



INTERNAL PROCEDURE

Title: Looked After Children and Care Leavers Statement of Commitment

| | |
|-----------------------|--------------------------------------------------|
| POLICY HOLDER: | Library and Wellbeing Manager |
| SMT OWNER: | Assistant Principal Student Services |
| VERSION NO: | 9 |
| LAST REVIEWED: | August 2025, next review due August 2026. |

Accessibility: If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the College's marketing team on 01603 773 169.

Further information: If you have any queries about this policy or procedure, please contact the named policy holder.



Statement

Our College is committed to supporting students to aspire and achieve their educational potential. Everything we do is to enhance our student's experience, therefore students, their wellbeing and how they access their learning is of paramount importance. We seek to provide a safe and supportive environment where the welfare and emotional health of students is valued, promoted and safeguarded so that they can learn and progress in a supportive and secure environment.

How we provide support

Through this Statement of Commitment we are recognising that our students from social care backgrounds, Care Leavers (CL) and Looked After Children (LAC) may need additional support at times.

This means that we will always work to:

- Support early self-identification and involvement from Care Leavers and Looked After Children at application and enrolment stage to plan support;
- Provide a named CCN staff member as a single point of contact for students and the team around them;
- Provide personalised support;
- Target support focusing on progression and careers including UCAS;
- Review and monitor individual student progress;
- Ensure that our students' experiences and their voice are at the heart of what we do;
- Support students to remain healthy.

Roles and Responsibilities

For the academic year 25/26 the College has identified the following roles to support our strategy for Care Leavers and Looked after Children:

The Assistant Principal Student Services (Helen Richardson-Hulme 01603 773 070 helen.richardson-hulme@ccn.ac.uk) has overall responsibility for implementing our strategy for supporting Care Leavers and Looked after Children.

The Wellbeing Manager (Samara Castro, samara.castro@ccn.ac.uk) is the Designated Teacher for the college and is responsible for:

1. Ensuring requests from external agencies to attend relevant review meetings including Key Stage 4/5 PEP are responded to and to advise on the wrap around support services provided for individuals.
2. To liaise with College staff to ensure that the most relevant staff attend PEPs and understand their role within the process.
3. To provide relevant appointments and drop-in support for young people when required and to advise on their support including signposting to additional support both within the College and to external agencies, with support of the Virtual School.

4. Ensuring that eligible young people apply for and receive the Vulnerable Young Person's Bursary and/or other financial support they require.
5. Ensuring the relevant staff communicate with social workers and key workers linked to young people to offer appropriate support.
6. Reporting and monitoring individual student's progress.
7. Meeting with young people to discuss progression where required.

Sharing information

If you have identified yourself as being in care or a care leaver, we will securely record this information on our central college system. This allows your teachers and support staff to be aware and provide appropriate support. Following enrolment, our Education Support Work (ESW) team will reach out to introduce themselves and explain how they can support you throughout your time at college.

Statutory guidance states "The designated teacher should fully involve parents and guardians in decisions affecting their child's education". We take this seriously and will regularly review and monitor your attendance, engagement and academic progress and review this with yourself, your teachers, carers and other professionals who support you to ensure that you have the right support in place to meet targets and be successful in your college journey.

We will feed back via:

- Personal Education Plan (PEP) Meetings
- Education Review Meetings
- Attendance reporting to Virtual Schools
- Communication to notify/check on absences or attendance
- Communication to notify/discuss concerns around engagement

To ensure we have the most up-to-date contact details for your support network, we will liaise with the Virtual School. If we have permission to contact your Social Worker or other support professionals, we will assume this permission continues unless told otherwise. We will also update contact details as your support team changes.

Appendix 1 – Education Support Work roles and responsibilities document

Education Support Work Team (ESW)

Please find below some information about the role of the Education Support Work team (ESWs) and how the team may contact staff and students as part of their role in supporting students this year.

The main duty of the ESW team is to support Looked After Children (LAC), Unaccompanied Asylum-Seeking Children (UASC), Care Leavers (CL) and Young Carers that attend City College Norwich.

ESWs are a point of contact between students, education and their social workers or other key supportive adults in their lives, such as residential support workers. ESWs will liaise with a student's curriculum team to gather information about their achievement, attendance, behaviour and progress during their course. ESWs will ask that the curriculum team set academic SMART targets for students. It is important that students have achievable targets set to enhance their educational progress.

Personal Education Plan meetings & planning

It is a mandatory requirement for every student who is a Looked After Child to have at least one Personal Education Plan (PEP) meeting per term. These meetings should be attended by the student, their Social Worker, their ESW and in some cases, other relevant key adults. The team will request student updates from curriculum teams via email, curriculum teams should respond by the deadline given so that the ESW team can provide relevant information and targets to populate a student's PEP. ESWs will identify what support will be required during the PEP process for students to meet their targets.

Care Leavers

The ESW team will continue to support any students who are Care Leavers and remain a key point of contact between students, education and their key supportive adults, in conjunction with their curriculum teams.

Young Carers

The ESW team can provide further support to Young Carers who self-identify at City College Norwich. Young Carers can request support by contacting the ESW team directly.

Contact details

The ESW team are contactable at their team inbox (ESW@ccn.ac.uk) for any general enquiries related to care experienced students or Young Carers.