

# Designated Teacher for Looked After Children and Previously Looked After Children Policy



Responsibility for oversight and update of this Policy	SSC
Last updated	March 2025
Policy review cycle	Annually
Latest policy Review date	March 2026
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*Developing the roots to grow and wings to fly*

## 1. Aims

Chadsmead Primary Academy ensures that a suitable member of staff is appointed as the designated teacher for looked-after and previously looked-after children in order to promote the educational achievement of looked-after and previously looked-after children. They also take the lead responsibility for promoting the educational achievement of looked-after and previously looked-after children at our school, supporting members of staff to do the same and staff, parents, carers and guardians are aware of the identity of the designated teacher, how to contact them and what they are responsible for

Our designated teacher is Mrs Helen Cadman who can be contacted through:

- Email: [office@chadsmead.staffs.sch.uk](mailto:office@chadsmead.staffs.sch.uk)
- Telephone 01543 421850

## 2. Legislation and statutory guidance

This policy is based on the Department for Education's statutory guidance which can be also found at: <https://www.gov.uk/government/publications/designated-teacher-for-looked-after-children>

This policy complies with our funding agreement and articles of association and takes into account [section 20](#) and [section 20A](#) of the Children and Young Persons Act 2008 and [section 2E](#) of the Academies Act 2010.

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## 3. Definitions

### 3.1 Looked-after children

Children who are "looked after" may be "Accommodated" "In Care" or "remanded/detained" as follows:

- Accommodated (Section 20) – This is a voluntary agreement, because parents are ill, missing, unable to cope, or as part of a child protection plan negotiated with the family. The parents retain parental responsibility.
- In Care – A child is in care only if a court has granted a Care Order which it will issue if it believes a child to be suffering or likely to suffer significant harm. A care order generally gives parental responsibility to the local authority, or shares this with the parents.
- Remanded/Detained – A child can be remanded or detained as in the following: an emergency protection order; removed by police using their powers of protection; remanded by a court following criminal charges; a court directing a social services department to accommodate a child (already on a supervision order for criminal behaviour) for up to six months.

**3.2 Previously looked-after children** are registered pupils that have either been:

- Looked after by a local authority but ceased to be as a result 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 or an adoption order
- In state care in a place outside of England and Wales because they would not have otherwise been cared for adequately and have now ceased to be in that state care as a result of being adopted

**3.3 Personal Education Plan (PEP)** is part of a looked-after child'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.

**3.4 Virtual school head (VSH)** is a local authority officer responsible for promoting the educational achievement of their authority's looked-after children, 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 previously looked-after children.

The current Virtual Head in Staffordshire is **Sarah Rivers (Virtual Head)** who can be contacted through the local Education Authority website by the following details:

- Website: <https://www.staffordshirevirtualschool.co.uk>
- Email: [virtual.school@staffordshire.gov.uk](mailto:virtual.school@staffordshire.gov.uk)
- Telephone: 01785 276761
- General Enquiries: 01785 276761
- Lesley Gill (Virtual Deputy Head) 07815 827418

#### 4. Role of the designated teacher

The role of the designated teacher is based on the responsibilities listed in the [DfE's statutory guidance](#). Although the designated teacher always has lead responsibility, at Chadsmead, some pastoral and administrative tasks are appropriately delegated to class teachers and / or other members of staff where necessary. These duties include:

- Being an advocate for Looked after and previously looked after children.
- Ensuring the Personal Educational Plans are completed in liaison with social workers to meet statutory deadlines.
- Ensure staff received agreed relevant information on a 'need to know basis' regarding the child in school, liaise with professionals and carers and ensure smooth transition between phases of education.

Where a looked-after child is at risk of exclusion, our school's Head teacher, will contact the Virtual School Head 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.

Where a looked-after child is at risk of exclusion, we will work with the Virtual School Heads and child's carers and consider what additional assessment and support needs could be put in place to address the causes of the child's behaviour.

Where a previously looked-after child is at risk of exclusion, we will talk to the child's parents/carers or guardians before seeking advice from the Virtual School Head on avoiding exclusion.

#### 5. Monitoring arrangements

This policy will be reviewed annually by the Head teacher and Designated teacher and approved by the SSC.

#### 6. Links with other policies

This policy should be read in conjunction with and alongside the following policies and procedures including those referring to Behaviour, Child Protection and Safeguarding, SEND & Medical Needs