



# Looked After Children Policy

Bijou Day Nursery & Crèche, Cowbridge

**Policy owner:** Nursery Manager / Rheolwr y Feithrinfa

**Version:** 2.0

**Last reviewed:** June 2026 / Mehefin 2026

**Next review:** June 2027 / Mehefin 2027

**Approved by:** Samantha Rennison, Responsible Individual / Unigolyn Cyfrifol

## 1. Policy Statement

Bijou Day Nursery & Crèche is committed to providing a nurturing, stable, and inclusive environment for Looked After Children (LAC) and previously looked after children. We recognise that these children may have experienced trauma, disruption, and loss, and that they may need additional emotional and developmental support. We work in close partnership with social workers, foster carers, and other professionals to meet each child's needs.

This policy complies with the Children Act 1989 and 2004, the Social Services and Well-being (Wales) Act 2014, the Child Minding and Day Care (Wales) Regulations 2010 (as amended), the National Minimum Standards for Regulated Childcare (2016), and the Additional Learning Needs and Education Tribunal (Wales) Act 2018. CIW expects settings to demonstrate awareness of and responsiveness to the needs of LAC.

## 2. Definition

A Looked After Child is a child who is in the care of the local authority, either through a care order or voluntary agreement. This includes children in foster care, residential care, or placed with relatives under a kinship arrangement. Previously looked after children include those who have been adopted, made subject to a special guardianship order, or a child arrangements order.

## 3. Designated Person

- The Nursery Manager (or a designated senior practitioner) is the Designated Person for LAC at Bijou
- Their role includes: liaising with social workers and foster carers, attending LAC review meetings, ensuring the child's care plan is reflected in nursery practice, and monitoring the child's progress and well-being

## 4. Admission & Settling In

- We welcome LAC and prioritise their admission where possible
- An extended settling-in period is offered to support the child's transition
- The child's social worker and foster carer are invited to a pre-admission meeting to share the child's care plan, history, needs, and any specific considerations

- Consent for activities, photographs, and information sharing is obtained from the person with parental responsibility (which may be the local authority)

## 5. Meeting Individual Needs

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- A key person is assigned who will build a warm, consistent, trusting relationship with the child
- Individual plans are developed based on the child's care plan, Personal Education Plan (PEP), and any IDP
- We support the child's emotional well-being through attachment-aware, trauma-informed practice
- Additional support (speech and language, educational psychology, therapeutic input) is accessed through the social worker and local authority
- We maintain confidentiality about a child's looked after status — this information is shared only with staff who need to know

## 6. Review & Communication

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- The Designated Person contributes to LAC review meetings and provides reports on the child's development and well-being at the nursery
- Regular communication is maintained with the social worker and foster carer
- Any concerns about the child are raised with the social worker promptly

## 7. Transition to School

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- We plan transition carefully, sharing information with the receiving school in consultation with the social worker
- Transition activities (visits, stories about going to school, visual timetables) are provided
- The Designated Person attends any school-based transition meetings

## 8. Staff Training

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- All staff receive training on attachment, trauma, and the needs of LAC during induction or annual CPD
- The Designated Person receives additional specialist training

## 9. Related Policies

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- Safeguarding & Child Protection Policy
- Inclusion & Equity Policy
- Additional Learning Needs Policy
- Transition Policy
- Data Protection & Confidentiality Policy