

Designated Manager Core Task Discussion Cards

[1] The DM must know which pupils in their establishment are looked after and maintain confidential files in relation to each of them and to share relevant information on a need to know basis.

[2] The DM, where appropriate, should consult and liaise with families and carers. In addition, the DM should act as the liaison person within the school for social work, education and local health services and other relevant agencies.

[3] The DM must ensure that all adults sharing parental responsibility, including birth parents, for a child or young person receive copies of reports, invitations to school functions, and other documents, policies and prospectuses usually given to parents.

[4] The DM should support the efforts of parents / carers and others to provide an educationally rich home environment for all looked after children and young people within their establishment. The DM should consider parental involvement strategies within the school to ensure that the “corporate parent” is involved in, for example, the Parent Council.

[5] The DM should encourage parents / carers and social workers to give priority to educational needs and to help assess and balance the demands of education versus the need for contact arrangements (i.e. contact with parents etc.) to take place within school hours.

[6] The DM must consult with looked after children and young people regarding what information they wish to be shared, taking into account age and level of maturity.