



**Hey with Zion Church of England &  
Methodist Primary School**

**Children that are Looked After (CLA)  
Policy**

Written by:	Mrs S Machin December 2025
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**Hey with Zion has a joint Church of England and Methodist Foundation.**

**The values of LOVE, HOPE and ASPIRE alongside British Values (democracy, mutual respect, tolerance, individual liberty and the rule of law), permeate the school's ethos.**

We are a loving, inclusive family, rooted in our Christian Values and nurturing ethos. We provide a positive learning environment where all children can achieve their full potential.

### **Hey with Zion's Vision Statement**

**Jesus said, " I have come that they may have life, and have it to the full."  
John 10 verse 10**

**Within the love of God, we aspire to do the best we can for ourselves and others.**

#### ***Our Mission:***

Hey with Zion is a family in which everything we do is built upon our Christian values and ethos. We endeavour to create a place where everyone feels they belong, they are happy, nurtured, safe and valued.

Our mission is to:

- Kindle a love of learning for all children; enabling them to develop creative, inquiring minds and achieve high personal success through an excellent and enjoyable curriculum.
- Develop individuals to have self-knowledge to sustain a happy and healthy lifestyle filled with awe and wonder.
- Develop positive attitudes and behaviours and encourage children to form caring relationships as active citizens in the local and wider world.
- Enable our children to make right choices and take safe actions within their life experiences.
- Through challenge and high expectation prepare our children to reach their full potential by teaching academic and life-skills

## **Epworth Education Trust Mission Statement**

The Epworth Education Trust is a multi-School Trust established with the aim of providing outstanding learning and opportunities for the children within its care.

Children are our nation's most precious resource. Their school life and learning experience will shape them for the whole of their lives

### **Safeguarding Statement:**

At the Hey with Zion we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in the Safeguarding Policy apply to all staff, volunteers and Local Advisory Board.

Our core Christian Values at Hey with Zion Church of England and Methodist Primary School believes that to facilitate teaching and learning, acceptable behaviour must be demonstrated in all aspects of school life. We base our behaviour approaches on clear, specific expectations which can be seen in our School Rules, Habits for Learning and underpinned by our Christian values. This unique approach is bespoke to our school in line with how we 'do all we can' to support pupil development.

## **Contents:**

### **Statement of intent**

1. Legal framework
2. Definitions
3. Roles and responsibilities
4. Personal Education Plan (PEP)
5. Working with agencies and the VSH
6. Training
7. Safeguarding
8. Pupil Mental Health
9. Exclusions
10. Pupils with SEND
11. Information Sharing
12. Monitoring and Review

## **Statement of Intent**

Educational achievement and subsequent life chances for CLA and PCLA are of real concern. Pupils who are looked after require additional support and attention to improve their situation. Barriers to their progress include a high level of disruption and change in home and school placements, lack of motivation or involvement in extra-curricular activities.

Hey with Zion Primary School believes that the educational experience of all children should be positive and powerful and aims to provide a learning environment in which every Looked after Child can be successful.

Hey with Zion Primary School endeavours to provide positive experiences and offer stability, safety, and individual care and attention for all our pupils.

With this in mind, we aim to:

- Encourage pupils to reach their potential and to make good progress in relation to their professional, social and emotional development.
- Ensure that pupils enjoy high quality teaching and a curriculum which meets their needs and the requirements of legislation
- Plan support for CLA realistically and use the school's resources efficiently to ensure the school meets their needs.
- Promote a positive culture in all aspects of school life.
- Help pupils develop their cultural, moral and social understanding

## **1. Legal framework**

1.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Children Act 1989
- The Care Planning, Placement and Case Review (England) Regulations 2010
- Children (Leaving Care) Act 2000
- Children and Young Persons Act 2008
- Children and Families Act 2014
- Children and Social Work Act 2017
- DfE (2018) 'Promoting the education of looked-after children and previously looked-after children'
- DfE (2018) 'The designated teacher for looked-after and previously looked-after children'
- DfE (2021) 'Exclusions from maintained schools, academies and pupil referral units in England'
- DfE (2024) 'Keeping children safe in education 2024'
- DfE (2018) 'Working Together to Safeguard Children'

1.2. This policy operates in conjunction with the following school policies and documents:

- Admissions Policy
- Positive Behaviour Policy
- Anti-Bullying Policy
- Equal Opportunities Policy
- Child Protection and Safeguarding Policy
- SEND Policy

## **2. Definitions**

2.1. "Children Looked After (CLA)" are defined as:

- Children or young people who are the subject of a Care Order or Interim Care Order under the Children Act 1989.
- Children who are placed in foster care, children's residential homes, with relatives or friends, in semi-independent or supported independent accommodation.
- Children subject to a Care or Interim Care Order whilst placed with a parent, where the LA has parental responsibility.
- Children who are not subject to an order but are accommodated by the LA under an agreement with their parents.

2.2. "Previously-CLA (PCLA)" are defined as:

- Children who are no longer looked after by an LA in England and Wales because they have either been adopted or are the subject of an adoption, special guardianship or child arrangements order.
- Children who were adopted outside England and Wales from 'state care' (care that is provided by a public authority, religious organisation, or other organisation whose main purpose is to benefit society).

## **3. Roles and responsibilities**

3.1. The Local Advisory Board are responsible for:

- Ensuring the school has a coherent policy for CLA and PCLA.
- Reviewing the school's policies and procedures in conjunction with legislation and statutory guidance.
- Ensuring that appropriate staff have the information they need in relation to each looked after child's:
  - Legal status (i.e. whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility.
  - Care arrangements and the levels of authority delegated to the carer by the LA.
  - Ensuring that staff have the skills, knowledge and understanding to keep CLA and PCLA safe.

- Ensuring that there are clear systems and processes in place for identifying and reporting possible safeguarding or mental health concerns amongst CLA and PCLA.
- Ensuring CLA and PCLA have equal access to all areas of the curriculum and that reasonable adjustments are made, if necessary.

3.2. The virtual school head (VSH) in Oldham Local Authority is responsible for:

- Monitoring the attendance and educational progress of the children their authority looks after; this includes children who have left care through adoption, special guardianship or child arrangement orders, or who were adopted from state care outside of England and Wales.
- Ensuring that arrangements are in place to improve the education and outcomes of the authority's CLA, including those placed out-of-authority.
- Building relationships with health, education and social care partners, as well as other partners, so they and the designated teachers understand the support available to CLA and PCLA.
- Working with the school to ensure all CLA in attendance are fully supported in reaching their full potential.
- Acting as the educational advocate for CLA.
- Acting as a source of advice and information to help parents of PCLA as effectively as possible.
- Ensuring there are effective systems in place to:
  - Maintain an up-to-date roll of the CLA who are in school settings, and gather information about their educational placement, attendance and progress.
  - Inform the school Head of Schools and designated teacher if they have a pupil on roll who is looked after by the LA.
  - Ensure social workers, schools, designated teachers, careers and independent reviewing officers understand their role and responsibilities regarding a pupil's PEP.
  - Ensure that up-to-date and effective PEPs that focus on educational outcomes are maintained for all CLA.
- Avoid delays in providing suitable educational provision.
- Ensure the education achievement of CLA is seen as a priority by everyone who has responsibilities for promoting their welfare.

- Report regularly on the attainment, progress and school attendance of CLA through the authority's corporate parenting structures.

3.3. The headteacher of the school is responsible for:

- The Designated Teacher at Hey with Zion Primary School is the Deputy Headteacher. The Pastoral Lead supports the Designated Teacher in fulfilling this role effectively.
- Ensuring the designated teacher (and supporting team) for CLA and PCLA has received the appropriate training.
- Ensuring all staff receive relevant training and support to enable them to work sympathetically and productively with Children Looked After, including those who are underachieving or at risk of underachieving or who have additional needs.
- Allowing the designated teacher and pastoral team the time and facilities to succeed in carrying out their duties.
- Overseeing this policy and monitoring its implementation, feeding back to the School's Local Advisory Board annually on the following: - The number of CLA and PCLA in the school - An analysis of assessment scores as a cohort, compared to other pupil groups - The attendance of CLA and PCLA, compared to other pupil groups - The level of fixed term and permanent exclusions, compared to other pupil groups
- Ensuring all members of staff are aware that supporting CLA is a key priority.
- Ensuring PP+ for PCLA is managed effectively.
- Promoting the advantages of actively challenging negative stereotypes of CLA.

3.4. The designated teacher for CLA and PCLA is responsible for:

- Building relationships with health, education and social care partners and other partners so that they and the VSH understand the support available to CLA and PCLA.
- Promoting the educational achievement of CLA and PCLA at the school; this includes those that left care through adoption, special guardianship or child arrangement orders or were adopted from state care outside England and Wales.
- Acting as the main contact for social services and the DfE.
- Promoting a culture of high expectations and aspirations
- Ensuring CLA are involved in setting their own targets.

- Advising staff on teaching strategies for CLA.
- Ensuring that CLA are prioritised for one-to-one tuition and support.
- Leading on how the child's PEP is developed and used in school to ensure the child's progress towards targets is monitored.
- Liaising with the Inclusion/ SENDCO to ensure all pupil needs are met.

Being vigilant in observing any potential safeguarding concerns that could arise surrounding CLA and PCLA due to their increased vulnerability to harm and reporting these to the DSL as soon as they arise.

- Working with the child's VSH and social worker to develop and implement their PEP.
- Working with the VSH to discuss how funding can be used to support the child's progress and meet the needs identified in their PEP.

3.5. The DSL is responsible for:

- Keeping up-to-date records of CLA respective social worker and VSH.
- Promoting amongst staff the importance of recognising and reporting safeguarding concerns around CLA and PCLA as soon as possible due to their increased vulnerability to harm.
- Where a child ceases to be looked after and becomes a care leaver, keeping up-to-date contact details of their Oldham LA personal advisor and liaising with the advisor as necessary regarding any issues of concern affecting the care leaver.

3.6. The Pastoral Manager is responsible for:

- Ensuring they are involved in reviewing PEP and care plans for CLA and PLPCLAAC.
- Liaising with the class teacher, designated teacher, specialists and parents when considering interventions to support the progress of PCLA.

3.7. Staff are responsible for:

- Being aware of CLA and PCLA and providing them with support and encouragement.
- Preserving confidentiality, where appropriate, and showing sensitivity and understanding.
- Being vigilant for any signs of bullying towards CLA and PCLA.

- Being vigilant for any signs of safeguarding concerns surrounding CLA and PCLA due to their increased vulnerability to harm and reporting any concerns to the DSL as soon as possible.
- Promoting the self-esteem of CLA and PCLA.

#### **4. Personal Education Plan (PEP)**

All CLA must have a care plan; PEPs are an integral part of this care plan. The PEP is an evolving record of what needs to happen for a pupil to enable them to make the expected progress and fulfil their potential. The PEP will reflect the importance of a personalised approach to learning which meets the identified educational needs of the child. Hey with Zion Primary School with other professionals and the child's carers will use the PEP to support the child's educational needs, raise the child's aspirations and improve their life chances. All relevant bodies, such as Oldham LA, the designated teacher and carers, will involve the child in the PEP process at all stages. The PEP will address the pupil's full range of education and development needs, including:

- Access to nursery provision that is appropriate to the child's age.
- On-going catch-up support, which will be made available for children who have fallen behind with work.
  - Suitable education provided by Oldham LA, where the child is not in school because of suspension or exclusion
  - Transitional support where needed, such as if a child is moving to a new school.
- School attendance and behaviour support, where appropriate.
  - Support to help the child meet their aspirations, which includes: - Support to achieve expected levels of progress for the relevant national key stage and to complete an appropriate range of approved qualifications. - Out-of-school hours learning activities, study support and leisure interests. The VSH and the designated teacher will ensure that information is included within a CLA or PCLA's PEP surrounding how they are benefitting from any use of PP+ funding to improve their attainment. Any interventions supported by PP+ will be evidence-based and in the best interests of the pupil.

#### **5. Working with agencies and the Virtual School Head (VSH)**

5.1. Hey with Zion Primary School will ensure that copies of all relevant reports are forwarded to the CLA social workers, in addition to carers or residential social workers.

5.2. The school will coordinate their review meetings; for example, hold their annual review of CLA with their statutory care review.

5.3. The school will work with other agencies to exchange information, such as changes in circumstances, exclusions or attendance issues, taking prompt action, where necessary, to safeguard CLA and PCLA.

5.4. Behaviour management strategies will be agreed between the VSH and the school, to ensure challenging behaviour is managed in the most effective way for that individual child.

5.5. The designated teacher for CLA and PCLA and pastoral team will communicate with the VSH and child's social worker to facilitate the completion of the PEP.

5.6. Through the designated teacher and pastoral team, the school will work with the VSH, social worker and other relevant agencies to monitor any arrangements in place so that actions and activities recorded in the child's PEP are implemented without delay.

5.7. The designated teacher (alongside pastoral team and Inclusion / SENDCO) will communicate with the VSH and agree on how pupil premium plus (PP+) can be used effectively to accommodate the child's educational attainment and progress.

5.8. PP+ for PCLA will be allocated directly to, and managed by, the school.

5.9. School will work with the VSH to manage allocation of PP+ for the benefit of our cohort of CLA, or PCLA, and according to their needs.

5.10. If deemed necessary, the school will allocate an amount of funding to an individual to support their needs.

5.11. The designated teacher will ensure consistent and strong communication with the VSH regarding CLA who are absent without authorisation.

5.12. The school will share their expertise on what works in supporting the education of CLA and PCLA.

## **6. Training**

6.1. The designated teacher and other school staff involved in the education CLA and PCLA have received the appropriate training, this includes information about the following:

- School admissions arrangements
- SEND
- Attendance

- Exclusions
- Homework
- Managing and challenging behaviour
- Promoting positive educational and recreational activities
- Supporting pupils to be aspirational for their future education
- Safeguarding 6.2 All training will ensure staff are equipped with the skills, knowledge and understanding necessary to keep CLA and PCLA safe.

## **7. Safeguarding**

7.1. Hey with Zion Primary School recognises that many CLA or PCLA have experienced trauma, abuse or complex family circumstances that have led to them being placed in care and will ensure that all staff are aware that experiences of adversity such as these can leave pupils vulnerable to further harm or exploitation.

7.2. All staff will be trained to recognise signs and indicators of safeguarding concerns and will ensure that extra vigilance is practiced in observing and identifying these indicators amongst CLA and PCLA as soon as possible.

7.3. Where a CLA or PCLA has a social worker, this will inform decisions about safeguarding, e.g. responding to unauthorised absence or missing education where there are known safeguarding risks.

7.4. The Headteacher will ensure appropriate pastoral support is in place within school to ensure that the welfare of CLA and PCLA can be adequately protected to the extent that reflects their increased vulnerability.

7.5. Staff will be encouraged to report to the DSL any concerns they have over CLA or PCLA in line with the processes outlined in the school's Child Protection and Safeguarding Policy.

7.6. Staff will be regularly encouraged to look for signs of bullying and report to the designated teacher if they believe a CLA or PCLA is being bullied, as this can have a particularly negative impact on pupils who have early experiences of rejection or abandonment.

## **8. Pupil mental health**

8.1. CLA and PCLA are more likely to experience the challenge of social, emotional and mental health issues which can impact their behaviour and education. Designated teachers will have awareness, training and skills regarding a child's needs and how to support them in relation to behaviour management and mental health.

8.2. The designated teacher will work with the VSH to ensure the school is able to identify signs of potential mental health issues, understand the impact issues can have on CLA and PCLA, and knows how to access further assessment and support, where necessary.

8.3. The school understands that the increased frequency of mental health problems amongst CLA and PCLA may present a barrier to adequately identifying when mental health problems are indicative of a safeguarding concern. For this reason, the designated teacher will ensure that they, and all staff who maintain regular contact with CLA or PCLA are vigilant surrounding any changes in the mental health, behaviour, social inclination or mood of these pupils.

8.4. The Boxall Profile (or other emotional wellbeing assessment) may be used for the assessment of a child's social, emotional and behavioural development.

## **9. Suspensions and Permanent Exclusions**

Past experiences of CLA and PCLA will be considered when designing and implementing school's Positive Behaviour Policy. The school will have regard to the DfE's statutory guidance 'Suspensions and Permanent Exclusions from maintained schools, academies and pupil referral units in England' and, as far as possible, avoid excluding any CLA. Where school has concerns about a child's behaviour, the VSH will be informed at the earliest opportunity. As far as possible, school will engage proactively with the social worker or carer of a CLA to provide appropriate support for underlying issues that may be causing poor behaviour and improving this behaviour. Exclusion will only be used as a last resort, after the school and VSH have considered what additional support can be provided to prevent exclusion, and any additional arrangements to support the pupil's education in the event of exclusion. The school will inform parents that they can seek the advice of the VSH on strategies to support their child to avoid exclusion. Permanent exclusion will only occur where there has been serious and/or persistent breaches of Hey with Zion's Positive Behaviour Policy or where allowing the pupil to remain in school would seriously harm the education or welfare of others. If a CLA is at risk of permanent exclusion the CEO of the Epworth Education Trust will be informed in the first instance.

## **10. Pupils with SEND**

10.1. Support for CLA with SEND, who do not need an EHC plan, will be covered as part of the child's PEP and care plan reviews.

10.2. The Pastoral Manager, class teacher, designated teacher and specialists will involve parents when considering interventions to support their child's progress.

10.3. If appropriate, the VSH will be invited to comment on proposed SEND provision for PCLA.

10.4. The designated teacher and Inclusion/ SENDCO will ensure that CLA and PCLA with SEND are supported in line with the school's SEND Policy, with extra consideration given to the fact that some of the usual procedures for supporting pupils with SEND may lack applicability for CLA, e.g. where CLA are in residential care and, thus, will have their EHC plans taken care of by Oldham LA rather than the general stipulation of the place where they are ordinarily resident.

## **11.Information sharing**

11.1. Appropriate and specific arrangements for sharing reliable data are in place to ensure that the education needs of CLA and previously-CLA are understood and met.

11.2. The arrangements set out include:

- Who has access to information on CLA and previously CLA and how data will remain secure.
- How pupils and parents are informed of, and allowed to challenge, information that is kept about them.
- How carers contribute to and receive information.
- Mechanisms for sharing information between the school and relevant LA departments.
- How relevant information about individual pupils is passed between authorities, departments and the school when pupils move.

## **12.Monitoring and review**

12.1. This policy will be reviewed on an annual basis by the Headteacher

12.2. The next scheduled review date for this policy is Spring 2027.