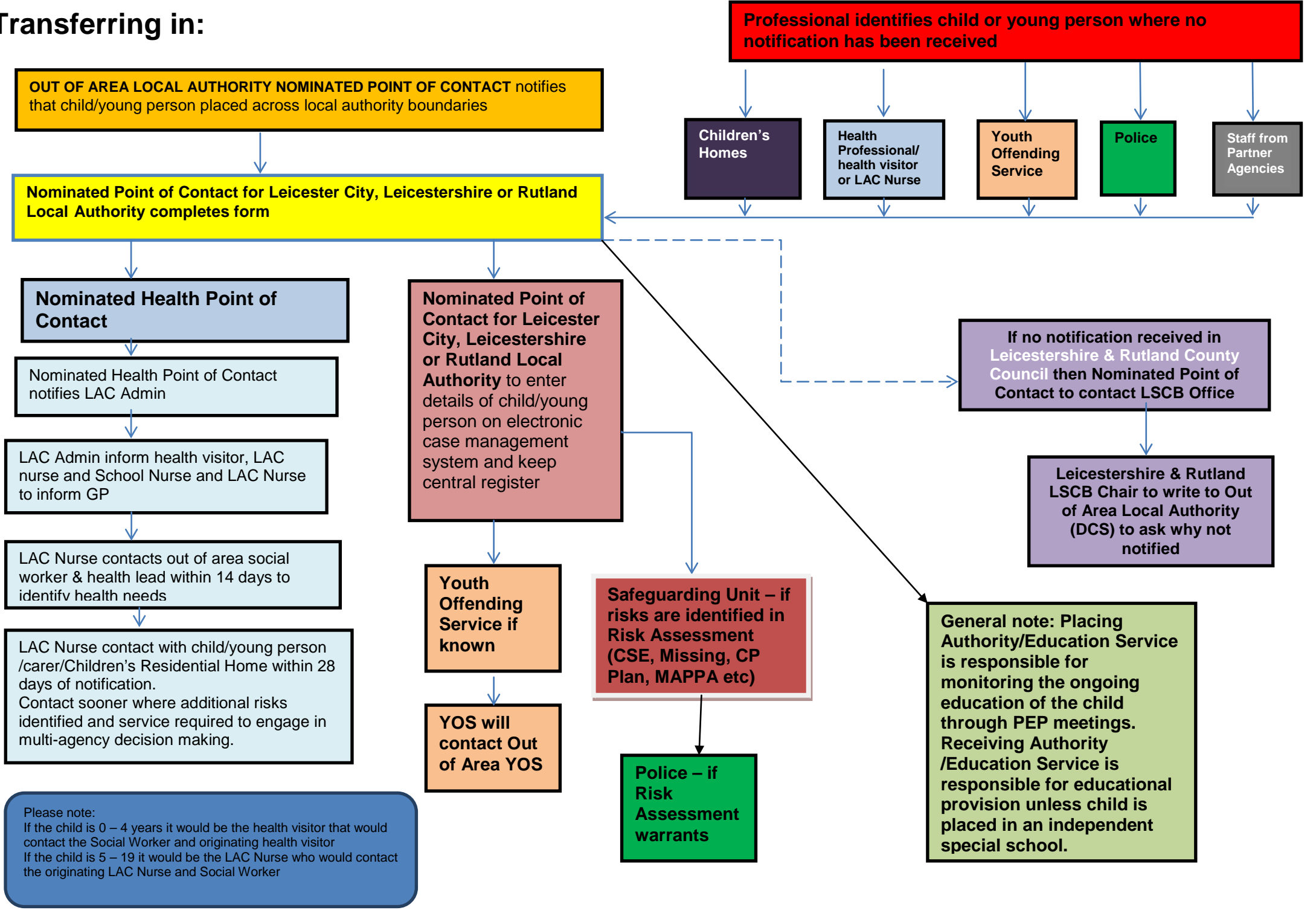


Transferring in:



Professional identifies child or young person where no notification has been received

Children's Homes

Health Professional/health visitor or LAC Nurse

Youth Offending Service

Police

Staff from Partner Agencies

OUT OF AREA LOCAL AUTHORITY NOMINATED POINT OF CONTACT notifies that child/young person placed across local authority boundaries

Nominated Point of Contact for Leicester City, Leicestershire or Rutland Local Authority completes form

Nominated Health Point of Contact

Nominated Health Point of Contact notifies LAC Admin

LAC Admin inform health visitor, LAC nurse and School Nurse and LAC Nurse to inform GP

LAC Nurse contacts out of area social worker & health lead within 14 days to identify health needs

LAC Nurse contact with child/young person /carer/Children's Residential Home within 28 days of notification. Contact sooner where additional risks identified and service required to engage in multi-agency decision making.

Nominated Point of Contact for Leicester City, Leicestershire or Rutland Local Authority to enter details of child/young person on electronic case management system and keep central register

Youth Offending Service if known

YOS will contact Out of Area YOS

Safeguarding Unit – if risks are identified in Risk Assessment (CSE, Missing, CP Plan, MAPPA etc)

Police – if Risk Assessment warrants

If no notification received in Leicestershire & Rutland County Council then Nominated Point of Contact to contact LSCB Office

Leicestershire & Rutland LSCB Chair to write to Out of Area Local Authority (DCS) to ask why not notified

General note: Placing Authority/Education Service is responsible for monitoring the ongoing education of the child through PEP meetings. Receiving Authority /Education Service is responsible for educational provision unless child is placed in an independent special school.

Please note:
 If the child is 0 – 4 years it would be the health visitor that would contact the Social Worker and originating health visitor
 If the child is 5 – 19 it would be the LAC Nurse who would contact the originating LAC Nurse and Social Worker

Transferring out:

Placement Team Manager and/or Child Care Social Worker will inform Nominated Point of Contact 28 days (wherever possible) prior to the looked after child's intended date of transfer to another area

Nominated Point of Contact for Leicester City, Leicestershire County or Rutland Local Authority

Leicester City, Leicestershire or Rutland Local Authority Education Children in Care Team if school age – to produce PEP with Social Worker

Nominated Point of Contact to complete

- Notification of Transfer Form OR
- Individual Placement agreement AND Notification of Placement form
- Update of central register

LLR Education Children in Care Team to contact Out of Area Children or educational establishment

Nominated Health Point of Contact

Youth Offending Service if known

Safeguarding Unit to consider risks

Nominated Health Point of Contact notifies LAC Admin

Out of Area Health Establishment Point of Contact

YOS will contact Out of Area YOS

LAC Admin coordinates the completion of the Health Notification Form

LAC Admin contacts receiving health provider to undertake IHA/RHA

General note: Placing Authority/Education Service is responsible for monitoring the ongoing education of the child through PEP meetings. Receiving Authority/Education Service is responsible for educational provision unless child is placed in an independent special school.