**Children in care team**

Office hours (Monday to Friday, 9am to 5pm):

Telephone: 0207 783 8086

Mobile: 07384 520972

Out-of-hours helpline (weekends and Monday to Friday after 5pm):

Telephone: 0207 340 7057

**2. Email documentation to DfE**

During your initial phone call we will give you a contact email address. After the call, you must email us the following documents:

* a letter signed at assistant director level or above explaining why you are applying, which should include:
	+ confirmation that they have reviewed the application and in their view the section 25 criteria are met
	+ confirmation that they have taken advice from their legal department
* case history and chronology including a:
	+ full case history recording interactions with social services
	+ record of recent incidents, covering at least the last 3 months, which gives evidence of how the section 25 criteria are met
* a detailed care plan that covers the period the child will be in secure accommodation, which as a minimum should include:
	+ confirmation that the section 25 criteria are met
	+ the alternatives to a secure placement that have been tried or considered
	+ explanation of why the local authority thinks a secure placement is the best option for the child
	+ what the aims of the secure placement are
	+ what the young person’s needs and challenges are and how these will be addressed during the secure placement, including expectations of the secure provider
	+ what the exit strategy is for the young person’s return back into the community or another placement
	+ confirmation of the intended initial length of the secure accommodation order or placement
	+ a list of assessments, for example psychiatric, psychological or health, that have been or will be carried out during the secure placement
	+ identification of any therapeutic provision that will be required
	+ the intended outcomes from the secure placement or preparation for transition