



Safeguarding children, young people and vulnerable adults

Procedures

6.8 Looked after children Policy

Policy statement

We are committed to providing quality provision based on equality of opportunity for all children and their families. All staff in our setting are committed to doing all they can to enable 'looked after children (LAC) in our care to achieve and reach their full potential.

A 'Looked after Child' is a child in public care, who is placed with foster carers, in a residential home or with parents or other relatives.

We recognise that children who are being looked after having often experienced traumatic situations; physical, emotional or sexual abuse or neglect. However, we also recognise that not all looked after children have experienced abuse and that there are a range of reasons for children to be taken in to the care of the local authority. Whatever the reason, a child's separation from their home and family signifies a disruption in their lives that has an impact on their emotional well-being.

Principles

- The term 'looked after child' denotes a child's current legal status; this term is never used to categorise a child as standing out from others. We do not refer to such a child using acronyms such as LAC.

- Places will be offered to two-year-old children who are looked after; where the placement in the setting will normally last a minimum of three months.
- Places will be offered for funded children who are looked after; where the placement in the setting will normally last a minimum of six weeks.
- If a child who attends a setting is taken into care and is cared for by a local carer the place will continue to be made available to the child.

Procedures

- The designated safeguarding lead for looked after children is the designated safeguarding lead.
- Every child is allocated a key person before they start and the designated safeguarding lead ensures that the key person has the information, support and training necessary to meet the looked after child's needs.
- The designated safeguarding lead and the key person liaise with agencies, professionals and practitioners involved with the child and their family, and ensure that appropriate information is gained and shared.
- A meeting of professionals involved with the child is convened at the start of a placement.
- For children over 3 years old a Personal Education Plan (PEP) should be put in place within 10 days of the child becoming looked after.
- The PEP will be drawn up that incorporates the child's learning needs. This plan is reviewed regularly.
- A care plan for looked after children form is completed. The care plan is reviewed regularly.
- The designated safeguarding lead will attend meetings regarding the care any children who are Looked after Children.
- Concerns about the child will be noted and discussed with the foster carer.
- If the concerns are about the foster carer's treatment of the child, or if abuse is suspected, these are recorded and reported to the child's social care worker according to the settings safeguarding children procedure.

- Transition to school will be handled sensitively and the designated person and/or the child's key person will liaise with the school, passing on relevant information and documentation with the agreement of the child's social worker as detailed in the plan.

This policy was updated on the 23rd July 2026 by Susannah Townley, Manager.

This policy is due to be reviewed on the 23rd July 2027.