

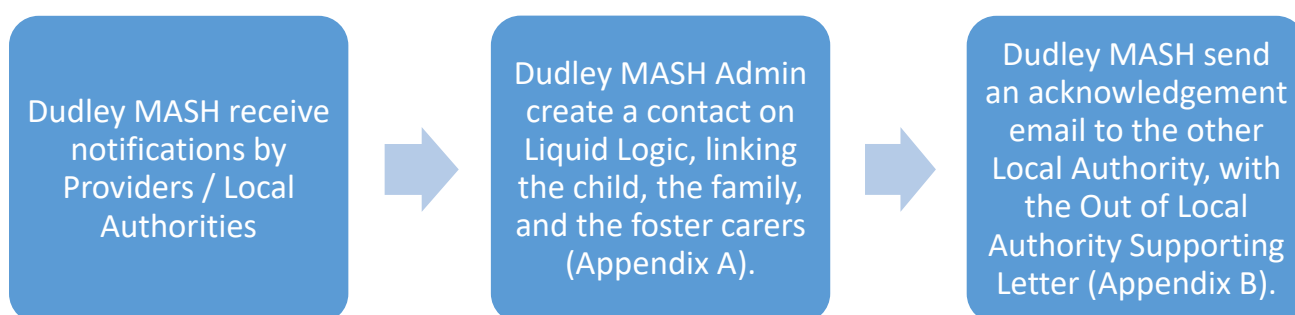
The Management of Out of Local Authority Notifications

This guidance provides an overview of the processes to follow in relation to the Management of Out of Local Authority Notifications, specifically documenting:

- Local Authorities notifying Dudley that a child in care / care leaver is placed in Dudley;
- Dudley notifying other Local Authorities that a child in care / care leaver is placed outside of the Dudley Borough, in their areas;
- Children subject to Child Protection Plans coming to Dudley.

Local Authorities Notifying Dudley that a Child in Care / Care Leaver is Placed in Dudley

- The Dudley Multi Agency Safeguarding Hub (MASH) receive notifications by Providers and / or Local Authorities via referral form / email.
- The Dudley MASH Admin create a contact for the child, linking the Foster Carers and family (ICT will support to create Family Contacts if they are not known already on Liquid Logic). The full Liquid Logic Process Map is attached – see **Appendix A**.
- The Dudley MASH Admin send an acknowledgement email to the Local Authority, with the Out of Local Authority Supporting Letter attached (see **Appendix B**).
- Local Authority addresses should be checked against the Association of Directors of Children's Services (ADCS) website, which holds the arrangements for where in each Local Authority the Notification should be sent (<https://adcs.org.uk/contacts/out-of-area-looked-after-children-notifications-england>).



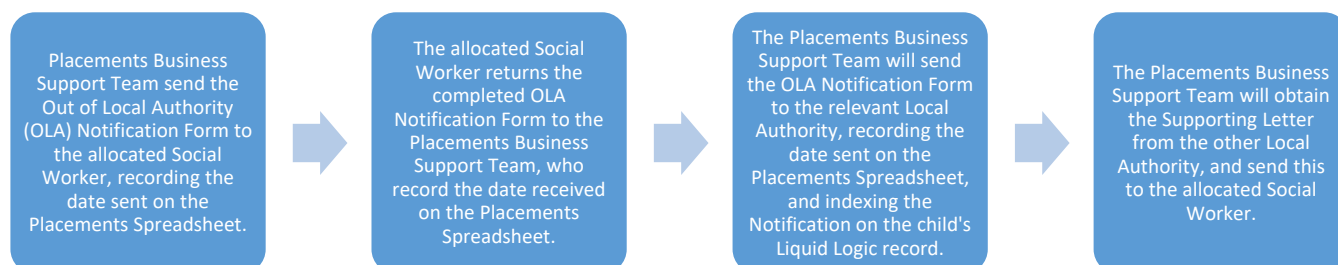
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Dudley Notifying Other Local Authorities that a Child in Care / Care Leaver is Placed Outside of the Dudley Borough, in their Areas

- When a placement is made outside of the Dudley Borough, the Placements Business Support Team will send the Out of Local Authority (OLA) Notification Form to the allocated Social Worker for them to complete (see **Appendix C**). The date sent is recorded on the Placements Spreadsheet.
- Once completed and returned, the Placements Business Support Team will record the date returned on the Placements spreadsheet.
- The Placements Business Support Team will send the completed OLA Notification Form to the relevant Local Authority. The date sent will be recorded on the Placements spreadsheet.
- The OLA Notification Form is indexed to the child / young person's Liquid Logic record.
- The Placements Business Support Team will obtain the Supporting Letter from the other Local Authority, and send this on to the allocated Social Worker.
- The ADCS website holds the arrangements for where in each Local Authority the Notification should go, and the Placements Business Support Team check this before sending out the notifications.

<https://adcs.org.uk/contacts/out-of-area-looked-after-children-notifications-england>



Children Subject to Child Protection Plans Coming to Dudley

- Dudley MASH notify the Safeguarding and Review Business Support Team of children subject to Child Protection Plans coming to Dudley.



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- The Safeguarding and Review Business Support Team create a temporary Child Protection Plan until that child leaves, or is confirmed to be living in Dudley permanently, where a Receiving-in Child Protection Conference will be arranged.

Dudley MASH notify the Safeguarding and Review Business Support Team of children subject to Child Protection Plans coming to Dudley.



The Safeguarding and Review Business Support Team create a temporary Child Protection Plan until that child leaves, or is confirmed to be living in Dudley permanently, where a Receiving-In Conference will be arranged.

Appendix

[Appendix A - The Business Support Process for Out of Local Authority Notifications](#)

[Appendix B – The OLA Supporting Letter](#)

[Appendix C – The OLA Notification Form](#)

