

Looked after children Policy



Statement.

Teaching Tots Pre-schools recognize that children and young people become 'Looked After' when they are taken into care by the local authority or being accommodated by the local authority (a voluntary care arrangement). Many Looked After Children will be living in foster homes but some may be living in children's homes, with relatives or with their natural parents.

We appreciate the various routes into care and understand the effect that disruption and uncertainty may have on the child. We also recognize that there is a level of educational underachievement in Looked After Children in comparison to their peers and we are fully committed to helping them achieve and reach their full potential.

Early Years setting are committed to providing quality provision based on equality of opportunity for all children and their families. All staff are committed to doing all they can to enable 'looked after children' in their care to achieve and reach their full potential. Teaching Tots are committed to provide quality education for every child, based on equality of opportunity, assess and outcomes. The Children Act 2004 places a duty to safeguard looked after children, to promote their educational achievements and to ensure that they meet their full potential.

Objectives.

The Pre-school is committed to the six principles that recognize the collective responsibility of the local authority and the Pre-school to achieve good parenting, set out by the guidance. The principles are as follows;

- Prioritizing education.
- Having high expectations.
- Inclusion-changing and challenging attitudes.
- Achieving continuity and stability.
- Early Intervention- priority action.
- Listening to children.

Roles and responsibilities of staff at Teaching Tots

As with all children we have a high expectation and celebrate the educational and personal achievements of 'Looked After Children'. Ensure that child protection and confidentiality reasons ensure that information will be collected and reported in ways that preserve the anonymity and respect the confidentiality of the children concerned.

Looked After Children Co-ordinator - Caroline Statham (Overdale Tots)

Kay Kaur (Goldington Tots)

Equal Opportunities Co-ordinator- Aleks Krisan (Overdale Tots)

Kay Kaur (Goldington Tots)

Safe Guarding Children Co-ordinator - Tracey Woods (Overdale Tots)

Kelly Lilley (Goldington Tots)

S.E.N.C.O. -Caroline Statham (Overdale Tots)

Emily Cottrell-Woods (Goldington Tots)

The nominated Co-coordinator and SENCO will:

- Ensure a smooth and welcoming induction for the child, Carer/s and Parents (where Possible). Note any specific requirements including care Status.
- Ensure that a Personal Educational Plan or Individual Educational plan is completed.
- Liaise with relevant outside agencies where appropriate to ensure a smooth transition into preschool.
- Ensure that each 'Looked After Child' has an identified member of staff (Key person) that they can talk to.
- Ensure that all staff receives relevant information and training is given.
- Ensure confidentiality for individual children and only share personal information on a need to know basis.
- Along with the SENCO provide written information to assist planning and review meetings and ensure attendance as far as possible.
- Seek urgent meetings with the relevant parties where the child is experiencing difficulties and/or a danger of being excluded.

Role and Responsibility of the L.A.C Co-ordinator

The L.A.C Co-ordinator should;

- Be an advocate for Looked After Children.
- Ensure a smooth and welcoming induction for the child and carer/s (and parents where possible). See Admissions and Settling in Policies.
- Ensure that a Personal Education Plan is completed within 20 days of entering care or joining the pre-school. This should be initiated by the social worker in partnership with the child, their parent where possible, carer, key worker and any other relevant person/agency.
- Ensure that each Looked After Child has an identified member of staff that they can talk to, usually their key worker.
- Co-ordinate support for the child in the Pre-school and liaise with the other professionals and carers as necessary.
- Ensure management and staff receive relevant information and training, including policies and procedures.
- Ensure confidentiality for individual children and only share personal information on a need to know basis.
- Provide written information to assist planning or review meetings and ensure attendance as far as possible.
- Work closely with child's key worker to ensure accurate assessment and planning for achievement. See S.E.N Policy.
- Liaise with the Educational Psychologist at Beds Borough Council concerned with Looked After Children as and when necessary for advice or otherwise at all stages of the child's inclusion at Teaching Tots Pre-school.

Role and Responsibility Of Pre-school Manager.

The managers Tracey Woods & Kelly Lilley of Teaching Tots LTD Pre-school will;

- Ensure that admission criteria priorities Looked After Children, according to the Code of Practice on Admissions.
- Enable the L.A.C co-ordinator to carry out their responsibilities effectively.
- Be familiar with the legal requirements and Guidance for Looked After Children
- Ensure that there is a nominated co-ordinator for Looked After Children.
- Liaise closely with the L.A.C co-ordinator.
- Liaise with receiving schools and / or other settings maintaining confidentiality and ensuring documentation is transferred safely.
- Review the effective implantation of this policy, preferably annually and at least every three years.
- Ensure that the nominated co-ordinator attends the relevant training days relating to Looked After Children.
- Ensure that the pre-school's other policies and procedures give Looked After Children equal access in respect of;
 - Admission to Pre-school.
 - Early Years Foundation Curriculum.
 - Additional support where this is needed.

Role and Responsibility of Staff.

All Staff should;

- As with all children, have high aspirations and celebrate the educational and personal achievement of Looked After Children.
- Be familiar with the Guidance on Looked After Children and respond appropriately to requests for information to support the completion of P.E.Ps and other documentation need as part of review meetings.
- Liaise with the nominated co-ordinator where a Looked After Child is experiencing difficulty.
- Be familiar with L.A.C and Equal Opportunities policies and adhere to both.