**Appendix 1: Notification of Placement or Change of Placement of Looked After Children within the area of another Local Authority**

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| Name of Local Authority child is being placed with (**host authority**) |  |
| Have you spoken to anyone in the host authority about this child? If yes, please give details |  |
| **CHILD / YOUNG PERSON DETAILS** |
| Family Name of Child |  | First Name/s of Child |  |
| Date of Birth |  | Gender |  | Religion |  |
| Ethnicity |  | Nationality |  | First language |  |
| Country of birth |  | Other Language |  | Fluency |  |
| GP details |  |
| Child’s Legal Status | S20 |  |
| S21 |  |
| Care or Supervision Order under S31 |  |
| Remand to LA |  |
| Placement Order |  |
| Other (please specify) |  |
| Name and address [inc. postcode] of Parent / Person with Parental Responsibility |  |
| Name and contact details of child’s IRO |  |
| **RESPONSIBLE AUTHORITY DETAILS** |
| Responsible authority - Name and Address and Contact Person details |  |
| Name, address [inc postcode], email and telephone number of Team Manager |  |
| Name, address, email and telephone number of Independent Reviewing Officer (IRO) |  |
| Name, address, email and telephone number of Social Worker |  |
| Out of hours service contact details |  |
| **PLACEMENT DETAILS (in host authority)** |
| Placed with (establishment / foster carer / organisation |  |
| Name, address [inc. postcode] and telephone number of placement |  |
| If your authority has local knowledge of the placement which it would be appropriate to share with the host local authority, please contact [add local details]  |
| Start date of placement |  |
| Is this a series of planned short breaks |  YES |  NO |  Details |
| Expected end date of placement, if known |  |
| Placement type | Foster home – LA |  |
| Foster home - IFA |  |
| Registered children’s home |  |
| Registered boarding school |  |
| Pre-adoptive placement  |  |
| Other – please give details |  |
| **SAFEGUARDING AND SOCIAL CARE INFORMATION** |
|  | **Yes** | **No** | **Details** |
| Is the child subject to a child protection plan? |  |  |  |
| Is the child subject to MAPPA? |  |  |  |
| Does the child have a history of running away or missing from home?If yes, is there a current MISPER Trigger Plan? If yes, please attach |  |  |  |
| Are there any concerns around CSE? Is there a current plan to manage the risk? If yes, please attach |  |  |  |
| Do you want the host authority to manage the risks around the child Missing or risk of CSE? If yes, this will be further discussed |  |  |  |
| Are there any other significant concerns or risks? |  |  |  |
| Has a risk assessment been completed? Please specify what type of risk assessment. If yes, please attach |  |  |  |
| Should the Police be informed of any risks? |  |  |  |
| **EDUCATION INFORMATION** |
| Name, address [inc. postcode] and telephone number of school or educational provision  |  |  |  |
| Does the child have an Education, Health and Care Plan (EHC Plan)? If yes, please attach |  |  |  |
| Which Local Authority will maintain the EHC Plan? |  |
| Has the Virtual Head for the host authority been informed? |  |
| **HEALTH AND RESPONSIBLE COMMISSIONER INFORMATION** |
| Does the child have additional needs arising from a physical or learning disability or mental ill-health? |  |  |  |
| Has the health service in the receiving authority been notified? |  |  |  |
| Date of last Health Assessment |  |  |  |
| Contact details of person who completed the assessment |  |  |  |
| **YOUTH OFFENDER INFORMATION** |
| Is the child subject to any Court order or YOS intervention as a young offender? |  |  |  |
| If YES, which is the supervising Youth Offending Service? |  |  |  |
| Has the Youth Offending Service in the host authority been notified? |  |  |  |
| **HAS THE PLACEMENT HAD THE FOLLOWING INFORMATION?** |
| Current Risk Assessment |  |  |  |
| Current Pathway Plan |  |  |  |
| Police – risk assessment |  |  |  |
| Other – please give details |  |  |  |

**End of Placement Notification Form**

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| **END OF PLACEMENT** |
| When the placement ends and the child moves out of that area, the Responsible authority must notify the nominated point of contact person where the child was, that the placement has ended: |
| Reason the placement ended |  |
| End date of placement |  |
| Name of Person notified |  |
| Date notified |  |