

**Darland High School
Policy For Looked After Learners (LAC)
November 2025**

1. The Objective

To promote the educational achievement and welfare of looked after learners.

2. The Name of the designated Teacher for looked after Children:

Mrs Daniela Baugh-Hughes ALNCO

3. The Role of the designated teacher for looked after Children. (Child Protection Officer)

Within School Systems:

- To ensure that all staff, both teaching and non-teaching, are aware of the difficulties and educational disadvantage faced by learners and young looked after people and understand the need for positive systems of support to overcome them
- To inform members of staff of the general educational needs of learners who are looked after, and to promote the involvement of these learners in homework clubs, extra-curricular activities, home reading schemes, school councils etc
- To develop monitoring systems for liaising with carers, the Social Services and the Education service
- To hold a supervisory brief for all learners being looked after e.g. to ensure all relevant education and care information is available to school staff and carers and that this information is kept up to date
- To monitor the educational progress of all learners who are looked after in order to inform the school's development plan
- To intervene if there is evidence of individual underachievement, absence from school or internal truancy
- To ensure the involvement of the Careers Service with learners in Years 10 and 11 who are looked after.

Work with individual looked after children

- To enable the learner to make a contribution to the educational aspects of their care plan
- To help ensure that each learner has a Personal Education Plan (N.B. the PEP should be initiated by the young person's social worker)
- To ensure that a home-school agreement is drawn up with the primary carer and signed by the social worker
- To supervise the smooth induction of a new LAC into the school

Liaison

- To liaise with the member of staff responsible for monitoring learners on the learner protection register
- To help co-ordinate education review meetings so that the personal education plan can inform the learner's care plan
- To attend, arrange for somebody else to attend or to contribute in other ways to the social care departments care planning meetings

- To be the named contact for colleagues in education and social care
- To ensure the speedy transfer of information between agencies and individuals, and report on the progress of all looked after children

Training

- To develop knowledge of social care department / education procedures by attending training events organised by the Local Authority
- To cascade training to school staff as appropriate

4. The name of a Governor with special responsibility for looked after children

Elaine Lacey

5. The role of that Governor

The named governor will report to the governing body on an annual basis:

- The number of looked after learners in the school. A comparison of test scores as a discrete group, compared with those of other learners
- The attendance of learners as a discrete group, compared to other learners
- The level of fixed term/permanent exclusions and
- Learner destinations

The named governor should be satisfied that the school's policies and procedures ensure that looked after children have equal access to:

- The National Curriculum
- Public examinations
- Careers guidance
- Additional educational support
- Extra-curricular activities and
- Work experience

6. Responsibility for LAC in School

It is important that all teaching staff who are in contact with the learner or young person are aware that they are being looked after by the Local Authority.

The responsibility for the transfer of this information shall be that of the head teacher and/or the designated teacher

It is appropriate for the classroom support assistant to have knowledge that the young person is being looked after only when directly involved in the teaching of the young person

7. Admission Arrangements

On admission, records will be requested from the learner's previous school and a meeting will be held with the carer/parent/Social worker-but always somebody with parental responsibility. This meeting **MUST** take place within 20 days and is the Personal Education Plan meeting.

8. Involving the Young Person

It is important that the young person is aware that Darland High School, the social worker and their carers are working together to promote their education

It is also important to establish the learner's point of view of their changed circumstances and what they want others to know. It is also important to ensure that a social worker/teacher/carer prepares the learner for situations when they may be asked about home e.g., by other learners in the playground

9. Communication with other Agencies

Schools should ensure that a copy of all reports (e.g., progress reviews) should be forwarded to the young person's social worker in addition to the foster carer or residential social worker in the case of a children's home.

Schools, the education service and social care department should endeavour to co-ordinate their review meetings, e.g., to have an annual review of statement combined with a statutory care review.

Social care department, the education service and schools will need to exchange information between formal reviews if there are significant changes in the young person's circumstances e.g., if the school is considering an exclusion, there is a change of care placement or there are significant attendance issues.

10. Assessment, Monitoring and Review Procedures

Each looked after child will have a care plan that will include a personal education plan (PEP) that the social worker takes a lead in developing. This will identify specific areas of concern and include achievable targets. Areas for consideration will include:

- Attendance
- Achievement record (academic or otherwise)
- Behaviour
- Homework
- Involvement in extracurricular activities
- Special needs if any
- Developmental needs (short and long term development of skills, knowledge or subject areas and experiences) and
- Long term plans and aspirations (targets including progress, career plans and aspirations)

The PEP will be updated regularly as part of the statutory reviewing process carried out by prevention and social care department.

The named governor will report annually to the governing body on the progress of all looked after children against the key indicators outlined above.

Commented [ES1]: Isn't the consistent term here LAC e.g. children (not learner) ?

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