

# LOOKED AFTER CHILDREN

## Introduction

The Nursery is committed to providing quality education for all its children, based on equality of opportunity, access and outcomes.

- Designated person for every nursery
- Personal Education Plans for all Looked After Children.

The nursery is committed to ensuring that a designated person and all staff are enabled to carry out their responsibilities effectively.

## Role and Responsibility of the designated person

The Designated person for Looked After Children is Jane Laycock  
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will be an advocate for Looked After Children

- When new to the nursery, ensure a smooth and welcome induction for the child and carer, and note any specific requirements, including care status
- Looked After Children should be made aware of the designated person in their nursery and what support he/she can offer
- Carers should also be made aware of the designated persons and what support he/she can offer
- Designated persons should help Looked After Children pursue their interests at lunchtime.
- Ensure that a Personal Education Plan is completed, as soon as possible. This should be prepared with the child and the carer, in liaison with the social worker and other relevant support workers/agencies, and be linked to the Care Plan meetings, where in place. Where appropriate, the PEP should take account of any Individual Educational needs, Pastoral Support Plan (PSP), Individual Behaviour Plan (IBP), or any other relevant plans. The PEP should inform and be reviewed, concurrently with the Care Plan, at least every 6 months
- Keep PEPs and other records up to date, particularly in time to inform review meetings
- Track attainment of Looked After Children and inform carers
- Consider additional intervention and support if progress does not reach expectations
- Monitor attendance of Looked After Children and alert the relevant professionals if there are difficulties
- By the end of the third month in care, ensure baseline assessment form is completed and returned to the team for Looked After Children
- Ensure that each child in public care has an identified member of staff that they can talk to
- Co-ordinate support for the child in the nursery and liaise with other professionals and carers as necessary
- Ensure staff receive relevant information and training and act as an advisor to staff
- Ensure confidentiality for individual children and only share personal information on a need to know basis
- Provide written information to assist planning/review meetings and ensure attendance as far as possible
- Ensure that the child and carer(s) receive early notification of meetings, parent's evenings and other events and that communication remains regular and positive.
- The Home nursery Agreement may be adapted to take into account any specific points around communication, transport arrangements and consent signatures
- Ensure speedy transfer of information between individuals and other relevant agencies and to a new setting if and when the child transfers
- Seek urgent meetings with relevant parties where the child is experiencing difficulties and/or is in danger of being excluded

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## Roles and Responsibilities of All Staff

- Ensure that any child in public care is supported sensitively and that confidentiality is maintained
- Be familiar with the Guidance on Looked After Children and respond appropriately to requests for information to support the completion of PEPs and other documentation needed as part of review meetings
- Respond positively to a child in public care's request to be the named person that they can talk to when they feel it is necessary
- Contribute to the Designated person requests for information on educational attainment and needs, as appropriate
- As with all children, ensure that no child in public care is stigmatised in any way
- Provide a supportive climate to enable a child in public care to achieve stability within the nursery setting
- As with all children, have high aspirations for the educational and personal achievement of Looked After Children
- Positively promote the self-esteem of Looked After Children

## Training

The Nursery will be responsible for ensuring all staff are briefed on the regulations and practice outlined in this policy.

Designated person for looked after children: Jane Laycock / \_\_\_\_\_

Help can be obtained from Sally Harvey – CBC Looked after children team manager 0300 300 4696

## REVIEWING THE POLICY

The Policy will be reviewed every year unless a change in legislation necessitates a shorter review period or there are changes in the activities or personnel of the Provision that require changes to be made.

Adapted by: Jane Laycock

Date: April 2019

Signed by: \_\_\_\_\_

Review date: April 2020