SAFEGUARDING & WELFARE REQUIREMENT: CHILD PROTECTION

1.1 (a) Looked after children

Looked after children

Identification.

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

Services provided to Looked After Children

Under two-year-olds

- Places will not normally be provided for babies and under two-year-olds who are in public care.
- We can offer services that enable a child to play/engage with other children while the carer stays.
- Where the child is already in attendance and has a secure attachment with an existing key person a continuation of the existing place will be offered.

Two-year-olds

- 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.
- Where the child is already in attendance and has a secure attachment with an existing key person a continuation of the existing place will be offered.

Three- and four-year-olds

- 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.

Additional Support

- The designated safeguarding lead and key person liaise with agencies and professionals involved with the child, and his or her family, and ensure appropriate information is gained and shared.

- A meeting of professionals involved with the child is convened by the setting at the start of a placement. A Personal Education Plan (PEP) for children over 3 years old is put in place within 10 days of the child becoming looked after.
- Following this meeting, Care plan for looked after children form is completed. The care plan is reviewed after 6 weeks, and thereafter at three to six monthly intervals.
- Regular contact will be maintained with the social worker through planned meetings, which will include contribution to the PEP which is reviewed annually.

This policy was reviewed on: **June 2026**

This policy will be reviewed again on: **June 2027**

Signed on behalf of the Management committee and provider:



Name of Signatory: **Polly Fyfe**

Role of Signatory: **Committee Chairperson**

Care plan for looked after children

This form must be used alongside the individual child's registration form which contains further details.

Name of child		**Date of birth:**	
Child's address			
Contact information for main carers			
1. Name			
Relationship to child			
Phone numbers			
2. Name			
Relationship to child			
Phone numbers			
Any additional healthcare needs (give details and complete 04.2a Health care plan form, if required)			
Social Care/Social Worker			
Name			
Phone no.			
GP/Doctor			

Name	
Phone No.	

Details of professionals meeting convened at start of placement (include date of meeting, names of agencies/professionals attending and any special considerations for the child)

Risk assessment required?	**Yes or No**
If yes, include details here, including date completed:	
Daily care requirements e.g. before meals/going outdoors	
Describe what constitutes an emergency for the child and what actions are to be taken if this occurs	
Name(s) of staff responsible for an emergency situation with this child	

The child's carer and key person must sign below to indicate that the information in this plan is accurate, and the carer agrees for any relevant procedures to be followed.

Carer's name		Signature		Date	
Key person's name		Signature		Date	
Setting manager's name		Signature		Date	

Review completed (at 2 weeks, 6 weeks, 3 months onwards)

Carer's name		Signature		Date	

Key person's name		Signature		Date	
Setting manager's name		Signature		Date	

Copies circulated to:

Carers

Other agencies/professionals

Child's personal records (with registration form)