

Busy Bees Play group

Children in Care and Looked After Children Policy

(Cross reference to Child Protection Policy, Equality of Opportunity and Diversity Policy, SEND Policy, Behaviour Policy, Confidentiality Policy, Key Person and Partnership with Parents/Carers Policy, Staff Supervision Policy)

Busy Bees Playgroup is committed to providing a welcoming and inclusive setting for all children and families. The description 'looked after' was generally used to describe a child who is looked after by the Local Authority, but this is now commonly known as Children in Care. This includes children who are subject to a care order or temporarily classed as looked after on a planned basis for short breaks or respite care. Most looked after children will be cared for by foster carers with a very small minority in children's homes, looked after by family members or even placed back within the family home.

At Busy Bees we treat each child as an individual. All children's parents or carers will receive a home visit from a staff member to complete the necessary forms with information about the child and we will talk to them about the right way to care for children with different needs to ensure that they have the best chance to settle with us. If we think it is appropriate, we will ask the guardian, foster carer or adopting parent to stay with the child for several sessions, building to longer periods of leaving them until we feel that they are ready to manage the separation and appear to be confident with their Key Person.

Busy Bees staff are committed to doing all we can to support all children to achieve their full potential. The Busy Bees staff team are all trained to understand our Child Protection policy and procedures and additional training to support children's individual needs will be planned for where appropriate. The designated person for 'Children in Care and Looked after Children' is Hailie Sturt. All children in the setting will be allocated a Key Person. The Key Person will support the child initially with transition and settling in and then continue to support and build up a relationship with the child, carers and other agencies involved. Regular contact will be maintained with the carers throughout the child's time at Busy Bees and with the social worker (where applicable). As with all children, regular observations will be carried out to build up a picture of the child's interests, and staff will interact to support the child's stage of learning and development and interests. This information will be shared with carers as well as any concerns surrounding their developmental stages.

We will contact the Virtual School when a Child in Care starts with us. A Personal Education Plan (PEP) will be developed with carers and professionals, for children over the age of 3

years, which will be led by the child's social worker and updated twice per year. This will include:

- the child's emotional needs and how they are to be met
- how any emotional issues and problems that affect behaviour are to be managed
- the child's sense of self, culture, language/s and identity - how this is to be supported
- the child's need for sociability and friendship
- the child's interests and abilities and possible learning journey pathway
- how any special needs will be supported in addition, the care plan may also consider:
- how information will be shared with the guardian/foster carer and local authority (as the 'corporate parent') as well as what information is shared with whom and how it will be recorded and stored
- what contact the child has with his/her birth parent(s) and what arrangements will be in place for supervised contact. If this is to be the setting, when, where and what form the contact will take will be discussed and agreed
- what written reporting is required
- wherever possible, and where the plan is for the child's return to their home, the birth parent(s) should be involved in planning; and with the social worker's agreement, and as part of the plan, the birth parent(s) should be involved in the setting's activities that include parents/carers, such as outings, stay and play sessions etc. alongside the guardian/foster carer.

We will also attend all appropriate meetings and contribute to reviews. Transition to school will be handled sensitively by the Key Person and designated 'Children in Care and Looked after children' staff member, who will work together with the child and carers to ensure that this is as smooth a transition as possible and all necessary information is shared with the Reception teacher. The child's individual file, including observations and assessments will be passed on to the carer at this stage.

Key contact details: Local Authority - **01452 427224** Safeguarding & Looked After Children's Board - **01452 583629** Social care team (where applicable – see child's Registration form)
Virtual school – **01452 328372**

BUSY BEES PLAYGROUP

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