

# Guide for education settings on children in care (CiC)

## When a young person becomes a child in care

Children in care are sometimes also referred to as looked after children. You may see the abbreviation CiC for children in care or LAC for looked after children. Both terms mean the same thing. We use children in care.

When a young person becomes a child in care, they are in the care of the local authority.

The HOPE is responsible for children whose parents live in Bristol when the young person becomes looked after. We act as their corporate parents.

We support and challenge all settings that have Bristol children in care and care leavers.

As their corporate parents, we ask if their education is helping them be the best they can be. Through meetings, the young person's Personal Education Plan, and ongoing communication we check:

- admissions and school places
- progress and attainment
- attendance and exclusions
- [CiC Pupil Premium Grant](#): The HOPE headteacher is responsible for managing this
- that the young person's voice is being listened to
- what interventions are in place to support the young person

You may have children in care from other local authorities at your setting. Those young people are the responsibility of the local authority that looks after them. They will have a social worker who works for their 'home' local authority. If they are looked after by an English local authority, they will also have a Virtual School Headteacher from their 'home' authority.

[Guidance for schools on social care processes when a child comes into local authority care](#)

## If a child at your school goes into care

If a child at your school goes into the care of Bristol City Council, you will be contacted by The HOPE. We give the designated teacher and the child's social worker each other's name and email address so that the child's social worker can organise the first Personal Education Plan (PEP) meeting. The HOPE lead for the young person will try to attend the first PEP meeting.

If you don't have any other Bristol children in care at your setting, we will contact you to make sure the designated teacher has a login to the [virtual school database](#) and knows how to use it. We also let you know what information you need to upload to the database and when and let you know about our arrangements for CiC Pupil Premium funding.

## If a child in care joins your school

If a child who's in care joins your school the child's social worker should make contact with the designated teacher to make sure they have essential information such as who their carer is, and to arrange a PEP meeting.

If the young person is in care to Bristol City Council you will be contacted by The HOPE. If you don't have any other Bristol children in care at your setting, we will contact you to make sure the designated teacher has a login to the [virtual school database](#) and knows how to use it. We also let you know what information you need to upload to the database and when and invite you to attend designated teacher training.

If a child at a school in Bristol local authority area is looked after by another local authority, please contact The HOPE on 0117 903 6282 so that we can make sure the young person is added to the virtual school database.

See the [Simple Guide for Designated Teachers for Children in Care](#).

More detailed information is available from [Induction and leaving processes for children in care](#).

## If you have a child in care at your school

There's government guidance that explains [how a designated teacher should support looked after and previously looked after children](#).

If you have a child in care at your school you need to:

- have regular contact with their foster carer
- keep a [confidential school file](#) for them in which to record notes of meetings, reports etc.
- create their [one page profile](#)
- use the [virtual school database](#) to enter data on their progress, attainment and, if requested, attendance
- securely email their PEP forms and any accompanying reports to [thehope@bristol.gov.uk](mailto:thehope@bristol.gov.uk).
- speak to their social worker about their Personal Education Plan meetings,
- be involved in discussions about how their Pupil Premium, or Bursary for post 16 students, is being spent and the impact it has had
- arrange 1:1 tuition in English and Maths for them
- work with the named governor for children in care to produce an annual report to send to The HOPE headteacher
- talk to your colleagues about:
  - any specific needs that the child or young person might have

- letting you know as soon as possible if any concerns about the young person arise
- confidentiality issues for the individual child
- having high expectations for children and young people in care

You should also talk to the young person or their carer about:

- what the young person wants to be known about them being in care and by whom
- what your role is and how they can come to you if they have anything they want to talk about
- any extra-curricular activities they're involved in or want to try
- target setting