

**Roles and Responsibilities for Looked After and Previously Looked After children in school**

**Headteacher**

* Identify, or be, the Designated Teacher for LAC and PLAC, whose role is set out below. It is essential that another appropriate person is identified quickly should the Designated Teacher leave the school or take sick leave.
* Ensure that procedures are in place to monitor the admission, progress, attendance and any exclusions of LAC and PLAC and take action where progress, conduct or attendance is below expectations.
* Report on the progress, attendance and conduct of LAC and PLAC to all parties involved.
* Ensure that staff in school receive relevant training and are aware of their responsibilities under this policy and related guidance.

 **Governing Body**

* + Ensure that all Governors are fully aware of the legal requirements and guidance on the education of LAC and PLAC.
	+ Ensure the school has an overview of the needs and progress of LAC and PLAC.
	+ Allocate resources to meet the needs of LAC and PLAC
	+ Ensure the school’s other policies and procedures support their needs.
	+ Ensure that the school has a Designated Teacher, and that the Designated Teacher is enabled to carry out his or her responsibilities as below.
	+ Support the Head teacher, the Designated Teacher and other staff in ensuring that the needs of LAC and PLAC are recognised and met.
	+ Receive a report once a year setting out:
	+ The number of LAC and PLAC students on the school’s roll (if any).
	+ Their attendance, as a discreet group, compared to other pupils.
	+ Their Teacher Assessment, as a discreet group, compared to other pupils.
	+ The number of fixed term and permanent exclusions (if any).
	+ The destinations of pupils who leave the school.
	+ The information for this report should be collected and reported in ways that preserve the anonymity and respect the confidentiality of the pupils concerned.

 **Designated Teacher**

Government Guidance says that the Designated Teacher should be “*someone with sufficient authority to make things happen, who should be an advocate for LAC and PLAC assessing services and support, and ensuring that the school shares and supports high expectations for them*.” It is strongly recommended that this person should be a member of the Senior Leadership Team.

Our Designated Teacher will:

* + Ensure a welcome and smooth induction for the child and their carer, using the Personal Education Plan to plan for that transition in consultation with the child’s social worker.
	+ Ensure that a Personal Education Plan is completed with the child, the social worker, the foster carer and any other relevant people, at least two weeks before the Care Plan reviews.
	+ Ensure that each LAC and PLAC has an identified member of staff that they can talk to. This need not be the Designated Teacher, but should be based on the child’s own wishes.
	+ Track academic progress and target support appropriately.
	+ Co-ordinate any support for the LAC and PLAC that is necessary within school.
	+ Ensure confidentiality for individual pupils, sharing personal information on a need to know basis.
	+ Encourage LAC and PLAC to join in extra-curricular activities and out of school learning.
	+ Ensure, as far as possible, attendance at planning and review meetings.
	+ Act as an advisor to staff and Governors, raising their awareness of the needs of LAC and PLAC.
	+ Set up timely meetings with relevant parties where the pupil is experiencing difficulties in school or is at risk of exclusion.
	+ Ensure the speedy transfer of information between individuals, agencies and if the pupil changes school – to a new school.
	+ Be pro-active in supporting transition and planning when moving to a new phase in education.
	+ Track academic progress and target support appropriately.
	+ Promote inclusion in all areas of school life.
	+ Be aware that 60% of LAC and PLAC say they are bullied, so will actively monitor and prevent bullying in school by raising awareness through the school’s anti-bullying policy.
	+ Ensure that attendance is monitored.

**Staff**

* All our staff will:
	+ Have high aspirations for the educational and personal achievement of LAC and PLAC, as for all students.
	+ Maintain LAC and PLAC confidentiality and ensure they are supported sensitively.
	+ Respond promptly to the Designated Teacher’s requests for information.
	+ Work to enable LAC and PLAC to achieve stability and success within school.
	+ Promote the self-esteem of all LAC and PLAC.
	+ Have an understanding of the key issues that affect the learning of LAC and PLAC.
	+ Be aware that 60% of LAC and PLAC say they are bullied so work to prevent bullying in line with the School’s policy.

Any queries then please ask: Shropshire Virtual School

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