



**The Castle Partnership Trust**  
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**Children in Care Policy**

**Date: July 2017**

**Executive Headteacher: Sarah Watson**

**Headteacher, Court Fields School: Rachael Bennett**

## PURPOSE:

To ensure that Children in Care are able to fulfil their academic potential.

## KEY POINTS:

- A register is kept by the Designated Teacher of any child in the CIC category (children who are fostered or in the care of the local authority.) This register is updated regularly and the county CIC team informed.
- The attainment of CIC is monitored regularly through IAs and reports by Heads of House and Form Tutors.
- The social worker will arrange the PEP meeting for a date in advance of the current PEP expiring (or for children new to care to enable the PEP to be complete and its recommendations available for the first review of the child's plan which will be held within 20 working days of the child entering care). The social worker will complete the initial sections in it and then email the PEP to the school **in advance of the meeting**. From that point, the PEP completion is the responsibility of the designated teacher.
- The social worker will attend the meeting and then update the Protocol system to show the PEP meeting has occurred.
- The educational elements of the PEP are to be completed at the meeting or as soon as possible afterwards by the Designated Teacher and the outcomes must be available for the 20 day review where appropriate.
- It is the Designated Teacher's role to complete the final PEP and send it to all parties, ie social worker, parents/carers/CRUs, IRO and the Children in Care Education Team ([thevirtualschool@somerset.gov.uk](mailto:thevirtualschool@somerset.gov.uk)).
- A PEP meeting will take place every term. The Year 9 and 11 PEPs should reflect long term and career planning.
- The PEP is reviewed regularly to coincide with the In Care review by Social Services. Social Services are responsible for informing the school of the date of this review in advance, but it is good practice to establish the date of the review at the end of each PEP meeting.
- When setting up a PEP the social worker will invite the carers and parents and will attend themselves. The school will be represented by the Head of House (HoH). Prior to the meeting the student should be interviewed by the HoH to obtain their views. A proforma is available. The PEP can be completed during the meeting and all parties given a copy within 5 days.
- It should be noted that students who are in care often do less well academically and every effort should be made to ensure that this is not so. Various forms of positive action can be used to improve the educational outcomes for these students. This will include targeting the additional funds from the Virtual School, close monitoring of performance, mentoring by staff etc.
- Children in care are tracked carefully as a specific group until they are aged 25.
- Students on the CIC register are a standard item for inclusion at each Consultation meeting held with the SENCO and outside agencies.
- Further detailed guidance on completion of PEPs and general guidance for children in care in Somerset is available by accessing the Virtual School Handbook in the following link –  
<https://slp.somerset.org.uk/sites/classy/For%20Staff/Somerset%20VS%20Handbook>

[%202015%20updated%20August%202016.pdf](#) or by accessing the Virtual School's website at <https://slp.somerset.org.uk/sites/classy/SitePages/Handbook.aspx>

**LEAD PERSON:** The Designated Teacher

Currently the Designated Teacher is Mr Matt Randle (Assistant Head) at The Castle School and Mr Mike Smith (Head of House) at Court Fields School.