



Designated Teacher Policy (Children Looked After and Previously Children Looked After)

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Approved by:	Board	April 2026
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For Office Use Only:

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To make changes to this policy, please email admin@lincolnshiregateway.co.uk.



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1. Aims

The school aims to ensure that:

- A suitable member of staff is appointed as the designated teacher for CLA and previously CLA
- The designated teacher promotes the educational achievement of CLA and previously CLA, and supports other staff members to do this too
- Staff, parents, carers and guardians are aware of the identity of the designated teacher, how to contact them and what they are responsible for

2. Legislation and statutory guidance

This policy is based on the Department for Education's statutory guidance on the designated teacher for looked-after and previously looked-after children.

It also takes into account section 2E of the Academies Act 2010.

This policy complies with our funding agreement and articles of association.

3. Definitions

Children Looked After are registered pupils that are:

- In the care of a local authority, or
- 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 Children Looked After are registered pupils that fall into either of these categories:

- They were looked after by a local authority but ceased to be as a result of any of the following:
 - 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
 - An adoption order
- They appear to the governing board to have:
 - Been in state care in a place outside of England and Wales because they would not have otherwise been cared for adequately, and
 - 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. Pilgrim Academy is allocated an Inclusion Officer by the local authority who works with all CLA children throughout the academic year. The Inclusion officer works with all CLA children the Academy setting.

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.

4. Identity of our Designated Teacher

Our designated teacher is Mrs Carolyn France, Assistant Principal.

You can contact them by emailing enquiries@pilgrimacademy.co.uk, subject: **F.A.O Mrs C France**, or by calling 01469 572368.

Our designated teacher takes lead responsibility for promoting the educational achievement of looked-after and previously looked-after children at our school. They are your initial point of contact for any of the matters set out in the section below.

Mrs C France, is also the SENDCO and will ensure any SEND needs the child may have are addressed and subsequent interventions put in place.

5. Role of the Designated Teacher

5.1 Leadership responsibilities

The Designated Teacher will:

- › Act as a central point of initial contact within the school for any matters involving CLA and previously CLA
- › Promote the educational achievement of every CLA and previously CLA on roll by:
 - Working with VSHs
 - Promoting a whole-school culture where the needs of these children matter and are prioritised
- › Take lead responsibility for ensuring school staff understand:
 - The things which can affect how CLA and previously CLA learn and achieve
 - How the whole school supports the educational achievement of these pupils
- › Contribute to the development and review of whole-school policies to ensure they consider the needs of CLA and previously CLA
- › Promote a culture in which CLA and previously CLA are encouraged and supported to engage with their education and other school activities
- › Work directly with CLA and previously CLA and their carers, parents and guardians to promote good home-school links, support progress and encourage high aspirations
- › Have lead responsibility for the development and implementation of CLA PEPs
- › Work closely with the school's Designated Safeguarding Leads (**Mrs France/Mrs Senior/Miss King**) to ensure that any safeguarding concerns regarding CLA and previously CLA are quickly and effectively responded to
- › Involve parents and guardians of previously CLA in decisions affecting their child's education

5.2 Supporting looked-after children

The Designated Teacher will:

- › Make sure CLA's PEPs meet their needs by working closely with other teachers and the academy SENDCO to assess each child's specific educational needs
- › Have overall responsibility for leading the process of target-setting in PEPs
- › Monitor and track how CLA's attainment progresses under their PEPs
- › If a child is not on track to meet their targets, be instrumental in agreeing the best way forward with them in order to make progress, and ensure that this is reflected in their PEP
- › Ensure the identified actions of PEPs are put in place
- › During the development and review of PEPs, help the school and North East Lincolnshire/relevant local authority decide what arrangements work best for pupils
- › Ensure that:
 - CLA's PEP is reviewed before the statutory review of their care plan – this includes making sure the PEP is up to date and contains any new information since the last PEP review, including whether agreed provision is being delivered
 - PEPs are clear about what has or has not been taken forward, noting what resources may be required to further support the child and from where these may be sourced

- The updated PEP is passed to the child's social worker and VSH ahead of the statutory review of their care plan
- Transfer a CLA's PEP to their next school, making sure it is up to date and that North East Lincolnshire/the relevant authority responsible for looking after them has the most recent version

5.3 Supporting both children looked-after and previously children looked-after

The Designated Teacher will:

- Access training and keep up to date with good practice, to ensure that they and other school staff have strong awareness and training around the needs of CLA and previously CLA, and how to support them
- Liaise with VSHs to contribute to decisions about how pupil premium plus funding for CLA can most effectively be used to improve their educational outcomes
- Help raise the awareness of parents and guardians of previously CLA about pupil premium plus funding and other support for these children, including encouraging parents to tell the school if their child is eligible to attract pupil premium plus funding
- Encourage parents' and guardians' involvement in deciding how pupil premium plus funding is used to support their child, and be the main contact for queries about its use
- Ensure teachers have awareness and understanding of the specific needs of CLA and previously CLA in areas such as attendance, homework, behaviour and future career planning
- Ensure that, with the help of VSHs, they have the skills to identify signs of potential SEN issues in CLA and previously CLA, and know how to access further assessment and support where necessary
- Ensure that they and other staff can identify signs of potential mental health issues in CLA and previously CLA and how these can impact on the children and their ability to engage in learning, and understand where the school can draw on specialist services
- Put in place robust arrangements to have strengths and difficulties questionnaires (SDQs) completed for CLA, and use the results of these SDQs to inform PEPs
- Work with senior leaders and other relevant staff to put in place mechanisms for understanding the emotional and behavioural needs of previously CLA

The SENDCO in conjunction with the Designated teacher will:

- be aware of the Special Educational Needs (SEN) of CLA and previously CLA, and make sure other staff also have awareness and understanding of this
- With support of the SENDCO ensure the SEND Code of Practice, as it relates to CLA, is followed
- Make sure PEPs work in harmony with any education, health and care (EHC) plans that a Child Looked-After may have
- Play a key part in decisions on how pupil premium plus funding is used to support previously CLA
- Ensure the specific needs of CLA and previously CLA are understood by staff and reflected in how the school uses pupil premium plus funding

5.4 Relationships beyond the school

The Designated Teacher will:

- Proactively engage with social workers and other professionals to enable the school to respond effectively to the needs of CLA and previously CLA
- Discuss with social workers how the school should engage with birth parents, and ensure the school is clear about who has parental responsibility and what information can be shared with whom
- Be open and accessible to parents and guardians of previously CLA and encourage them to be actively involved in their children's education

- Proactively build relationships with North East Lincolnshire/The relevant authority's professionals, such as VSHs and SEN departments
- Consider how the school works with others outside of the school to maximise the stability of education for CLA, such as:
 - Finding ways of making sure the latest information about educational progress is available to contribute to the statutory review of care plans
 - Ensuring mechanisms are in place to inform VSHs when CLA are absent without authorisation and work with the responsible authority to take appropriate safeguarding action
 - Talking to the child's social worker and/or other relevant parties in the local authority regarding any decisions about changes in care placements which will disrupt the child's education, providing advice about the likely impact and what the local authority should do to minimise disruption
 - Making sure that, if a CLA moves school, their new designated teacher receives any information needed to help the transition process
- Seek advice from VSHs about meeting the needs of individual previously looked-after children, but only with the agreement of their parents or guardians
- Make sure that for each looked-after child:
 - There's an agreed process for how the school works in partnership with the child's carer and other professionals, such as their social worker, in order to review and develop educational progress
 - School policies are communicated to their carer and social worker and, where appropriate, birth parents
 - Teachers know the most appropriate person to contact where necessary, such as who has the authority to sign permission slips
- Where a CLA is at risk of exclusion:
 - Contact the VSH 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
 - Working with the VSH and child's carers, consider what additional assessment and support needs to be put in place to address the causes of the child's behaviour
- Where a previously CLA is at risk of exclusion, talk to the child's parents or guardians before seeking advice from the VSH on avoiding exclusion

6. Monitoring arrangements

This policy will be reviewed annually by Mrs C France, Assistant Principal/ Designated Teacher and the Principal. At every review, it will be approved by the full governing board.

7. Links with other policies

This policy links to the following policies and procedures:

- Behaviour
- Child protection and safeguarding
- Exclusions
- SEN
- Supporting pupils with medical needs
- Anti-Bullying
- Wellbeing