

Looked After Children Policy.

Every child deserves the best possible start in life and the support that enables them to fulfil their potential.

EYFS Statutory Guidance pg.5

Our policy for Looked After Children: We believe that:

The setting aims to maximise opportunities for every child to succeed. Children and young people who are looked after by local authorities are one of the groups most likely to under-achieve nationally. This setting is committed to supporting looked after children to achieve their potential alongside other children, and to experience success in the setting.

We will work together in an effective partnership with other agencies to ensure that the children's needs are met and will contribute to the provision of a successful and integrated service for children who are looked after by the Local Authority.

We will ensure that children who are looked after have equality of opportunity in the setting, enabling them to access, experience and benefit from care and education and comply with the welfare requirements on the care and education of looked after children and young people.

Our procedures for Looked After Children: We support this by:

- Identifying a designated practitioner to coordinate the education of looked after children and act as a link to other agencies.
- Ensuring that staff are aware of any looked after children attending the nursery, know who the carer is, and whether parents have parental rights so they know who should receive copies of newsletters, records of achievement etc.
- Liaising effectively with other agencies involved with the child and attend any review meetings.
- Work in partnership with carers, parents and others with parental responsibility to ensure that looked after children receive their entitlement.
- Ensure that records and plans are kept and maintained appropriately including Individual Education Plan (IEP).
- Provide information about the progress and outcomes of looked after children.
- Secure training for the designated practitioner or others as appropriate to ensure that the setting can meet the needs of looked after children.

Looked after children are entitled to:

- A copy of their Education Plan if this is appropriate to their age and understanding.
- An assurance of the greatest possible confidentiality.
- Recognition of their achievements.
- Appropriate support in the setting and at home

Roles and responsibilities in the setting:

The Manager has day to day responsibility for the management and organisation of the setting, and is the first point of contact for any matters relating to looked after children.

The Manager will fulfil their responsibility to looked after children by:

- Ensuring that this policy is made known to all practitioners in the setting and is reviewed on a regular basis.
- Ensuring that any practical guidelines needed to ensure the well being of any particular child are identified.
- Ensuring the well being and education of the looked after child by identifying a Key Person.
- Maintaining a secure file for each looked after child, giving up to date admin details and info and defining clearly who should have access to which parts of the file.
- Being aware of the legal position with regard to parental access.
- Know who should get setting reports.
- Be aware of the child's Key workers and Carers.
- Keeping safely any sensitive reports relating to the child's past experiences and any other relevant information.

The Nursery Manager will ensure appropriate training opportunities are taken up, and promote and maintain good working relationships with other key personnel within other agencies

The Looked After Children Coordinator

Looked After Children's Coordinator is Joanne Alvy
She will fulfil her responsibility to the looked after child by:

- Liaising with management, SENCO, foster carer or other agency workers as requested to ensure a coherent approach.
- Being aware of the Care Plan for each child.
- Contribute to the development and maintenance of a Personal Education Plan in partnership with other relevant professionals.

- Know who has parental responsibility for the child.
- Know who the primary carers are.
- Ensuring that information is provided for those who are entitled to receive it.
- Work sensitively with information to ensure that looked after children are not exposed to inappropriate or intrusive attention from practitioners or children.
- Establish good relationships and lines of communication with key workers and foster carers.
- Contribute to or attend meetings as requested.
- Maintain an overview of the experiences of the child.
- Participate in appropriate training to develop the skills and knowledge needed to support the looked after child.