

What to do when a child becomes ‘Looked After’

Actions for the Social Worker

- Ensure that LCS is updated to reflect the child’s status and all contact details are correct
- Ensure the child is on a school roll and able to continue to access that school place from their care address. If the child is not on a school roll consult the Virtual School Admissions Process document
- If the child/YP has a statement of SEND/Education Health & Care Plan (EHCP) alert the SEND caseworker linked to the school of the new CLA status
- Address any transport issues between care and school
- Find out the name of the school’s Designated Teacher
- Explain the role of the Virtual School and the purpose of the PEP to the child
- Contact the school to make sure the Designated Teacher is aware of the changes for the child and has your contact details, the placement information and any transport plans
- Contact the Virtual School to give details of the child and their school placement
- Notify the Virtual School of any education concerns or issues ASAP and before the First PEP
- DO NOT MAKE ANY CHANGES TO EDUCATION PROVISION BEFORE THE INITIAL PEP unless advised to do so by the Virtual school
- Within 10 school days arrange an initial PEP meeting in consultation with the school’s Designated Teacher and the Virtual School Lead Education Advisor. This PEP must take place within 20 school days of the child becoming Looked After and the Virtual School must attend.
- Notify thevirtualschool@somerset.gov.uk of the agreed time and date of the PEP to release the pre-populated paperwork to school and CSC
- Attend the initial PEP meeting with up to date information regarding the child’s status and support the planning process

Actions for Schools/Education Settings – The Designated Teacher

- Contact the Virtual School to give details of the child and their school placement and ensure you are aware of the Virtual School advisor linked to your school
- Notify the Virtual School advisor of any education concerns or issues

- Ensure you are aware of placement and transport details, and social worker's contact information
- Liaise with CSC to ensure a date for the initial PEP is agreed within 10 days of the child becoming Looked After and takes place within 20 days
- Prepare for the initial PEP including considering any additional support needed to secure progress, engagement and achievement in school and liaising with school staff and the child to build an up to date picture of the learner
- Attend the initial PEP and ensure paperwork is completed and returned to thevirtualschool@somerset.gov.uk within 10 schools days of the meeting taking place

Actions for the Foster Carer

- Ensure you have all practical information relating to the child's school e.g. address and contact details, Designated Teacher's name, timings of the school day, school uniform requirements, kit lists, school meal arrangements, the child's timetable, transport arrangements, school calendar – parents' evenings/school events etc.
- Keep the school aware of any changes or developments that may affect the child's presentation or behaviour at school
- Talk to the child about school and establish any views that should be share at the initial PEP
- Attend the initial PEP meeting and support the agreed actions following the meeting

Actions for the Virtual School

- The PEP Co-ordinators ensure the child is added to the Virtual School register, the attendance monitoring organisations are aware of the child and his/her education setting.
- PEP co-ordinators ensure Capita is updated and that the core data team is aware of the child's CLA status.
- Send out the standard email for new CLA to the SW and LEA to ensure initial PEP date is agreed within 10 days of the child becoming Looked After and takes place within 20 days. Copy in the advisory teacher linked to the school where the child is on roll
- The LEA attends the initial PEP and completes the PEP check and Case Handover form for the child, confirms SEND status and that related needs are being addressed
- The AT for the school will agree the date for the next PEP with the SW and ensure the PEP is actioned