

Process of Notifications to other Local Authorities of Children Looked After Placed by Swindon Borough Council

1. Social Worker identifies child as in need of a placement.
2. The need for accommodation/placement is checked through the team's line managers – Service Manager agreement required.
3. Matching assessment completed by the social worker and sent to the Placement team only after agreement obtained from Service Manager
4. Placement team searches for in-house foster placement (if appropriate to the needs of the child)
5. If no in-house placement identified then permission is needed from the Head of Service to search for an IFA/residential placement-Permission to Place a Looked After Child in Another Local Authority form (Appendix 2) to be completed by the social worker



6. Placement Team sends anonymised matching form to relevant independent providers – fostering and / or residential dependent on the needs of the child.

Potential placement/s identified. Placement team to check that *both* universal and specialist services are available within *proposed local authority* to meet child's needs. Local Offers regarding services for looked after children can be found on the ADCS website at <http://adcs.org.uk/contacts/out-of-area-looked-after-children-notifications-england>

7. Placement team share information with social worker/line manager.
8. Recommendation about a placement made by social worker/line manager.
9. Information of out of area / distance placement Permission to Place Form- sent to Head of Service/ DCS for final decision for placement.
10. If placement is at a distance i.e. not within adjoining local authorities to Swindon then consultation should take place with the host authority .(See Appendix 4 within the procedure)
11. A copy of the child's Care Plan should also be sent with the Notification of Placement form to the host authority.
12. Placement made.



13. **Notification of placement** to be made to host local authority on day of placement using Notification of Placement form – Appendix 3. Notification details for other local authorities can be found on the ADCS website at <http://adcs.org.uk/contacts/out-of-area-looked-after-children-notifications-england>

14. Copy of the Notification form to also be sent to Swindon MASH Police via their secure email box and to the Virtual School, The Children Looked After Health Team ,the QA team and SENAT (if appropriate)

15. ICS change of address to be up-dated within 24 hours of placement by social worker or Duty social worker



16. **Notification of placement finishing** must be sent to the host local authority and Swindon MASH police, The Children Looked After Health Team ,the Virtual school, and SENAT (if appropriate) within 2 working days by social worker.

17. **ICS** should be updated by the social worker within **24 hours** with the child's change of address.

18. **Conference and Review Team** should also be notified within **24 hours** of the child's change of address.