

Health and Care Working Together in South Yorkshire and Bassetlaw



NOTIFICATION PROCESS FOR SOUTH YORKSHIRE AND BASSETLAW LOCAL AUTHORITIES WHEN A CHILD IN CARE IS PLACED WITHIN OTHER LOCAL AUTHORITIES.

Status of this document	Version 6: 23.07.2019	Updated following LAC meeting LOGOs added.
Approved by: South Yorkshire and Bassetlaw LSCBs and associated Local Authorities specifically:	[Insert name of Authority and date approved]	
Updated	This protocol was adapted from East Midlands Protocol (2017) and South Yorkshire and Bassetlaw Draft Protocol (2015). Appendix 1 (Notification) incorporates suggested questions from ADCS ADCS.ORG.UK OOA LAC Notifications England	
Updated by	NHS Barnsley Clinical Commissioning Group (CCG), NHS Bassetlaw CCG NHS Doncaster CCG NHS Rotherham CCG NHS Sheffield CCG.	
Suggested review date	1 year post implementation	

The term “looked after children” has been used throughout the document as this is used in the Statutory Guidance (2015). It is acknowledged that the term “children in care” is interchangeable and preferred by some young people and may feature in other local policies.

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Notification process for South Yorkshire and Bassetlaw Local Authorities when a Child in Care is placed within other Local Authorities.

This protocol indicates the actions to be taken when a Local Authority places a Looked after Child within another Local Authority Boundary within the South Yorkshire and Bassetlaw or East Midlands region.

1. Regional Protocol

All Local Authorities (LA's) and Local Safeguarding Children Boards (LSCBs) in South Yorkshire and Bassetlaw have agreed to a standardised procedure for the notification of placements of Looked after Children (LAC) who move across regional boundaries and any subsequent notification about change in circumstances including moving out of the authority.

In addition this document mirrors the expectations of LA's in East Midlands and therefore the protocol has a wider footprint to ensure that the care of LAC is more effectively tracked in these two regions. The LA for Bassetlaw is Nottinghamshire which is captured within the East Midlands protocol. Many children placed in or out of Bassetlaw go across South Yorkshire and hence Bassetlaw needs recognising in both the East Midlands and South Yorkshire protocols.

2. Signatories to this document – Sign off from Safeguarding Partners once complete

Area	Signed	Date
Barnsley Safeguarding Children Partnership Arrangements	Nigel Leeder, Partnership Manager Barnsley Safeguarding Children Partnership nigelleeder@barnsley.gov.uk	
Bassetlaw – Nottinghamshire Safeguarding Children Partnerships	Steve Baumber Service Manager, Partnerships and Planning Nottinghamshire County Council steve.baumber@nottscc.gov.uk	Sent to Steve 25/05/19
Doncaster Safeguarding Children Partnerships		
Rotherham Safeguarding Children Partnerships	Phil Morris, Business Manager Rotherham LSCB CYPSSafeguardingBoard@rotherham.gov.uk	Initial Discussion 13/03/2019
Sheffield Safeguarding Children Partnerships		

3. Background

The corporate parenting responsibilities of LA's include having a duty under Section 22(3)(a) of the Children Act 1989 to safeguard and promote the welfare of the children they look after, including eligible children and those placed for adoption, regardless of whether they are placed in or out of authority or the type of placement.

This includes the promotion of the child's physical, emotional and mental health and acting on any early signs of health issues.

The LA that looks after the child must arrange for them to have a health assessment as required by *The Care Planning, Placement and Case Review (England) Regulations 2010*.



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LAC should never be refused a service, including for mental health, on the grounds of their placement being short-term or unplanned.

CCGs and NHS England have a duty to cooperate with requests from LA's to undertake health assessments and help them ensure support and services to LAC are provided without undue delay.

LA's, CCGs, NHS England and Public Health England must cooperate to commission health services for all children in their area.

"Too often, LA's failed to notify other agencies properly when a LAC had moved into their area. Children who live out of area but in an adjacent authority often benefit from pre-existing close collaboration between agencies" (OFSTED 2013)

The following definitions apply for the protocol:

- The 'originating LA' is the LA which initially took the child/young person into care.
- The originating CCG is the CCG for the child's registered General Practitioner (GP) at the point they were taken into care. Or, if not registered with a GP, the CCG for the geographical area in which they were living.

***"Who pays? Establishing the responsible commissioner"* (Department of Health 2007)**

- The 'receiving LA' is the LA to which the child or young person has been placed.
- The receiving CCG is the CCG for the child's registered GP for their new placement. Or, if not registered with a GP, the CCG for the geographical area in which they are now living.
- **'Responsible Authority'** is the LA where the child or young person previously lived or still usually resides and who is responsible for them;
- **'Host LA'** is the LA to which the child or young person has been placed, has recently moved to or where the child actually is at the time an incident occurs
- A **'distant placement'** - regulation 11(5) as amended by the Children's Homes and LAC (Miscellaneous Amendments) (England) Regulations 2013 defines a distant placement as "a placement outside the area of the responsible Authority and not within the area of any adjoining local authority". Distant placements must be approved by the responsible authority's Director of Children's Services.

Throughout this document, the term out of area placement is used to refer to placements located outside the boundary of the responsible Authority. A distant placement is an out of area placement that is not within the area of any adjoining LA.

4. Notification from the originating LA to the receiving LA when children and young people are transferred across LA boundaries

If an originating Authority is planning to place a child in a host Authority in South Yorkshire and Bassetlaw, consultation is vital to ensure effective planning and information sharing is carried out with services likely to be responsible for meeting the child's needs. In making a judgment about the suitability of an out of authority placement for a child, the responsible Authority should assess the arrangements which it will need to put in place to enable the child to access services such as primary and secondary health care and appropriate educational provision.

When an Authority wishes to place a child in another Authority, the originating LA will complete the notification form, including the risk assessment questions and attach any additional information to support the risk assessments as negotiated (for example – see section 5). The form is then sent securely to the nominated point of contact person in the receiving LA where the child will reside.



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LA's could also advise about other sources of information to assist Social Workers and Commissioners in determining whether a distant out of Authority placement is the most appropriate for the child concerned (e.g. the Virtual School Head or the Designated Nurse for LAC).

Each LAC has a **LAC Placement Process Offer Letter, known as a 'Local Offer Letter'** which outlines the process for consultation and services which may be available in their LA. This can be accessed on the local authority website. See table below.

When the decision about the most appropriate placement has been made but before the child is placed, notification should be sent to a range of specified people and agencies. The aim of notification primarily is to ensure that those involved in the decision-making process have an opportunity to make any necessary arrangements to respond to the child's needs but will also provide an opportunity for views to be represented to the responsible Authority.

The nominated point of contact person (in the receiving LA) will enter the details of the child onto their electronic case management system and inform the nominated point of contact for health to alert them to contact their equivalent in the originating local authority.

The nominated point of contact person (in the receiving LA) will forward the form to the [Safeguarding Unit - equivalent in each Authority] for assessment of risk and follow up with the originating LA to negotiate that plans are in place to address the risk and ensure the safety and wellbeing of the child.

The nominated point of contact person will forward the form to the Youth Offending Service where if it is indicated there is involvement.

Children in the care system have a right to expect an initial health assessment that plans their healthcare delivery. This plan will take into account, where appropriate, the views of the young person and will include details of their specific health needs and how these will be met. The assessment will include registration with a GP, dentist, regular health and dental checks, advice on sexual health, mental health and emotional wellbeing and access to any mental or physical health services required. See Section 11 for South Yorkshire and Bassetlaw contact details.

Area	Local Offer Letter
Barnsley Safeguarding Children Partnerships	https://www.barnsley.gov.uk/services/children-families-and-education/children-in-care/
Bassetlaw – Nottinghamshire Safeguarding Children Partnerships	https://www.nottinghamshire.gov.uk/care/childrens-social-care/nottinghamshire-children-and-families-alliance/looked-after-children-care-leavers
Doncaster Safeguarding Children Partnerships	
Rotherham Safeguarding Children Partnerships	https://rotherhamscb.proceduresonline.com/pdfs/lac_place_process_letter.pdf
Sheffield Safeguarding Children Partnerships	HYPERLINK

5. Placements where the originating LA requests that a receiving LA carry out certain functions on their behalf

Where a child is placed by another LA (originating LA) within the boundaries of another (receiving LA), it is **possible and appropriate** to negotiate for the receiving LA to undertake some functions on their behalf. This is more likely to apply where the child is placed with Foster Carers and will usually extend to the receiving LA supervising the placement on behalf of the originating LA.

For example, another Authority could undertake to:



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- Supervise the placement and be satisfied that the welfare of the child continues to be suitably provided for LAC
- Visit the placement regularly in line with ordinary expectation for LAC
- Where the child is to be placed in another form of placement (e.g. registered children's home; voluntary home; or small unregistered children's home), specific reference should be made to the Children's Homes Regulations 2010, before considering whether to agree to a request that the receiving LA supervise the placement on behalf of the originating LA.

Any undertaking should be recorded on the child's record and details of the functions signed by both Authorities.

It would never be appropriate to agree to a request for another Authority to supervise the placement of a child looked after by another LA and placed in secure accommodation and/or subject to Detention Under Section 92 of the Powers of Criminal Courts (Sentencing) Act 2000.

Where it is agreed at a planning meeting, that a receiving LA will supervise a placement on behalf of the originating LA, the case should be allocated to a Social Worker. The originating LA should also supply sufficient additional information to enable the Social Worker to competently supervise the placement on their behalf.

Agreement to supervise the placement should be detailed in writing and sent by the relevant delegated officer to the originating LA. In particular, the originating LA should forward to the receiving LA a completed set of looking after children materials, which should be [ICS] compliant and may be forwarded electronically:

- Child Care Plan - Looked After Child
- Review of Arrangements (most recent one - if applicable)
- Assessment and Progress Records (most recent one - if applicable)
- Education, Health and Care Plan (if available)
- Any risk assessments and plans – eg:
 - Is the child subject to a Child Protection Plan?
 - Is the child subject to MAPPA?
 - Is the child disabled?
 - Does the child have a history of running away or missing from home?
 - Are there any concerns around Child Sexual Exploitation (CSE)?
 - Are there any other significant concerns or risks?
 - Has a risk assessment been completed?
 - Have the Police and/or Youth Offending Service been informed of any risks?

6. Notification to health when children and young people in care are transferred across LA boundaries

In keeping with the [Statutory Guidance for Promoting the Health and Well-being of Looked After Children](#) (DofE March 2015) and Department of Health Guidance "[Who Pays? Establishing the Responsible Commissioner](#)" (2013) the responsible local authority has a duty to inform health providers of its intention to place a child out of its area.

When a LAC is placed out of area the "originating health provider" remains the responsible health provider for secondary healthcare services. This applies even where the child changes their GP practice.



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To ensure that regional processes satisfy these requirements, the LA with responsibility for a child will notify their NHS Providers within 28 days of a child or young person in care being transferred in or out of area. This process will be supported by a Regional Directory of NHS Providers of Services for Children and Young People in Care.

Information sharing about children and young people will:

- Enable NHS Providers to make necessary arrangements to ensure the continuity of healthcare and the objective of providing high quality, timely care for the individual child or young person.
- Contribute to the safeguarding of children and young people in care as partnership working will promote multi-agency decision making.
- Assist Commissioners in planning for the needs of LAC and young people, and provide local data sets to contribute to the relevant parts of the Children and Young People Plan and performance reporting.
- Assist when a LAC moves placements so arrangements can be made to fast track GP held records.
- Ensure that when a LAC moves placement the child suffers no disadvantage when moving NHS waiting lists between hospitals. The NHS has a commitment to a start of consultant led treatment within a maximum of 18 weeks from referral.
- Ensure continuity of care.

The originating LA will notify the CCG via the Designated Nurse for LAC or via the LAC Health Team in South Yorkshire and Bassetlaw (see section 11 for details) when a child or young person starts to be looked after, changes placement or ceases to be looked after. This should be no later than 5 days when this is an emergency placement. There is an [NHS England directory](#) (January 2019) of secure contact details for Designated Professionals for children in care.

7. Health Assessments for Children in Care placed Out of Area (OOA)

Requests for Initial (IHA) and Review Health Assessments (RHA) for children and young people in care placed out of area will be sent from the originating LA to the originating NHS provider who will forward the request to the relevant receiving NHS provider.

For a health assessment to be completed the correct consent is required for not only undertaking the assessment but for sharing the information.

Essential documentation required to:

- Consent to undertake the consultation, needs to include name and contact details of current GP, social worker and carer;
- Consent to view and share health information on the child/young person including a section for a birth parent to consent to view and share their health information. This is desirable from both parents to enable a high quality health assessment;
- Copies of previous statutory health assessment reports. (Includes previous IHA and RHA reports if this is not their first period as a child in care)
- Most recent SDQ if applicable (children between 4 and 17 years – see Statutory Guidance 2015)

If the receiving NHS providers do not return a completed health assessment within the appropriate time frames for the IHA and RHA the originating health provider will send a reminder in line with local policy. Any on-going concerns identified will be escalated via the Designated LAC professionals.



8. Process if no notification has been made by the originating LA

In the case of no notification being received by the receiving LA there should be a review and escalation.

In the case of no notification being received, in line with local expectations, where the child/young person has been identified by an alternative route (e.g. identified by a health provider e.g GP, School Nursing service) escalation will be undertaken to the LA Senior Team and to the Designated Nurse for LAC in the receiving CCG. The originating Designated Nurse for LAC will be informed to escalate with the originating LA following.

9. Change in circumstances or end of placement

All changes in circumstances should also be notified to the receiving LA and the receiving CCG or via LAC Health Team- the form at Appendix 1 must be used.

This includes:

- A change of placement, address or details within the receiving LA.
- When a child or young person's placement in the receiving LA comes to an end.

It may be necessary at times for LA's, health providers and Designated Professionals for LAC to conduct data cleansing activities and this will require liaison and cooperation.

10. Safeguarding

Safeguarding is everyone's responsibility and a LAC is subject to the same safeguarding procedures as a child who is not looked after.

The receiving LA in circumstances that require emergency action is responsible for taking that action. If the child is looked after by, or the subject of a Child Protection Plan in the originating authority the receiving LA should consult the originating LA.

Only when the receiving LA explicitly accepts responsibility is the originating LA relieved of its responsibility to take emergency action. Such acceptance should be confirmed subsequently in writing.

The responsibility for undertaking Section 47 Enquiries lies with the receiving LA or the LA where the safeguarding incident has occurred. The LA where the incident has occurred remains responsible.

Where a Section 47 Enquiry is to be conducted in the receiving LA the originating LA should be informed as soon as possible, and be involved as appropriate in the strategy discussion/meeting.

In certain cases, it may be agreed that the originating local authority should undertake the Section 47 Enquiry (for example where the child is looked after) and in all cases, the originating LA should take responsibility for any further support of the child or family identified as necessary.

Where a significant incident arises in placement in the receiving LA they will be expected to respond to the presenting needs of the child. However, except in an absolute emergency (e.g. where it is not possible to contact the child's Social Worker or their Team Manager, or if out of hours the originating LA's Emergency Duty Team), the receiving LA should not take any significant action or remove the child, without consultation with the child's Social Worker or Team Manager within the originating LA.

At all times case management responsibility remains with the originating LA. In the event that the receiving LA is involved in an emergency situation where the originating LA cannot be contacted any action should be on the basis of an assessment having been completed.

The receiving LA should never take action at the request of the originating LA's verbal authority solely, but must be certain that required actions are as a result of a written request, or email and their own assessment. The Police in the receiving LA will of course be able to work in partnership with the originating LA and the receiving LA to secure the immediate safety of a child.



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11. South Yorkshire and Bassetlaw Contact Details

The information should be sent to the following secure email addresses in each LA using a **SECURE** email address:

Local Authority	
Barnsley Metropolitan Borough Council	barnsleylachealth@barnsley.gcsx.gov.uk
Bassetlaw is Nottinghamshire Local Authority Children's Notifications	childrens.notifications@secure.nottscs.gov.uk
Doncaster Children's Services Trust	safeguarding@doncaster.gcsx.gov.uk
Rotherham Metropolitan Borough Council	cyps-admin-boroughwide@rotherham.gcsx.gov.uk
Sheffield City Council	sheffieldlookedafterchildren@sheffield.gcsx.gov.uk
If these addresses are changed they will be notified to the Association of Directors of Children's Services website which can be accessed here: http://www.adcs.org.uk/resources/lacnotifications.html	
LAC South Yorkshire and Bassetlaw Nursing Teams:	
Barnsley LAC Health Team	BarnsleyLAChealth@barnsley.gov.uk
Bassetlaw LAC Health Team	not-tr.Looked-After-Children@nhs.net
Doncaster LAC Team	rdash.childrenincare@nhs.net
Rotherham LAC Team, The Rotherham NHS Foundation Trust (TRFT)	lookedafterchildren.team@nhs.net
Sheffield LAC Health Team	Laach.team1@nhs.net
South Yorkshire and Bassetlaw Clinical Commissioning Groups	
Barnsley Clinical Commissioning Group	designated.nurseatbarnsleyccg@nhs.net
Bassetlaw Clinical Commissioning Group	BASCCG.LAC@nhs.net
Doncaster Clinical Commissioning Group	donccg.lookedafterchildrensmedicals@nhs.net
Rotherham Clinical Commissioning Group	Roccg.safeguardingrotherhamccg@nhs.net
Sheffield Clinical Commissioning Group	Sheffieldccg.safeguardinglac@nhs.net



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APPENDIX 1

Originating Local Authority:	Choose an item.
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NOTIFICATION OF PLACEMENT OR CHANGE OF PLACEMENT OF LOOKED AFTER CHILDREN PLACED OUT OF AREA
(including notifications of children who move back to originating Local Authority or cease to be looked after)

Notification of:	Choose an item.	Date of Start/change or end of placement:	0
Name of Local Authority child is being placed with (receiving authority)		Click here to enter text.	

Please refer to directory of contact details for Local Authorities:
<https://adcs.org.uk/contacts/out-of-area-looked-after-children-notifications-england#view19>

CHILD / YOUNG PERSON DETAILS			
Family Name of Child	Click here to enter text.	First Name/s of Child	Click here to enter text.
Likes to be known as (AKA)	Click here to enter text.	Date of Birth	0
Gender	Choose an item.	Nationality	Click here to enter text.
Ethnicity	Click here to enter text.	Country of birth	Click here to enter text.
First language	Click here to enter text.	Other language	Click here to enter text.
Interpreter required?	Choose an item.	Religion	Click here to enter text.
GP Surgery (at time of entry into care): Telephone Number: E-mail: Address:		Click here to enter text.	
NEW GP Surgery (if details known): Telephone Number: E-mail: Address:		Click here to enter text.	
Child's Legal Status (state order currently in place)		Choose an item.	
Parent(s) / Person(s) with Parental Responsibility: Telephone Number: E-mail Address		Click here to enter text.	
IRO contact name: Telephone Number: E-mail Address		Click here to enter text.	



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ORIGINATING LOCAL AUTHORITY DETAILS	
Key Contact Name Telephone Number E-mail Address	Click here to enter text.
Team Manager Name Telephone Number E-mail Address	Click here to enter text.
Social Worker Name Telephone Number E-mail Address	Click here to enter text.
Emergency/Out of hours service contact details	Click here to enter text.

PLACEMENT DETAILS (in receiving authority)	
Placement Type	Choose an item.
What has the carer been contracted to provide? (include specialist provision)	Click here to enter text.
Contact Details for Carer Name: Organisation (if applicable) Telephone Number: E-mail: Address:	Click here to enter text.
Start date of placement	0
Is this a series of planned short breaks?	Choose an item.
Expected end date of placement, if known	0

SAFEGUARDING AND SOCIAL CARE INFORMATION			
Is the child subject to a child protection plan?	Choose an item.	Is the child subject to MAPPA?	Choose an item.
Does the child have a history of running away or missing from home?	Choose an item.	Are there any concerns around CSE or Child Criminal Exploitation?	Choose an item.
Is the child/young person an UASC?	Choose an item.	Is the Child/Young Person disabled?	Choose an item.
Has a risk assessment been completed? Please specify what type of risk assessment	Choose an item.	Have the Police and/or Youth Offending Service been informed of any risks?	Choose an item.



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Are there any other significant concerns or risks? Click here to enter text.			
EDUCATION INFORMATION			
School or Educational Provision (Originating LA) Contact Name: Telephone Number: E-mail: Address:		Click here to enter text.	
School or Educational Provision (Receiving LA) Contact Name: Telephone Number: E-mail: Address:		Click here to enter text.	
Does the child have an EHCP?	Choose an item.	Which local authority will maintain the EHCP?	Choose an item.
Are there any other significant concerns or risks? Click here to enter text.			

HEALTH INFORMATION			
Originating CCG: Contact Name: Telephone Number: E-mail: Address:		Click here to enter text.	
Has the Originating CCG (Designated Nurse LAC) and LAC Team been notified?		Choose an item.	
NEW CCG: Contact Name: Telephone Number: E-mail: Address:		Click here to enter text.	
Has the receiving CCG (Designated Nurse LAC) and LAC Team been notified?		Choose an item.	
Does the child have additional needs arising from a physical or learning disability?	Choose an item.	Services/Teams involved (with contact details): Click here to enter text.	
Does the child have additional needs arising from emotional needs, mental ill-health or risk taking behavior?	Choose an item.	Services/Teams involved (with contact details): Click here to enter text.	
Date and type of LA'st statutory Health Assessment (HA)		Click here to enter text.	



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Contact details of person/NHS provider who completed LA'st HA	Click here to enter text.
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Please refer to NHS England Directory of contact details for CCGs here: <https://www.england.nhs.uk/ccg-details/>

YOUTH OFFENDER INFORMATION	
Is the child subject to any Court order or YOS intervention as a young offender?	Choose an item.
If YES, which is the supervising Youth Offending Service? Click here to enter text.	
Has the Youth Offending Service in the receiving authority been notified?	Choose an item.

HAS THE PLACEMENT HAD THE FOLLOWING INFORMATION?	
Current Risk Assessment	Choose an item.
Current Pathway Plan, Care Plan	Choose an item.
Most current Statutory Review	Choose an item.
Other – please give details Click here to enter text.	

END OF PLACEMENT		
Reason placement ended	Click here to enter text.	
End date of placement	0	
End of placement address (i.e. from within placing authority)	Click here to enter text.	
Receiving local authority notified and date	Choose an item.	0
Receiving CCG notified and date	Choose an item.	0
Originating CCG notified and date	Choose an item.	0

OTHER RELEVANT INFORMATION NOT ALREADY PROVIDED
Click here to enter text.

*Notification of Placement or Change of Placement of
Looked After Children placed Out Of Area
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