



Looked After Child Policy

Objective

To promote and support the educational achievements and welfare of Looked After Children who attend Little Professors Nursery.

Introduction

This document will identify the roles and responsibilities of the Designated Lead for Looked After Children (LAC) in your nursery.

Aims

The Designated Lead for Looked After Child policy is designed to:

- Identify the named Designated Lead in the setting
- Specify their roles and responsibilities
- Outline the roles and responsibilities of staff towards Looked After Children

Gemma Earp is the Designated Lead for Children Looked After for Little Professors nursery.

The role of the Designate Lead for Looked After Children within the nursery/Setting:

- To ensure that all staff in the nursery working with or in contact with the child are aware that he/she is Looked after by the local authority
- To ensure that all staff working with the child/ren are aware of the difficulties and educational disadvantage faced by Looked After Children and understand the need for support and intervention to overcome these barriers to learning.
- To provide the best possible learning opportunities for looked after children.
- To provide a welcoming and stimulating learning environment where the children feel safe and secure.
- To encourage and promote children's participation in accessing extra curriculum activities and events where possible.
- To monitor and liaise with carers, social workers and the virtual school.
- To monitor and support the attainment and development of Looked After Children in the Setting.
- To monitor the progress of all Looked After Children in order to inform nurseries development, provision, intervention and planning.

- To support and work with Carers to support Children's learning and enhance development in the home as well as the setting.
- To complete the self-assessment toolkit: Framework for evaluation of effectiveness of Early Years Provision for Looked after Children and meeting with the Virtual School to review it annually. Work with Looked After Children:
- To ensure that each child has an initial Personal Education plan (PEP) carried out within 20 days of attendance at the setting
- To ensure a PEP review is carried out once per term in the Autumn, Spring and Summer term.
- To ensure the child/ren's views are obtained prior the PEP meeting by completing the children's questionnaire and all information is obtained remains confidential.
- To ensure a smooth induction process to the nursery/setting working alongside Carer.
- To seek additional support provided by or available from the Virtual School in Walsall.
- Take the lead role in the professional assessment and preparation of the educational targets and subsequent reviews relevant in the child's Personal Education Plan (PEP).
- To ensure that the targets set within the Personal Education Plan are implemented fully, reviewed regularly and that staff working with the children are aware of them.
- To develop support strategies to track and accelerate Looked After Children's development and narrow the 'gaps' between them and their peers.
- To monitor and evaluate the impact of the provision, in teaching and learning and support for looked after children. Liason:
- To attend PEP meetings arranged for the child/ren.
- Establish good working relationships and communications with Carers, ensuring information is received and early notification is provided for them to attend meetings and reviews.
- Ensure that information shared between agencies is done in a prompt and timely manner.
- To be the named contact for colleagues in Children's services in relation to Looked after Children.
- To attend, arrange someone to attend or contribute in other ways to care plan meetings and statutory reviews.
- To liaise with other Schools/settings to ensure a positive transition process is carried out when a child/ren move to a different setting/nursery/school and all information is passed over.
- To ensure that all copies of reports are forwarded to the social worker in addition to carer and to the virtual school.

Training:

- To develop and obtain a good knowledge and understanding of legislation by attending training events organised by the virtual school and cascade to other staff members in the setting as appropriate.