



THE PARK COMMUNITY SCHOOL

Children in Care Policy (Whole School)

Policy Update

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| Policy Lead Person: | Assistant Headteacher - Pastoral, Behaviour & Attendance |
| Approved By: | Local Governing Board / 6th June 2019 |
| Next Review Date Due: | June 2021 |

- Staff *must* sign
- Staff *should* sign
- Governors *should* sign
- Publicly Available

Whole School Children in Care Policy

Reviewed by

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| Designated Officer | SENDCO |
| Date: | 6th June 2019 |
| Headteacher: | Gareth Roscoe |
| Date: | 6th June 2019 |
| Nominated Governor: | Kim Baker |
| Date: | 6th June 2019 |
| Ratified by Local Governing Board: | Kim Baker Chair of Governors |
| Date: | 6th June 2019 |

Policy Statement, Principles and Aims

This policy is one of a series in the school's integrated safeguarding portfolio. Our core safeguarding principles are:

- the school's responsibility to safeguard and promote the welfare of all children is of paramount importance
- safer children make more successful learners
- the most vulnerable children will be supported to ensure that they make good progress
- policies will be reviewed at least annually unless an incident or new legislation or guidance suggests the need for an interim review.

Policy principles

- A designated teacher will be nominated to act in the interests of Children in Care
- The Governing Board will be provided with regular information each term about the progress of Children in Care

- The Designated Teacher will ensure that all up to date legislation is acted upon in order to best support Children in Care
- The spirit of multi-professional and fully integrated working with other agencies will be promoted in order to support Children in Care to make good progress

Policy aims

- To ensure that all staff and students clearly know their senior Designated Teacher for Children in Care
- To ensure that the Children in Care policy will be available for all staff, students, parents and other agencies
- To ensure that The Park Community School holds a record of all Children in Care in a confidential secure system
- To ensure that files are kept in a secure locked cabinet, recognised as a distinct group and contain all relevant information
- The personal and sensitive data held will be accurate, adequate, relevant and not excessive and, where necessary, kept up-to-date and not kept for longer than is necessary for its purpose, based on statutory requirements and best practice according to the Retention Guidelines for Local Authorities (RGLA)
- To ensure that files clearly show that the Designated Teacher or his/her nominated representative has attended meetings as required and have participated in planning and monitoring under the requirements of Corporate Parenting
- To have regard for the Admissions Policy of the Local Authority relating to Children in Care
- To address additional educational needs of Children in Care which relate to the four areas of the Special Educational Needs and Disability Code of Practice 0 to 25 years 2014, namely; Cognition and Learning, Social and Emotional Well –being, Communication and Interaction and Physical and/or sensory needs
- To understand and act upon the School Admissions Code about the priority admission arrangements for Children in Care to maintained schools and academies and statutory guidance on school exclusion.