

Looked After- Notification by other Local Authority of CLA living in Sandwell Process Map

- All notifications to be received via the access_team@sandwellchildrenstrust.org from other local authorities that a Child in Care is in Sandwell
- Timescale: 24hours

Resp: MASH Admin

- MASH Admin to complete checks on EHM and LCS if child known

- If child/ren are known on LCS with an open Temp CLA marker- details to be updated, if required
- Timescales: 24 hours

Resp: MASH Admin/ TM

- Placement, Carers and Local Authorities details to be added on LCS
- Timescales: 24 hours

Resp: MASH Admin

- Ensure 'Temp LAC' marker is on the child/ren LCS record
- Timescales: 24 hours

Resp: MASH Admin

- Annual checks take place with other Local Authorities to establish if child is still placed in Sandwell, if applicable this is updated on LCS
- Timescales: Annually

Resp: CLA BSO

- Child continues to reside as a CLA in Sandwell

- Contact to be created on EHM if child is not known to SCT and work flowed to SPOC Duty Manager
- Timescales: 24 hours

Resp: MASH Admin/ TM

- Child to be created on LCS (If child/ren are not already known)
- Timescales: 24 hours

Resp: MASH Admin

- Placement, Carers and Local Authorities details to be added on LCS
- Timescales: 24 hours

Resp: MASH Admin

- Ensure 'Temp LAC' marker is on the child/ren LCS record
- Timescales: 24 hours

Resp: MASH Admin

- All child/ren who are no longer CLA in Sandwell will notify Sandwell via the access_team@sandwellchildrenstrust.org or
- Annual Review picks up that child no longer residing in Sandwell
- Both LCS and EHM Temp CLA to be ended
- Timescales: 24 hours

Resp: MASH Admin