

# **Notification Procedure for Calderdale CLA Placed out of Authority**

**(Any Placement - Residential/Education/Adoption or Fostering - which is outside of the Borough Boundaries)**

**Effective 19 May 2014**

## **Background**

In accordance with Statutory Notification of Arrangements for Placement of Children (General) Regulations 1991 (as amended) Calderdale must notify another Local Authority when we have placed a child or young person in their area. The notification procedure has been set out in the attached flowchart and the standard notification proforma has been revised to facilitate easy transfer of relevant information to the Local Authority where the child is placed.

In order to be compliant with the statutory regulations we must be able to demonstrate that notifications have been sent, and until such time as CASS is updated, the notification documents need to be attached to CASS. When the placement address is entered into CASS it will alert Social Workers that the address is outside of the Calderdale boundary and this procedure should then be implemented. NB: Basic details of the child or young person will, by in large, be populated by CASS so it is essential that that all relevant details are current and up to date and that these are checked before the notifications is sent.

## **Notifications to Designated CLA Personnel**

In addition to notifying the Local Authority where the child or young person will be residing we need to inform:

- The Designated Nurse CLA, currently  
Hannah Smith, Designated Nurse CLA, Calderdale PCT, Brighouse Health Centre, Lawson Road, Brighouse, HD6 1NY Tel No: 01484 728926  
[hannah.smith@calderdale.gov.uk](mailto:hannah.smith@calderdale.gov.uk)  
  
Amanda Pickles, Children Looked After Team Administrator, Safeguarding  
Tel No: 01484 728930  
[amanda.pickles@cht.nhs.uk](mailto:amanda.pickles@cht.nhs.uk)
- The Virtual School Head, currently  
Sue Stevens, Virtual School Head – CLA, Learning Services, Tel No: 0142239 4123  
[sue.steven@calderdale.gov.uk](mailto:sue.steven@calderdale.gov.uk)

Rachel Conway, Administrator, Learning Services , 01422 394137  
[rachel.conway@calderdale.gov.uk](mailto:rachel.conway@calderdale.gov.uk)

- The allocated Independent Reviewing Officer (IRO), based in the Safeguarding and QA Services, [CPADMIN@calderdale.gov.uk](mailto:CPADMIN@calderdale.gov.uk)

### **The Role of Designated CLA Personnel**

- The Designated Nurse for CLA will notify the relevant Health Authority and ensure that the child or young person is registered with a GP/Dentist and Optician in the receiving area
- The Virtual School Head will notify their counterpart in the receiving area and ensure that the Personal Education Plans are updated and reviewed as per procedures
- The IRO will follow Care Planning Regulations and ensure that the placement is reviewed and the Care Plan updated

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### **Calderdale Provision outside Borough Boundaries**

Within 5 Working Days of the placement CASS to be updated, including

- Basic Information
- Maintained Episode to be updated to include details of the Local Authority in which the child is placed
- Notifications to be sent to Parents/Carers

#### **Lead Responsibility: Social Worker**

Notification to be sent to the following **Calderdale** Designated CLA personnel and services

- Designated Nurse for CLA
- Virtual School Head
- Child's GP
- Independent Reviewing Officer , Safeguarding and QA  
[CP.ADMIN@calderdale.gov.uk](mailto:CP.ADMIN@calderdale.gov.uk)

### **Lead Responsibility:**

- **Social Worker** to inform Admin  
**Admin Pod** to send standard notification (Ref **OLA1/2014**) FAO of the Director of Children's Services in the relevant Local Authority, nominated Calderdale CLA personnel and upload a copy onto CASS
- **Designated CLA personnel** to update their records and ensure that their counterparts in the relevant Local Authority area are notified
- Relevant **transfer of records procedures** to be followed

We must ensure that when a **placement ends** the standard notification (Ref **OIA2/2014**) is used to notify the relevant authority.

Whereby the child or young person remains in the same Local Authority but the placement address changes then **OLA2/2014** can be used to notify the change of placement details

**Standard notifications OLA1/2014 and OLA2/2014 are attached**  
**These should be completed electronically and uploaded on to CASS until the notifications are populated and generated by CASS**

### **EXTERNALLY COMMISSIONED PLACEMENTS** **Outside Borough Boundaries**

Within 5 Working Days of the placement CASS to be updated including

- Basic Information
- Maintained Episode to be updated to include details of the Local Authority in which the child is placed
- Notifications to be sent to Parents/Carers

**Lead Responsibility: Social Worker**

### **Commissioning process**

#### **Lead Responsibility**

- Contract Section to be notified by Placement Finder
- Contract Section to set up Financials

Contract Section to check CASS has been updated with placement details

Contract Section will issue the Individual Placement Agreement

Notification to be sent to the following **Calderdale** Designated CLA personnel and services:

- Designated Nurse for CLA
- Virtual School Head
- Child's GP
- Independent Reviewing Officer , Safeguarding and QA

[CP.ADMIN@calderdale.gov.uk](mailto:CP.ADMIN@calderdale.gov.uk)

**Lead Responsibility:**

- **Social Worker** to inform Admin
- **Admin Pod** to send standard notification (Ref **OLA1/2014**) FAO of the Director of Children's Services in the relevant Local Authority, nominated Calderdale LAC personnel and uploads a copy onto CASS
- **Designated LAC personnel** to update their records and ensure that their counterparts in the relevant Local Authority area are notified
- Relevant **transfer of records procedures** to be followed

We must ensure that when a **placement ends** the standard notification (**Ref OIA2/2014**) is used to notify the relevant authority.

Whereby the child or young person remains in the same Local Authority but the placement address changes then **OLA2/2014** can be used to notify the change of placement details