

	Action/Date
Title/Status-	PROCEDURE- Notifications of LAC Child from the Placing Local Authority to LCC (area authority)
New document or revised	Revised
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Responsible Head of Service	Head of Service Children in Care, Fostering and Adoption, Virtual School
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## Leicestershire

### Notifications of LAC Child from the placing Local Authority to LCC (area authority)

#### Applies to- Children In Care

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## What is the Notifications Process and why do we do it?

Looked After Children (LAC) cared for by other Local Authorities can be placed within Leicestershire, sometimes to be cared for by family members called a connected carer, for holiday periods or to be placed with an Independent Fostering Agency.

Under the Children's Homes and Looked After Children's regulations (2013) the placing authority must advise the area authority (Leicestershire County Council) when they are placing a child within their area.

This is to ensure that the whereabouts of vulnerable children and young people is always known, that information can be shared quickly and appropriately across agencies when there is a critical incident and the area authority can respond appropriately if there is a safeguarding need.

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## How does it work?

The 'placing' authority will advise the 'area' authority, usually by email ([notifications@leics.gcsx.gov.uk](mailto:notifications@leics.gcsx.gov.uk)) but sometimes by postal correspondence, to advise of the child or young person's:

- the name
- date of birth
- the legal status (Sec 20, Care Order)
- the location; and
- any 'child specific' details (e.g. disabilities, Education Health and Care Plan- EHCP, Specific Care Planning or safety issues such as concerns about child sexual exploitation etc.).

This child or young person is then created on the electronic system with the details recorded as well as a copy for Notification. The area authority (Leicestershire County Council) will send a notification advising:

- Leicestershire's children's safeguarding service
- the Health Service; and
- SENA (where the child or young person has an EHCP)
- YOS (where applicable).

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### Who is responsible for the Notifications workflow in Leicestershire County Council?

- a. When a child or young person 'looked after' by another Local Authority is placed within the boundaries of Leicestershire County Council the placing authority will advise us via email or letter;
- b. Business Support Services will create the child or young person on the electronic system within one day of receipt of the notification;
- c. The information shared by the placing authority will be uploaded onto the electronic system within one day of receipt of the notification;
- d. The information will be shared with Leicestershire's children's safeguarding service, Health, SENA (as applicable), and YOS (as applicable) within one week of receipt of the notification.

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## Flow Chart

### Notification of LAC Child from Other LA being placed within Leicestershire



