



Appendix 1: Process of Notifications of Children Placed within Swindon by other Local Authorities

1. Notification that a Looked After Child/ren has been placed within Swindon by another local authority. If the notification is received within MASH or any other team (including the Virtual School, Police, the Looked after Children Health team and SENAT), then this MUST be sent directly to SwindonPlacementNotifications@swindon.gov.uk
2. Similarly, if a PPD1 is received in the MASH, regarding a Looked After Child placed in Swindon, going missing, then this should also be notified to SwindonPlacementNotifications@swindon.gov.uk so that they can cross-reference the database to ensure we were already aware that the child had been placed in Swindon. If no placement notification has been received, the Business Improvement Team for Children's Services will go contact the placing provider to request completion of the form immediately.
3. Once a fully completed notification has been received, the Business Improvement Team for Children's Services will input all data and information directly onto ICS, ensuring that all details are correct and including details outlined in process guidance within 2 working days. If details are incomplete, this will 'stop the clock' and the form will be returned to the sender asking for further information.
4. The Business Improvement Team for Children's Services will check incoming email notifications at SwindonPlacementNotifications@swindon.gov.uk on a daily basis (as a minimum).
5. On receiving the notification, Swindon Borough Council will confirm the placing authority has accessed the [Local Offer](#) and has notified all relevant agencies within Swindon (to include health and education). An email confirming that details of placement within SBC has been received will also be sent.
6. The Business Improvement Team for Children's Services will maintain the database and ensure this is kept up to date. An annual audit will also be undertaken to ensure the database remains accurate.
7. Inclusions/changes will be reported on quarterly basis to the Performance and Quality Assurance Board.