



Designated Teacher Policy

(Looked-after and previously Looked-after
children)

2026-2028

Version: September 2026

Ratified by the (*Board of Trustees/Local Governing Body)

Signed by the (*Board of Trustees/LGB):

**Date September
2026**

To be reviewed every 2 years: September 2028

Contents

1. Aims 3

2. Legislation and Statutory Guidance 3

3. Definitions 3

4. Identity of our Designated Teachers 4

5. Role of the Designated Teacher..... 4

6. Monitoring Arrangements..... 9

7. Links with Other Policies 9

1. Aims

1.1. The Academy aims to ensure:

- A suitable member of staff is appointed as the designated teacher for looked-after and previously looked-after children.
- The designated teacher promotes the educational achievement of looked-after and previously looked-after children 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

2.1. This policy is based on the Department for Education's [statutory guidance on the designated teacher for looked-after and previously looked-after children](#)

2.2. It also takes into account [section 2E](#) of the Academies Act 2010.

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

3. Definitions

3.1. **Looked-after children** 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.

3.2. **Previously looked-after children** are registered pupils that fall into either of these categories:

They were looked after by a local authority but ceased to be because 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 board of Trustees 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.

3.3. **Personal Education Plan (PEP)** is part of a looked-after child's care plan that is developed with the Academy. It forms a record of what needs to happen and who will make it happen to ensure the child reaches their full potential.

3.4. Virtual school Head (VSH) is a local authority officer responsible for promoting the educational achievement of their authority's looked-after children, working across Academy's to monitor and support these pupils as if they were in a single Academy. The VSH is also responsible for providing information and advice to Academy's, parents and guardians in respect of previously looked-after children.

4. **Identity of our Designated Teachers**

4.1. Our designated teacher is **Lisa Krusts**

You can contact her by calling: **02477 102100**

Designated teachers take the lead responsibility for promoting the educational achievement of looked-after and previously looked-after children at our Academy. They are your initial point of contact for any of the matters set out in the section below.

5. **Role of the Designated Teacher**

5.1. Leadership responsibilities:

The designated teacher or HOD will:

- Act as a central point of initial contact within the Academy for any matters involving looked after and previously looked-after children.
- Promote the educational achievement of every looked-after and previously looked-after child on roll by:

a) Working with VSHs

- b) Promoting a whole Academy culture where the needs of these pupils' matter and are prioritised.

Take lead responsibility for ensuring Academy staff understand:

- a) the things which can affect how looked-after and previously looked-after children learn and achieve.
- b) How the whole Academy supports the educational achievement of these pupils.
 - Contribute to the development and review of whole Academy policies to ensure they consider the needs of looked-after and previously looked-after children.
 - Promote a culture in which looked-after and previously looked-after children are encouraged and supported to engage with their education and other Academy activities.
 - Act as a source of advice for teachers about working with looked-after and previously looked-after children.
 - Have lead responsibility for the development and implementation of looked-after children's PEPs.
 - Work closely with the Academy's DSL to ensure that any safeguarding concerns regarding looked-after and previously looked-after children are quickly and effectively responded to.
 - Involve parents and guardians of previously looked-after children in decisions affecting their child's education.

5.2. Supporting looked-after children:

5.2.1. The designated teacher or HOD alongside Class Teachers will:

- Make sure looked-after children's PEPs meet their needs by working closely with other teachers to assess each child's specific educational needs.
- Have overall responsibility for leading the process of target-setting in PEPs.
- Monitor and track how looked-after children'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 this is reflected in their PEP.

- Ensure the identified actions of PEPs are put in place.
- Play a key part in decisions on how Pupil Premium plus funding is used to support looked-after children to ensure educational and mental social emotional wellbeing targets are met.
- During the development and review of PEPs, help the Academy and relevant local authority decide what arrangements work best for pupils.

5.2.2. Ensure that:

- A looked-after child'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 looked-after child's PEP to their next Academy or college, making sure it is up to date and that the local authority responsible for looking after them has the most recent version.

5.2.3. Supporting both looked-after children and previously looked-after children.

5.2.4. The designated teacher or HOD will:

- Ensure the specific needs of looked-after and previously looked-after children are understood by staff and reflected in how the Academy uses Pupil Premium funding
- 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 looked-after and previously looked-after children, and how to support them
- Work with VSHs to agree how Pupil Premium funding for looked-after children can most effectively be used to improve their attainment.
- Help raise the awareness of parents and guardians of previously looked-after children about Pupil Premium funding and other support for these children.

- Play a key part in decisions on how Pupil Premium funding is used to support previously looked-after children.
- Encourage parents' and guardians' involvement in deciding how Pupil Premium 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 looked-after and previously looked-after children in areas like attendance, homework, behaviour, progress and future career planning.
- Be aware of the special educational needs (SEN) of looked-after and previously looked-after children, and make sure teachers also have awareness and understanding of this.
- Ensure the [SEND code of practice](#), as it relates to looked-after children, is followed.
- Make sure PEPs work in harmony with any Education, Health and Care Plan (EHCP) that a looked-after child may have.
- Ensure that they and other staff can identify signs of potential mental health issues in looked-after and previously looked-after children and understand where the Academy can draw on specialist services.
- Work with senior leaders and other relevant staff to put in place mechanisms for understanding the emotional and behavioural needs of previously looked-after children.
- Put in place robust arrangements to have strengths and difficulties questionnaires (SDQs) completed for looked-after children, and use the results of these SDQs to inform PEPs

5.3. Relationships beyond the Academy

The designated teacher or HOD will:

- Proactively engage with social workers and other professionals to enable the Academy to respond effectively to the needs of looked-after and previously looked-after children.
- Discuss with social workers how the Academy should engage with birth parents, and ensure the Academy 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 looked-after children and encourage them to be actively involved in their children's education.
- Proactively build relationships with local authority professionals, such as VSHs and SEN departments.
- Consider how the Academy works with others outside of the Academy to maximise the stability of education for looked-after children, such as:
 - a) Finding ways of making sure the latest information about educational progress is available to contribute to the statutory review of care plans.
 - b) Ensuring mechanisms are in place to inform VSHs when looked-after children are absent without authorisation and work with the responsible authority to take appropriate safeguarding action.
 - c) 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.
 - d) Making sure that, if a looked-after child moves Academy/school, their new designated teacher receives any information needed to help the transition process.
 - e) Seeking 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:
 - a) There is an agreed process for how the Academy works in partnership with the child's carer and other professionals, such as their social worker, in order to review and develop educational progress.
 - b) Academy policies are communicated to their carer and social worker and, where appropriate, birth parents.
 - c) Teachers know the most appropriate person to contact where necessary, such as who has the authority to sign permission slips.
- Where a looked-after child is at risk of exclusion:
 - a) Contact the VSH as soon as possible so they can help the Academy decide how to support the child to improve their behaviour and avoid exclusion becoming necessary.

- b) 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.
- c) Where a previously looked-after child 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. At every review, it will be approved by the Governors.

7. Links with Other Policies

This policy links to the following policies and procedures:

- Behaviour Policy
- Child protection and Safeguarding Policy
- Exclusion Policy
- SEN Policy
- Supporting Pupils with Medical Needs Policy

Changes

Description	Date	Page	Section
No changes part of review cycle			
Addition of bullet point 2	12/06/2026	6	5.2.4
Change of wording and addition of final bullet point	12/06/2026	7	5.2.4