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| **Notification of a Child in Unregistered Provision** |
| **BCP Policy is not to place children in unregistered provision.****In exceptional circumstances and as a last resort, when a child must be placed in unregistered provision, approval is required from the Director of Children’s Services, using the Accommodation Approval Form. In addition, this Notification form must be approved by a Service Director.****This form must also be completed if a kinship care arrangement becomes unregulated.** **Background information should be completed by the child’s social worker and the form authorised by the relevant Service Manager in consultation with the Head of Service, Placements and Resources (Children’s Commissioning), prior to seeking Service Director authorisation.****Children must be seen in an unregistered setting at least weekly and reviewed by the Service Manager and Team Manager weekly. A Management Decision case note must be recorded in the child’s case record. The decision for the placement to continue after 28 calendar days must be made by a Service Director.*** **Ofsted must be notified about all accommodation of a child in unregistered provision by emailing this notification form to:** **EYRegulatoryandSocialCare@ofsted.gov.uk****.**
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|  **CHILD’s DETAILS AND PREVIOUS ACCOMMODATION (if applicable)** |
| **Accommodation Name** |  | **Date of Birth** |  |
| **Contact Name at Accommodation** |  |
| **Address** |  | **Gender** |  |
|  | **Language** |  |
| **Ethnicity** |  | **Religion** |  |
| **Disability (please state)** |  | **Legal status** |  |
| **Team** |  | **Team Manager** |  |
| **Social Worker** |  | **IRO**  |  |
| **Service Manager**  |  | **Persons with PR** |  |
| **Mosaic ID** |  | **Current accommodation** |  |

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| **Provide a brief ‘Pen Picture’ of the child/young person: Include a summary of educational needs, enjoyment, achievement, health and wellbeing, identify. Please ensure that any risks because of the accommodation being unregistered are detailed.** |
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| **How many previous homes has the child had since being in Care? Please provide details of type and length of each previous accommodation and the reason for accommodation breakdown** |
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| **Accommodation options considered and summary of accommodation search – have we exhausted every other option?** |
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| **Child’s wishes and feelings in relation to the proposed/current accommodation and date when obtained** |
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| **Parent’s view in relation to child’s/young person’s proposed/current accommodation** |
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| **Views of the child/young person’s IRO and date when the consultation with the IRO took place** |
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| **Virtual School Views** |
| **Date:** |  |
| **Signature:** |  |
| **Print Name:** |  |
| **Views:** |  |

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| **Partner agencies informed of accommodation? How are they supporting the child/young person?** |
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| **Agreed plan for child/young person – what arrangements are in place to reduce the risk of harm to the child/young person? What efforts will be made to identify suitable accommodation?** |
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| **RESPONSE TO NOTIFICATION** |
| **SERVICE MANAGER COMMENTS** |  |
| **SERVICE MANAGER SIGNATURE** |  |
| **DATE** |  |

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| **RESPONSE TO NOTIFICATION** |
| **SERVICE DIRECTOR COMMENTS** |  |
| **SERVICE DIRECTOR SIGNATURE** |  |
| **DATE** |  |