



MacIntyre Academies Discovery Academy

Designated Teacher for Children in Care (CiC) Policy, including support for Children Previously in Care (CPIC)

Version	Purpose / Change	Responsibility	Date
3	Updated terminology throughout from Child Looked After to Child in care, which many young people in care prefer. Not using 'LAC' to refer to looked after children in care NSPCC Learning Updated LAB member responsible for Designated Teacher Updated personnel	Principal	Mar 25

Person Responsible:	Principal
Type of policy	Statutory, delegated to LAB
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Date of implementation:	Jan 2021
Reviewed:	March 2025
Date of next review:	March 2027

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1. Aims

Discovery Academy Leaders aim to ensure that:

- A suitable member of staff is appointed as the Designated Teacher children in care and children previously in care.
- The Designated Teacher promotes the educational achievement of children in care and children previously in care, and supports other staff members to do this too
- Staff, parents, carers and guardians (including those with a Special Guardian Order (SGO)) are aware of the identity of the designated teacher, how to contact them and what they are responsible for

2. Legislation and statutory guidance

This policy is based on the Department for Education's [statutory guidance on the Designated Teacher for looked-after and Children previously in care children](#).

It also takes into account [section 2E](#) of the Academies Act 2010.

This policy complies with our funding agreement and articles of association.

3. Definitions

Children in care are registered pupils that are:

- In the care of a local authority, or
- Provided with accommodation by a local authority in the exercise of its social services functions, for a continuous period of more than 24 hours

Children previously in care are registered pupils that fall into either of these categories:

- They were looked after by a local authority but ceased to be as a result of any of the following:
 - A child arrangements order, which includes arrangements relating to who the child lives with and when they are to live with them

- A special guardianship order
 - An adoption order
- They appear to the local advisory board to have:
 - Been in state care in a place outside of England and Wales because they would not have otherwise been cared for adequately, and
 - Ceased to be in that state care as a result of being adopted

Personal education plan (PEP) is part of a child in care's care plan that is developed with the school. It forms a record of what needs to happen and who will make it happen to ensure the child reaches their full potential.

Virtual school head (VSH) is a local authority officer responsible for promoting the educational achievement of their authority's child in care, working across schools to monitor and support these pupils as if they were in a single school. The VSH is also responsible for providing information and advice to schools, parents and guardians in respect of Children previously in care children.

4. Identity of our Designated Teacher

Our Designated Teachers are Jackie Brooks and Adam Doughty.

You can contact them by phone on the main school number or by email at
Jackie.Brooks@macintyreacademies.org
Adam.Doughty@macintyreacademies.org

Our Designated Teacher takes lead responsibility for promoting the educational achievement of children in care and children previously in care at our school. They are your initial point of contact for any of the matters set out in the section below.

Our LAB link for CIC and CPIC is: Nicole Wright, Parent Representative.

5. Role of the Designated Teacher

The leaders of the school and Designated Teacher will; ensure that the statutory guidance is followed: <https://www.gov.uk/government/publications/promoting-the-education-of-looked-after-children>

5.1 Leadership responsibilities

The Designated Teacher will, in conjunction with the Safeguarding Lead:

- Act as a central point of initial contact within the school for any matters involving children in care and Children previously in care
- Promote the educational achievement of every child in care and child previously in care on our roll by:
 - Working with Virtual Schools Heads (VSH)
 - Promoting a whole school culture where the needs of these children and young people matter and are prioritised
- Take lead responsibility for ensuring school staff know and understand:
 - The things which can affect how children in care and Children previously in care learn and achieve
 - How the whole school supports the educational achievement of these pupils

- Contribute to the development and review of whole school policies to ensure they consider the needs of children in care and children previously in care.
- Promote a culture in which children in care and children previously in care are encouraged and supported to engage with their education and other school activities
- Act as a source of advice for teachers about working with children in care and children previously in care.
- Work directly with children in care and children previously in care and their carers, parents and guardians to promote good home-school links, support progress and encourage high aspirations
- Have lead responsibility for the development and implementation of children in care's PEPs and ensure deadlines for these are met
- Work closely with the school's designated safeguarding lead to ensure that any safeguarding concerns regarding children in care and Children previously in care are quickly and effectively responded to
- Involve parents, carers and guardians of children previously in care in decisions affecting their child's education
- Oversee the compliant and effective expenditure of Pupil Premium + funding if received for any child

5.2 Supporting children in care

The Designated Teacher will, in conjunction with the AP for SEND and the Family Footings Team:

- Make sure children in care's PEPs meet their needs by working closely with other teachers to assess each child's specific educational needs
- Have overall responsibility for leading the process of target-setting in PEPs
- Monitor and track how children in care's attainment progresses under their PEPs
- If a child is not on track to meet their targets, be instrumental in agreeing the best way forward with them in order to make progress, and ensure that this is reflected in their PEP
- Ensure the identified actions of PEPs are put in place
- During the development and review of PEPs, help the school and relevant local authority decide what arrangements work best for pupils
- Ensure that:
 - A child in care's PEP is reviewed before the statutory review of their care plan – this includes making sure the PEP is up to date and contains any new information since the last PEP review, including whether agreed provision is being delivered
 - PEPs are clear about what has or has not been taken forward, noting what resources may be required to further support the child and from where these may be sourced
 - The updated PEP is passed to the child's social worker and VSH ahead of the statutory review of their care plan
- Transfer a child in care's PEP to their next school or college, making sure it is up to date and that the local authority responsible for looking after them has the most recent version

5.3 Supporting both children in care and children previously in care

The Designated Teacher will, with class teams and Family Footings facilitators:

- Ensure the specific needs of children in care and Children previously in care are understood by staff and reflected in how the school uses pupil premium funding
- Work with VSHs to agree how pupil premium funding for children in care can most effectively be used to improve their attainment
- Help raise the awareness of parents, carers and guardians of children previously in care about pupil premium funding and other support for these children and young people
- Play a key part in decisions on how pupil premium funding is used to support children previously in care
- Encourage parents', carers' and guardians' involvement in deciding how pupil premium funding is used to support their child, and be a contact for queries about its use
- Ensure teachers have awareness and understanding of the specific needs of children in care and Children previously in care in areas such as attendance, positive behaviour support and future career planning
- Be aware of the special educational needs (SEN) of children in care and children previously in care children, and make sure teachers also have awareness and understanding of this
- Ensure the [SEND code of practice](#), as it relates to children in care, is followed
- Make sure PEPs work in harmony with any education, health and care (EHC) plans that a child in care may have
- Ensure that, with the help of VSHs, they have the skills to identify signs of potential SEN issues in children in care and children previously in care, and know how to access further assessment and support where necessary
- Ensure that they and other staff can identify signs of potential mental health issues in children in care and children previously in care and understand where the academy and Trust can draw on specialist services
- Put in place robust arrangements to have strengths and difficulties questionnaires (SDQs) completed for children in care, and use the results of these SDQs to inform PEPs
- Put in place mechanisms for understanding the emotional and behavioural needs of children previously in care

5.4 Relationships beyond the school

The Designated Teacher will, with other academy leaders:

- Proactively engage with social workers and other professionals to enable the school to respond effectively to the needs of children in care and Children previously in care
- Discuss with social workers how the school should engage with birth parents, and ensure the school is clear about who has parental responsibility and what information can be shared with whom
- Be open and accessible to parents, carers and guardians of children previously in care and encourage them to be actively involved in their children's education
- Proactively build relationships with local authority professionals, such as VSHs and SEN departments
- Consider how the school works with others outside of the school to maximise the stability of education for children in care, such as:
 - Finding ways of making sure the latest information about educational progress is available to contribute to the statutory review of care plans

- Ensuring mechanisms are in place to inform VSHs when children in care are absent without authorisation and work with the responsible authority to take appropriate safeguarding action
- Talking to the child's social worker and/or other relevant parties in the local authority regarding any decisions about changes in care placements which will disrupt the child's education, providing advice about the likely impact and what the local authority should do to minimise disruption
- Making sure that, if a child in care moves school, their new Designated Teacher receives any information needed to help the transition process
- Seek advice from VSHs about meeting the needs of individual children previously in care, but only with the agreement of their parents or guardians
- Make sure that for each child in care:
 - There's an agreed process for how the school works in partnership with the child's carer and other professionals, such as their social worker, in order to review and develop educational progress
 - School policies are communicated to their carer and social worker and, where appropriate, birth parents
 - Teachers know the most appropriate person to contact where necessary, such as who has the authority to sign permission slips
- Where a child in care is at risk of exclusion:
 - Contact the VSH as soon as possible so they can help the school decide how to support the child to improve their behaviour and avoid exclusion becoming necessary
 - Working with the VSH and child's carers, consider what additional assessment and support needs to be put in place to address the causes of the child's behaviour
- Where a child Children previously in care is at risk of exclusion, talk to the child's parents or guardians before seeking advice from the VSH on avoiding exclusion

6. Links with placing authorities

We are committed to working with placing authorities and their nominated Virtual School Heads in our shared ambition to close the attainment gap between children in care (CIC), children previously in care (CPIC) and their peers. We believe that this is achieved when we:

- build positive nurturing relationships within our settings, based on an understanding of attachment and childhood trauma
- promote and prioritise the social, emotional and mental health development of children in care.
- promote inclusive practice and use alternatives to exclusions
- have high aspirations for CIC / CPIC

Personal education plan (PEP) is part of a child in care's care plan that is developed with the school. It forms a record of what needs to happen and who will make it happen to ensure the child reaches their full potential.

Virtual school head (VSH) is a local authority officer responsible for promoting the educational achievement of their authority's child in care, working across schools to monitor and support these pupils as if they were in a single school. The VSH is also responsible for providing information and advice to schools, parents and guardians in respect of Children previously in care children.

7. Monitoring arrangements

This policy will be reviewed every two years by the Designated Teacher, or sooner if required. At every review, it will be approved by the Local Advisory Board.

8. Links with other policies

This policy links to the following policies and procedures:

- Discovery Behaviour Support Policy
- Discovery Child protection and Safeguarding Policy
- MAT Compassionate Schools Policy
- Discovery Exclusion Protocols
- Discovery Supporting pupils with medical needs

Changes at previous reviews:

Version	Purpose / Change	Responsibility	Date
V2	4 Change name of DT for CIC and link governor 5.1 inserted "and ensure deadlines for these are met" 5.1 inserted "Oversee the compliant and effective expenditure of Pupil Premium + funding if received for any child" 6. inserted "links with placing authorities and their nominated Virtual School Heads in our shared ambition to..."	Executive Principal	March 23