

Placement Notification Letter (PNL) Guidance

Context and the legal position

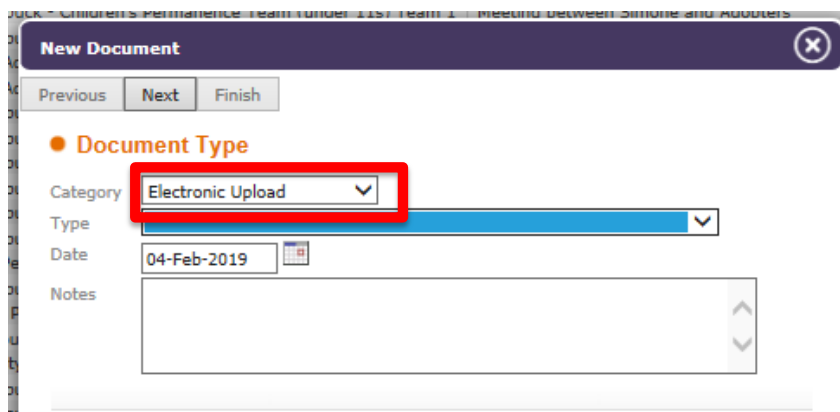
When the decision about the most appropriate placement has been made but before the child is placed, notification should be sent to a range of specified people and agencies. The aim of notification primarily is to ensure that those involved in the decision-making process have an opportunity to make any 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 responsible authority must give written notification before the placement is made or, if the placement is made in an emergency, within five working days of the start of the placement.

The [Children Act 1989 Guidance and Regulations - Volume 2: Care Planning, Placement and Case Review \(June 2015\)](#)

Uploading to Liquid Logic

These forms must be uploaded to Liquid Logic in addition to being sent out – All documents to be uploaded by selecting the '[Electronic Upload](#)' category and then selecting the relevant type, i.e. if it is a new to care notification, select '[PNL – Into Care](#)' etc...



The screenshot shows a 'New Document' form with the following fields:

- Document Type**
 - Category: **Electronic Upload** (highlighted with a red box)
 - Type: [Dropdown menu]
- Date: 04-Feb-2019
- Notes: [Text area]

New Document

Previous Next Finish

● **Document Type**

Category: Electronic Upload

Type: [Dropdown]

Date: [Dropdown]

Notes: [Text Area]

● **Notification**

Notification: [Dropdown]

Update: [Dropdown]

PNL - Discharged from Care
PNL - Into Care
PNL - Transfer of Placement

In addition to being uploaded in documents, there must also be a case note added to show that this has been sent out.

● **Part 1 - Contact**

From Context Of: [Text]

Contact Date: 28-Feb-2019

Time: 15:56

Type of Contact: Letter To

Add to Chronology: No

Contact Regarding

Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
Children / Young People involved in this Case Note								
Self	[Text]							None
Adults also present / interviewed								
No Adults recorded...								

Reason for Contact: test - Placement Notification Letter - New to Care / Transfer of Placement / Discharge from Care (DELETE AS APPROPRIATE)

● **Detailed Notes**

Detailed Notes

From: NAME

Sent: 25 February 2019 15:54

To: Virtual School Admin; CHealthteam; Iro Notifications; 'glccg.childrencare@nhs.net'

Cc:

Subject: PNL into care

Hi All,

Please find attached PNL into care for CHILDS NAME.

Kind Regards

NAME

Team Administrator

TEAM ADDRESS

TEAM ADDRESS

TEAM ADDRESS

TEAM POSTCODE

Email: NAME@gloucestershire.gov.uk

Tel: 01452 XXXXXX

● **Part 2 - Write Up**

Analysis of information

Action

Mr Chris Spencer
Director of Children's Services
Gloucestershire County Council
Shire Hall
Westgate Street
Gloucester
GL1 2TR

Date: [Click here to enter a date.](#)

Dear Sir/Madam,

Looked After Child(ren) - Placement Notification Letter

Please find attached a notification of placement start, change or end.

The placing social worker will provide the statutory information, but this letter provides initial basic information and the placing social worker's contact details.

If you have any queries, contact the placing social worker directly.

Yours sincerely

Social Work Team Manager
(On behalf of)

Chris Spencer
Director of Children's Services

NOTIFICATION OF PLACEMENT OF LOOKED AFTER CHILD

Arrangements for Placement of Children (General) Regulations 1991, Care Planning, Placement and Case Review (England) Regulations 2010 & 2013 amendments (*Regulation 13(2) (a)(b)(e) to (i)*)

All fields are mandatory and must be filled out completely

REASON FOR THE NOTIFICATION (please tick)			
New to care	Change / transfer of Placement	Placed for Adoption	Placement End / Discharge from care
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is this and Out of County Placement?	
Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Has approval been sought from the Director of Children's Services (DCS) for 'Distant' placement

Date approval granted by DCS Click here to enter a date.

Comment [TB1]: If "Yes" Please see below link for the out of county email addresses. Where the PNL must be sent to in addition to the PNL distribution list. Which can be found on global under "PNL"

LOOKED AFTER CHILD / YOUNG PERSON'S DETAILS	
Name of Child/Young Person: (also known as)	<input type="text"/>
Date of Birth:	<input type="text"/>
Gender (please tick):	Male <input type="checkbox"/> Female <input type="checkbox"/>
Ethnicity:	<input type="text"/>
NHS Number:	<input type="text"/>
Liquid Logic (ICS) Number:	<input type="text"/>

CHILD / YOUNG PERSON'S LEGAL STATUS (please tick)				
Accommodated (Section 20)	Interim Care Order	Care Order	Placement Order	Remanded
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the Child/Young Person a subject of a Child Protection Plan?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the Child/Young Person subject to MAPPA		Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Comment [DG2]: You will need to get clarification from Social Worker

Comment [DG3]: You will need to get clarification from Social Worker

CURRENT PLACEMENT DETAILS	
Carer's Name:	Click here to enter text.
Placement Address:	Click here to enter text.
Post Code:	Click here to enter text.
Telephone Number:	Click here to enter text.
Placement end date:	Click here to enter a date.

NEW PLACEMENT DETAILS / PLACEMENT CHANGES				
Carer's Name:	Click here to enter text.			
Placement Address:	Click here to enter text.			
Post Code:	Click here to enter text.			
Telephone Number:	Click here to enter text.			
Is this Placement: (please tick)	Foster Care	<input type="checkbox"/>	Parent & Baby Placement (Residential)	<input type="checkbox"/>
	Fostering Respite	<input type="checkbox"/>	Parent & Baby Placement (Fostering)	<input type="checkbox"/>
	Supported Accommodation	<input type="checkbox"/>	Residential	<input type="checkbox"/>
	Secure Residential	<input type="checkbox"/>	Special Education Needs (Residential and School)	<input type="checkbox"/>
	Unregulated placement / other provision	<input type="checkbox"/>	Series of planned short breaks	<input type="checkbox"/>
	Family & Friends Foster Care	<input type="checkbox"/>	Return home to parents	<input type="checkbox"/>
	Special Guardianship Order (SGO)	<input type="checkbox"/>	Child Arrangement Order (CAO)	<input type="checkbox"/>
	Adopted Placement	<input type="checkbox"/>	Care Leaver	<input type="checkbox"/>
	Other (please specify)	<input type="checkbox"/>	Click here to enter text.	
Date of commencement of placement: Click here to enter a date.				
Estimated/actual placement end date: Click here to enter a date.				
Was this an Emergency Placement? (please tick)		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the placement address to be withheld/made confidential?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not known <input type="checkbox"/>

Comment [DG4]: If the child/YP returns home to parents – this section will be the parent(s) details

Comment [DG5]: If you can't see the option you need – write it here. This can also be used for explanatory information. For example, if a child is returning home to parents but still on a care order. This would be classed as a transfer of placement on the notification type.

Comment [DG6]: Only fill this in if there is an end date – more relevant for placements with a known end date (short term / emergency etc..)

HEALTH AND EDUCATION	
Current GP Name & Address:	Click here to enter text.
Proposed GP Name & Address if a new GP is being sought:	Click here to enter text.
Current Dentist Name & Address:	Click here to enter text.
Current School / College:	Click here to enter text.
Proposed School / College if not in education or if a new school is being sought:	Click here to enter text.
<i>Please ensure you liaise with the Virtual School, especially for students in Key Stage 4)</i>	

Comment [DG7]: Only fill out if there is going to be a change. If not put N/A

Comment [DG8]: If child is too young please put 'Child is too young'

Comment [DG9]: Only fill out if there is going to be a change. If not put N/A

Social Worker Name	Email Address	Contact Number	Address
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.
Team Manager Name	Email Address	Contact Number	Address
Click here to enter text.	Click here to enter text.	Click here to enter text.	Choose an item.

Once this has been completed **fully**, please send to the PNL distribution list (see below). If it is an 'out of county' placement, please also send to the relevant receiving/host authority – email addresses can be found [here](#)

Comment [TB10]: As above

Virtual School	virtualschooladmin@gloucestershire.gov.uk	IRO Team	ironotifications@gloucestershire.gov.uk
Health (Child in Care Nurses)	CiHealthteam@glos-care.nhs.uk	Health – CCG, Commissioning	glccg.childrenincare@nhs.net
Police (as appropriate)*	TBC		

Comment [DG11]: This is now on global under "PNL"

**In collaboration with the College of Policing we would like to encourage LA colleagues to also notify the relevant police force when a child is being placed out of area, based on the needs/risk of the child*

Don't forget to upload to Liquid Logic and add a case note



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