

Governing Body	Designated Teacher	Whole School Staff
<ul style="list-style-type: none"> <li>✓ Ensure that the admission criteria and practice prioritises children looked after according to the WAG Admissions Code of Practice</li> <li>✓ Ensure all governors are fully aware of the legal requirements and guidance for 'Looked After' children</li> <li>✓ Ensure there is a designated teacher for 'Looked After' children</li> <li>✓ Liaise with the Head teacher, designated teacher, and all other staff to ensure the needs of 'Looked After' children are met</li> <li>✓ Nominate a governor with responsibility for LAC who links with the designated teacher</li> <li>✓ Receive regular reports from the designated teacher via the nominated LAC governor</li> <li>✓ Ensure that the school's policies and procedures give 'Looked After' children equal access in respect of: <ul style="list-style-type: none"> <li>○ Admission to school</li> <li>○ National Curriculum and examinations both</li> <li>○ academic and vocational</li> <li>○ out of school learning and extra curricular activities</li> </ul> </li> <li>✓ Annually, review the effective implementation of the school policy for 'Looked After' children</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be an advocate for 'Looked After' children</li> <li>✓ Attend relevant training for 'Looked After' children</li> <li>✓ Act as the key liaison professional for other agencies and individuals in relation to 'Looked After' children.</li> <li>✓ Ensure that all 'Looked After' children receive a positive reintegration on entering the school</li> <li>✓ Ensure that all 'Looked After' children have an appropriate Personal Education Plan and that it is completed within 20 days of joining the school or entering care.</li> <li>✓ Convene an urgent multi professional meeting if a 'Looked After' child is experiencing difficulties or at risk of exclusion.</li> <li>✓ Ensure confidentiality on individual children, sharing confidential/personal information on a need to know basis.</li> <li>✓ Act as the key advisor for staff and governors on issues relevant to 'Looked After' children.</li> <li>✓ Ensure that care and school liaison is effective including invitations to meetings and other school events</li> <li>✓ Actively encourage and promote out of hours learning and extra curricular activities for Looked After Children</li> <li>✓ Ensure speedy transfer of information when a 'Looked After' child transfers into another educational placement.</li> <li>✓ Contribute information to LAC reviews when required.</li> <li>✓ Build positive home/school relationships between parent/carers with regular opportunities for dialogue.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Have high expectations of the educational and personal achievements of 'Looked After' children</li> <li>✓ Positively promote the raising of a 'Looked After' child's self esteem</li> <li>✓ Ensure any 'Looked After' child is supported sensitively and that confidentiality is maintained</li> <li>✓ Be familiar with the Guidance on 'Looked After' children and respond appropriately to requests for information to support Personal Education Plans (PEPs), and review meetings</li> <li>✓ Respond positively to the request to be a 'Looked After' child's named person</li> <li>✓ Liaise with the designated teachers where a 'Looked After' child is experiencing difficulties</li> <li>✓ Use exclusions as a last resort, in line with the LEAs exclusion advice</li> <li>✓ Contribute to regular liaison with social care colleagues and other appropriate professionals</li> <li>✓ Keep appropriate records, confidentially as necessary, and make these available to other professionals as appropriate.</li> <li>✓ Actively seek training to help fulfil their roles with regard to looked after children.</li> </ul>

