Dear Directors of Children’s Services,

**Looked After Children - Placement Process for children from other local authorities**

Rotherham Children and Young People’s Services would like to notify you of the process to follow when placing a child or young person in Rotherham. This letter also sets out key contact details, and the services and facilities that are available in Rotherham, for Looked After children and young people placed by other Local Authorities.

It would be much appreciated if you would disseminate this information to all appropriate colleagues and staff within your Local Authority.

1. **Consultation**

If you are planning to place a child or young person in Rotherham, particularly from a Local Authority at distance, i.e. not bordering Rotherham, there is a requirement to consult with us in line with the 2014 amendments to the Care Planning, Placement and Case Review (England) Regulations, 2010. This consultation is vital to ensure effective planning and information sharing is carried out with services likely to be responsible for meeting the child’s needs.

Please direct your consultation to Service Manager, Independent Reviewing Service, Tel: 01709 822588.

2. **Notifications**

Once a decision has been made to place a child in Rotherham, notification of the details should be sent to the following secure e-mail address:-

**cyps-admin-boroughwide@rotherham.gcsx.gov.uk**

Notifications of changes of address and placements ending should be sent to the same e-mail address.
3. Safeguarding and Child Protection

If we have reasonable cause to believe that a child placed in Rotherham at a distance from home and has suffered, or is likely to suffer, significant harm whilst living here, we will take responsibility for initiating Child Protection procedures. We will commence Strategy Discussions with the local Police and partner agencies but we will also consult with the child or young person’s Social Worker to ensure that any plans we make are appropriate and agreed.

During this discussion we will jointly consider who is best placed to implement any actions required, e.g. interviewing the child or young person. Any Section 47 Enquiries that are undertaken will be commenced by Multi-Agency Safeguarding Hub (MASH) alongside partner agencies, as per Working Together, 2015.

Regardless of how the investigation is managed, we will need to work closely together and share information, particularly where there is ongoing risk to the young person or any other young person in our area.

E-mail: MASH-referral@rotherham.gcsx.gov.uk

4. Local Authority Designated Officer (LADO)

Where we have reasonable cause to believe that a person who works with children in Rotherham has harmed, or poses a risk, to a child, this will be dealt with under our Rotherham Local Safeguarding Children Board (RLSCB) Safeguarding Procedures. A referral will be made to MASH and our Local Authority Designated Officer will also be involved. Because the professional works in Rotherham we would expect our Local Authority Designated Officer to take the lead.

Our Local Authority Designated Officer can be contacted on 01709 822390 or 01709 334186.

5. Child Sexual Exploitation

The EVOLVE Team is a multi-agency service comprising of professionals from Social Care, the Police, Health and the Local Voluntary and Community Sector. All referrals to the team are received via the MASH. Self-referrals can be made or, equally, if a young person requires support, a professional can make the referral on their behalf. Contact details are:-

Telephone Number: 01709 336080

E-mail: MASH-referral@rotherham.gcsx.gov.uk

Additional information regarding the procedures with regard to tackling child sexual exploitation in Rotherham can be found at:-

http://rotherhamscb.proceduresonline.com/chapters/p_ca_sex_exp.html
6. Missing From Care

Rotherham would expect that Social Workers from the responsible Authority to maintain a risk assessment detailing actions to be taken in the event that a child or young person goes missing from care in Rotherham.

The South Yorkshire Runaway Joint Protocol for Children Missing from Home or Care is available at:-

http://rotherhamscb.proceduresonline.com/chapters/p_sg_ch_missing.html

7. Early Years

Rotherham Children and Young People’s Services provides information, advice and guidance around Early Years provision to parents/carers and child care providers. The following website link gives more details:-

http://www.rotherham.gov.uk/homepage/129/childcare_and_early_years

8. Education

There are currently 93 Primary Schools in Rotherham consisting of 10 Infant Schools, 9 Junior and 74 combined Junior and Infant Schools. There are 15 Secondary Schools and 1 All-Through School (Primary and Secondary combined). In addition, there are 6 Special Schools within the borough.

9. School Admissions

The Admissions Team is based at Riverside House, Main Street, Rotherham, and deals with admissions across the borough. The team is happy to provide advice and guidance on all aspects of admissions and appeals. If you wish to apply for a school place you can do so online at:-

www.rotherham.gov.uk/schools

The Admissions Team can be contacted via email: admissionsenquiries@rotherham.gov.uk or by telephone on 01709 822552.

Additional Information about education and schools in Rotherham can be found at:

http://www.rotherham.gov.uk/schools

10. Virtual Head/Virtual School

Our Virtual Head Teacher/Virtual School can provide advice to ensure that any children placed in Rotherham have access to education provision that meets their needs. This can include guidance and support regarding admissions, exclusions etc. The team can also provide advice on accessing specialist support.
The Virtual Head Teacher/Virtual School must be notified when a child is placed in Rotherham. They can be contacted by e-mail at virtualschool@rotherham.gov.uk

11. Special Educational Needs and Disabilities
The SEND Local Offer in Rotherham aims to provide you with the information you may need, or want to know, about resources, services, support, activities and events for Rotherham's children and young people with special educational needs and/or disabilities and their families. Information is arranged according to age from pre-school through to early adulthood. More information can be found at:-

http://www.rotherhamsendlocaloffer.org/s4s/WhereILive/Council?pageId=844&lockLA=True

12. Early Help
The Early Help and Family Engagement Service works with partners to provide support as soon as a problem develops, at any point in a child’s life from the foundation years through to teenage years. The service provides advice and support for the whole family on issues such as parenting, health and wellbeing, keeping children safe, debt, housing and learning and employment opportunities.

Early Help can be accessed by telephoning 01709 334905 or by completing an online referral form.

The service also provides a range of information on local services and activities for children, young people and families; available in Children’s Centres, Youth Centres and the wider local community. More information can be found at.

http://www.youthi.org.uk/youthi/site/index.php

13. Looked After Children Council
Rotherham’s Looked After Children Council is a Voice and Influence Project and helps to ensure the children and young people who are Looked After in Rotherham have a voice and are able to help influence, shape and improve services.

New members of the LAC Council are welcome and should be between the ages of 11 and 16 years old, and presently Looked After or a Care Leaver living in Rotherham. If any young people placed in Rotherham by your Authority are interested in becoming a member please contact Lisa Du-Valle on 01709 760817 or e-mail: lisa.duvalle@rotherham.gov.uk
14. Health

Rotherham Health economy offers a range of universal, targeted and specialist health services for children who are Looked After. Rotherham Clinical Commissioning Group is committed to ensuring that all Looked After Children receive a proactive health service whether they are Rotherham Looked After Children or have been placed in Rotherham by a different Local Authority.

Through arrangements between the originating Clinical Commissioning Group (CCG) as their responsible commissioner, all children who are Looked After will be offered an Initial Health Assessment with an appropriate Paediatrician. Clinics will be arranged at the earliest opportunity to keep within the statutory timeframe of 28 days. Review Health Assessments will be offered in line with national guidance on best practice and will be conducted by the most relevant Health professional for the individual child. This may be a Paediatrician, 0-19yrs Public Health Practitioner, or member of our specialist LAC Team. On the basis of the resulting Health Plans, children will then be signposted to any additional services to meet their particular health needs. Services will also be provided for Care Leavers in Rotherham where appropriate.

Rotherham CCG commission a bespoke specialist LAC Health Team which includes a Named Nurse for LAC, a Specialist Nurse for Care Leavers and a Designated Doctor. This team works within The Rotherham NHS Foundation Trust (TRFT) and has access to colleagues within TRFT to support the health care delivery to LAC.

The Looked After Children’s Team can be contacted at:

lookedafterchildren.team@nhs.net

The Rotherham NHS Foundation Trust,
A Level
Rotherham Hospital
Moorgate Road
Rotherham
S60 2UD

Telephone: 01709 423244

General Dental Services in Rotherham are available for all children including Looked After Children. If dental health is a particular issue then the Community Dental Services, TRFT will prioritise an appointment for a Looked After child.

Specialist LAC CAMHS support is available in Rotherham via the Local Authority. In addition, Rotherham CCG provides a CAMHS service which is accessed via Rotherham, Doncaster and South Humber NHS Foundation Trust (RDaSH).
15. Leisure, Sport and Culture
Rotherham has many leisure, sport and cultural facilities including 3 country parks, 4 Leisure Centres and the Civic Theatre. More information regarding these amenities can be found at: http://www.rotherham.gov.uk/leisure

16. Families Information Service
You can find out more about the many services and activities for children, young people and families in Rotherham by visiting the Family Information Service website at: http://www.rotherhamfis.co.uk.

Yours sincerely,

Ian Thomas,

Strategic Director, Children and Young People’s Services, RMBC