NSCP business office informs LLR NCT subgroup members of intended publication date

Within 1 day of notification, LLR subgroup members identify:

* Who needs to be contacted?\*
* Who will make contact?
* By when?
* How?

LLR subgroup members to confirm parents are aware of publication / date, and they will be supported by NCT (if open) or most relevant agency (e.g. school DSL)

Within 2 days of notification, initial contact to be made to all identified line managers advising of publication / date

Line managers to respond to e-mail within 1 day, confirming they have contacted all relevant practitioners / offered support

LLR subgroup members to offer additional support (if required) to any practitioners

If confirmation e-mail not received, relevant AD’s to be advised by LLR subgroup members

NCT LLR subgroup member to share confirmed date and any related reading / information with all relevant practitioners

Publication date

\* It is expected that every practitioner identified to have worked with the family (past & current) will be contacted in person, either by their line manager or by the most appropriate practitioner, to ensure support is in place or offered.