



## **Designated teacher for looked-after and previously looked-after children policy**

### **The Alwyn and Courthouse Federation**

**Approved by:** Executive Headteacher

**Date:** May 2025

**Last reviewed on:** Spring 2025

**Next review due by:** Spring 2027

## Introduction

At Alwyn and Courthouse, we are committed to promoting the education and welfare of looked after children and previously looked after children. We understand that vulnerable students are best supported with high quality teaching and whole school awareness of trauma informed and attachment aware practice. The Alwyn and Courthouse Federation has designated teachers, both Heads of School, **Kirsty Grierson** and **Fiona Hayes**, who are responsible for meeting the needs of this group of pupils. The post holder is a qualified teacher and is empowered to have whole school influence through being a member of each school's senior leadership team.

## The role of the designated teacher

- To act as an advocate for children looked after and children previously looked after
- To champion attachment aware schools, promoting high quality, inclusive teaching
- To ensure Alwyn and Courthouse comply with the Admissions Code to ensure priority for CLA and previously CLA
- To ensure that the educational achievement of each looked after child is monitored, tracked, promoted and where relevant accelerated
- To ensure that Alwyn and Courthouse follow DfE Guidance on exclusions and suspensions for vulnerable children and understand the importance of school stability for this group
- To have a good working knowledge of the SEND code of practice
- To track and monitor attendance of children (previously) looked after
- To ensure all staff are aware of the barriers that children (previously) looked after experience and understand the need for systems and strategies to support them e.g. pre and over learning, emotion coaching, safe place to be etc
- To liaise with other relevant professions in the network around the child, for example; social worker, foster carer, independent reviewing officer
- To chair PEP meetings for all children (previously) looked after each term having gathered progress updates from across the staff
- To advise on the most effective use of the Pupil Premium+ in liaison with relevant professionals in the PEP meeting e.g. reference to Education Endowment Foundation; Sutton Trust
- To set learning based targets for pupils at PEP meetings and ensure these are implemented to a high standard and in time frame
- To ensure that they are aware of children who are previously looked after, including those who have a Special Guardianship Order, to improve awareness of the vulnerability and needs of previously looked-after children (this should include promoting good practice, identifying and meeting their needs, and guidance on effective use of the PPG)
- To report to the Governing Board annually on the outcomes of children (previously) looked after
- To attend Designated Teacher forum and training and disseminate this information to the wider school community and maintain a good knowledge of research recommendations for this group of children

## Roles and responsibilities of all staff

- To ensure that children (previously) looked after are supported sensitively and confidentiality is maintained
- To be familiar with this policy and respond appropriately to requests for information to support the completion of PEPs and other documentation needed as part of review meetings
- To have high aspirations for the educational and personal achievement of children (previously) looked after with an aim to close the attainment gap between this group and their peers
- To attend whole school training and apply techniques to include children (previously) looked after within lessons and school community

### **Roles and responsibilities of the Governing Board**

- To ensure the Governing Board has a named governor responsible for children (previously) looked after - this will be the Safeguarding Governor
- To be aware of how many children (previously) looked after are on roll at our schools
- To ensure that there is a Designated Teacher for children (previously) looked after
- To support the Executive Headteacher, Heads of School, Designated Teacher and other staff to ensure the needs of this group are met and that the schools have an Attachment Aware, inclusive learning environment.
- Attend relevant training
- To review the effective implementation of this policy