Admission/Induction Arrangements

Young people in care are a priority for admission and, as such, we will follow the Local Authority's published admission criteria. On admission to CLF Post 16 or to care, carers will be given an introductory booklet about CLF Post 16's expectations and processes and the CiC will meet with the Designated Teacher for Children in Care. The Designated Teacher will identify any relevant issues, academic or pastoral, and ensure the CiC is made to feel supported in our Academy. Consideration will be given to giving the CiC a peer mentor if this will support their progress.

On admission, records will be requested from the CiC's previous school. As soon as practicable after the records are received, a meeting will be held with the carer/parent, social worker, other relevant professionals and the CiC, as appropriate, to put together a new Personal Education Plan. This early meeting will ensure that communication systems are established early. If records are not received promptly, we will undertake our own assessment to make sure that the teaching and support received are appropriate. We will endeavour to meet the statutory time scales for PEPs as outlined in guidance.

When young people already on CLF Post 16 roll enter care CLF Post 16 will ensure that the CiC meets with the designated teacher as soon as possible and is fully informed of CLF Post 16 procedures and additional support arrangements available. A meeting with other parties will be arranged and an initial PEP meeting must be held within 28 days.

At the first PEP meeting, we will seek clarification from the social worker as to who requires school reports and who may give permission for school trips or other such activities. At this meeting, any means of communication to aid the exchange of information between statutory meetings will be discussed and agreed (such as a home/Academy book to detail any sudden significant changes in a child's circumstances.)

4.5 School Trips and Special Activities

We aim to ensure that young people in care enjoy as many extra-curricular opportunities as possible by reserving placements for them on trips or enrichment activities which they are eligible for and allowing sufficient time to gain the necessary consent.

4.6 Leaving Arrangements

When a CiC leaves CLF Post 16, we will find ways to say goodbye. We will also ensure the swift transfer of information to FE/HE institution or an apprenticeship where appropriate. Where possible, if a destination is known in advance, the future institution will be invited to the final PEP to confirm transition arrangements or information shared with universities.

5 Complaints Procedure

- 5.1 If a CiC, parent/carer or social worker wishes to complain about the provision or policy, they should, in the first instance, raise it with the Designated Teacher, who will try to resolve the situation alongside the carer and the social worker.
- 5.2 If the issue cannot be resolved within 10 days, the CiC, carer or social worker can submit a formal complaint in writing to the Principal. The Principal will investigate the complaint and respond within 10 working days, unless the formal complaint is about the conduct of the Principal, in which case the complaint will go straight to the chair of the CLF Post 16 Academy Council.
- 5.3 Any issues that remain unresolved at this stage should be addressed through a meeting in order to assess the impact of any such complaint upon the CiC's education. This meeting may include the named Councillor and any other outside agency that both parties deem necessary to attend. This meeting should normally be held within 10 working days of the Principal's response.
- 5.4 Pupils who wish to make a formal complaint against the school or about their care will be advised of the support available for young people in care through Reconstruct and encouraged to look at the page on Bristol's children in care R Voice website.

6 Roles and Responsibilities

6.1 CLF Post 16 Academy Council will:

- Ensure that the Designated Teacher and named Councillor undertake appropriate training.
- Councillors will consider an annual report from the Designated Teacher covering:
 - Attainment
 - Attendance
 - Progress
 - Personal Education Plans
 - CiC with Special Educational Needs or who are gifted and talented
 - Impact on school development plans and how the school supports the work of The HOPE (Bristol's Virtual School for Children in Care)

- The Report will also outline how the dedicated Pupil Premium funding has been allocated and the impact that it has had.
- The Academy Council, Principal and Academy Leadership Team will act on any issues raised in the report and will ensure that:
 - CLF Post 16 has a clear overview of the educational needs and progress of CiC on roll;
 - CLF Post 16 policies are effective in reflecting the needs of CiC;
 - Resources are allocated to support the Designated Teacher to carry out this role effectively for the benefit of CiC;

6.2 Principal

The role of the Principal is:

- To ensure that, in partnership with the Academy Council, the Designated Teacher has the opportunity to acquire and keep up to date the necessary skills, knowledge and training to understand and respond to the specific teaching and learning needs of young people in care;
- To make sure that the Designated Teacher role contributes to the deeper understanding of everyone in CLF Post 16 who is likely to be involved in supporting young people in care to achieve;
- In partnership with the Academy Council, to monitor the effectiveness of the role of the Designated Teacher;
- To oversee the development of the policy on Children in Care;
- To evaluate the standards and achievement of CiC and report these termly to the Academy Council and discuss them at Core meetings.
- To ensure that all staff are given the opportunity to attend training courses etc. that help them develop the skills and knowledge needed to support young people in care;

6.3 Designated Teacher

The Designated Teacher has lead responsibility for helping Academy staff understand the barriers and effective strategies which affect how CiC learn and achieve. The role of the Designated Teacher is:

- To promote a culture of high expectations and aspirations for how CiC learn;
- To promote the educational achievement of every CiC on CLF Post roll;
- To contribute to the development and review of whole school policies to ensure that they do not unintentionally put young people in care at a disadvantage;
- To make sure, in partnership with other staff, that there are effective and well understood school procedures in place to support young people in care's learning;
- To promote a culture in which CiC are able to discuss their progress and be involved in setting their own targets, have their views taken seriously and are supported to take responsibility for their own learning;
- To be a source of advice for staff about differentiated teaching strategies appropriate for individual young people and in making full use of Assessment for Learning (AfL);
- To make sure that CiC are prioritised in one-to-one tuition arrangements and that carers understand the importance of supporting learning at home;
- To have lead responsibility for the development and implementation of the CiC's Personal Education Plan (PEP) within CLF Post 16;
- To set up systems to monitor and record the progress of all young people in care and establish a system for contacting and forwarding educational records to new schools to facilitate a smooth and speedy transfer;
- To act as the named contact for colleagues in social care and health and ensure effective communication between all relevant parties;
- To have lead responsibility for helping Academy staff to understand the things which can affect how young people in care learn and achieve.
- To keep the local authority tracking system up to date and ensure accurate return of all progress data.

6.4 All Staff

Improving the outcomes for CiC and ensuring they are included in the life of CLF Posts 16 is the responsibility of all staff. Their role is:

- To ensure that all young people in care are made to feel welcome and included;
- To have high expectations of young people in care's involvement in learning and educational progress;
- To be aware of the emotional, psychological and social effects of loss and separation from birth families;
- To understand the reasons which may be behind a CiC's behaviour, and why they may need more support than other young people;
- To understand how important it is to see young people in care as individuals and not to publicly treat them differently from their peers;
- To appreciate the central importance of showing sensitivity about who else knows about a CiC's status;
- To understand what a PEP is and its importance in helping to create a shared understanding between teachers, carers, social workers and, depending on age and understanding, the CiC him or herself of what everyone needs to do to help them achieve their potential.

7 Monitoring

- 7.1 The Assistant Principal for Ethos through the Designated Person for CiC will monitor the implementation of this Policy termly.
- 7.2 The Council will review the Policy every year, unless there are any changes to legislation or guidance that require it to be altered in the interim.
- 7.3 An Annual Report on its implementation and on the outcomes for CiC, the impact of the strategies used and the funding allocated will be presented to the Council at the end of each academic year.
- 7.4 An annual update relating to the inclusion of Children in Care as required by the Local Authority will also be provided.
- 7.5 The Assistant Principal for Ethos along with the SENCO will quality assure the PEPs for CiC by sampling and the use of a checklist to maintain quality and ensure compliance with the most up to date guidance.
- 7.6 The Assistant Principals for Ethos, Teaching & Learning and Achievement will coordinate the working party on ensuring that CiC, as part of the disadvantaged cohort of students, are making progress in line with their peers.

8 Links with Other Policies

Bristol policies and guidance:

- Admissions protocol and operational process
- Attendance plan for CiC example
- Exclusion Procedural Guidance
- Induction and leaving processes for children in care (CiC)
- Information sharing protocol for CiC and care leavers in FE
- Model confidential school file for CiC
- Monitoring and Tracking Pupil Progress
- Personal Education Plan Guidance
- Principles for administering Bursary funds for CiC/care leavers
- Process for agreeing part time timetable

- [Process for new children in care/CiC moving](#)
- [When a child comes into care \(pdf, 15 KB\) \(opens new window\)](#)
- [Children in care education website](#)

Cabot Learning Federation/CLF Post 16 Policies:

- [Behaviour Policy](#)
- [Anti-Bullying Policy](#)
- [Learning and Teaching Policy](#)
- [Safeguarding \(Child Protection\) Policy](#)
- [Inclusion \(SEND\) Policy](#)