



Working together to be the best that we can be

RUSSELLS HALL PRIMARY SCHOOL

Children Looked After (CLA) Policy

September 2025

Review September 2026



Overall Aims

The aim of this policy is to promote educational inclusion for children looked after (CLA), to enable them to access the full range of educational opportunities available to them and to reach their potential, both academically and personally.

Objectives

Children looked after at Russells Hall Primary School will

- Receive an appropriate level of monitoring and support
- Have access to the full range of educational and extra-curricular opportunities.

Roles and Responsibilities – Designated teacher, SMT, Governor

- The overall responsibility for the education and personal wellbeing of looked after children rests with Mrs Alison Foy the head teacher along with designated teacher Mrs Caroline Tams and safeguarding officer Mrs Helen Houlston.
- Mrs Foy and Mrs Tams share all information with other members of the senior management team.
- The Governor with special responsibility for looked after children in this school is John Cook.

The designated teacher, learning mentor and senior management will

- Identify, arrange and/or deliver training to staff
- Ensure the development of effective and inclusive strategies to address the needs of looked after children
- Ensure the smooth transfer of information within school and between school, carers and other agencies
- Regular information sharing on a day-to-day basis to ensure communication is maintained and is of the highest priority.

Teachers and staff at Russells Hall primary school will:

- Receive an appropriate level of training on the issues affecting the educational achievement psychological wellbeing of children looked after and use this to guide their interactions with them.
- Plan for and meet individual needs of looked after children.
- Liaise closely with Mrs Tams and Mrs Houlston, sharing any information including concerns and worries.
- Complete relevant parts of the PEP paperwork each term.

Pastoral Support

To ensure children looked after children continue to receive an appropriate level of support the following arrangements are in place: the designated teacher and learning mentor will ensure that at Russells Hall primary school:

- The class teacher will meet the carer and will be informed of whether the parents have parental rights to letters, reports, etc.
- The class teacher will be made aware of who is able to collect the child.
- Information about the circumstances of any children looked after will be shared on a 'need to know' basis.

- Children looked after are given the opportunity to talk to the designated teacher or safeguarding officer in their office at any point during the day.

Information sharing, liaison with outside agencies

The designated teacher and safeguarding officer will

- Liaise with outside agencies and attend meetings
 - A PEP Personal Education Plan is completed every term. All relevant staff fill in their parts of the PEP.
 - Close liaison with social workers to ensure all relevant information is shared.
 - Work in partnership with carers, parents and others with parental responsibility to ensure that children looked after receive their entitlement
 - Ensure that records and plans are kept up to date
 - Provide a report to Governors every term
 - Arrange appropriate training for staff to ensure that the school meets the needs of children looked after.
 - Ensure that each child's file which contains all essential information is kept in the safeguarding drawer of the filing cabinet in the locked office. (This cabinet is locked and the office is also locked.)
- The child's file will include a record of:
 1. The name of the Social Worker, area office and contact details.
 2. Status i.e. care order or accommodated.
 3. Type of Placement e.g. foster, respite, residential.
 4. Name of the contact person in the LACES team and telephone number.
 5. Daily contact and telephone numbers where appropriate e.g. name of young person, name of parent or carer or key worker in children's home.
 6. Share Child Protection / disability information which could be shared, if appropriate.
 7. Their academic progress, copies of relevant reports.
 8. Named persons who should receive copies of reports.

Personal Education Plans (PEPs)

The attainment and attendance of children looked after is reported in their PEP each term. The termly PEP meetings involve the young person (if deemed appropriate), carers, parents (if they still have parental rights) social worker, the designated teacher, learning mentor and any other agencies involved with the child. Next steps are planned for and these are shared and agreed with the senior management team and put into place.

Additional Funding

Children in care are entitled to additional funding to help improve their outcomes. We are committed to ensuring effective use of this dedicated funding where available for all eligible children 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 PEP each term.

Evaluation

The general success and appropriateness of this policy will be evaluated annually. The next review is September 2026.