



# **Chadsmead Primary Academy**

## **Looked After Children Designated Teacher Policy**

**(Looked-After and Previously Looked-After  
Children)**

**Adopted**

**March 2022 by SSC**

**Review date**

**March 2023 by SSC**

**Publication**

**Admin Share (H:), Master Policies, Designated Teacher for  
Looked After Children**

## 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 01542 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.

## 3. Definitions

**Looked-after children** are registered pupils that are:

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

**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

**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.

**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** who can be contacted through the local Education Authority website by:

- Email: <https://www.staffordshire.gov.uk/Education/Virtual-school/Contact-us.aspx>
- Telephone 01785 854195 or 07976 191025

#### **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.

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 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 full governing body.

#### **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