



To all Directors of
Children's Services

Children's Services, Education and Skills

West Offices
Station Rise
York
YO1 6GA

Email: sara.thorn@york.gov.uk
(01904) 554200

Our Ref: JS/NF/sat
13 March 2015

Dear Director

Services available to Looked After Children placed in the City of York area by other Local Authorities

City of York Children's Services, Education and Skills Department is writing to notify you of the services that are available for any looked after child or young person who is placed by your local authority within the City of York area.

We hope that this information will be useful to you and to your staff when considering a placement within City of York. It includes information to assist your professional staff to understand and access the range of services that are available to children and young people residing in the City. It also sets out the process by which City of York Council should be consulted and notified of any planned placement in the City area where such a placement would be a 'distant placement' by your Local Authority.

Please disseminate this information to relevant professionals within your Social Care service. It would also be helpful if you would also pass on this information to any of your foster carers that live within the City of York area.

Consultation Prior to Placement

If you are planning to place a child or young person within the City of York, you are required to consult with us prior to the placement. It is

Director: Jon Stonehouse

www.york.gov.uk

important to do so because we will have local knowledge that will help you to decide whether to make the placement or not.

Please contact our Referral and Assessment Service prior to placement at:

| | |
|----------------------|---|
| Email | safeguardingnotifications.admin@york.gov.uk |
| Secure Email | safeguardingnotifications.admin@york.gcsx.gov.uk |
| Address | Referral and Assessment Service, City of York Council, West Offices, Station Rise, York, YO1 6GA |
| Telephone | 01904 551900 |
| Out of Hours* | 0845 0349417 or edteasingwold@york.gov.uk (*5.00pm-8.30am weekdays, weekends and Bank Holidays) |
| Address | Referral and Assessment Service City of York Council West Offices Station Rise York YO1 6GA |

Notifications of Start and End of Placement

If, following consultation with City of York Council, you decide to place a child or young person within the City, you must notify us. The contact details are the same as those listed above.

In particular, your Notification should include any specific risks or vulnerabilities, including child sexual exploitation or patterns of missing or absent behaviours. Your Notification should also details of your Emergency Duty Team or Out of Hours arrangements.

When we receive your Notification we will record the information received on our Children's Social Care Case Management System. We will also forward the information on to the following relevant agencies:

- Health – Looked After Children Specialist Nurse, Harrogate and District NHS Trust
- Education – Virtual School for Looked After Children, City of York Council
- Children's Centre – FIS Team, City of York Council
- Police – Missing Persons Co-ordinator, North Yorkshire Police

Please ensure that we are also notified of any changes of address and the end of a placement so that we can update our records.

Family Information Service

Accessible and up-to-date information about the range of services available to children and young people and their parents or carers within the City of York is available from the Family Information Service.

Email fis@york.gov.uk
Web Address www.yor-ok.org.uk
Facebook facebook.com/yorkfamilyinformationservice
Twitter @YorkFIS
Telephone 01904 554444
Address Family Information Service
City of York Council
West Offices
Station Rise
York YO1 6GA

'Yor-Zone' Young People's Website (13-18 years of age)

A dedicated, accessible and up-to-date website is available for children and young people aged 13 to 18 years of age with details of what support is available to them, what is on and where within the City.

Email yor-zone@york.gov.uk
Web Address www.yor-zone.org.uk
Facebook facebook.com/yor-zone
Twitter @YorZone
Telephone 01904 552350
Address Youth Support Services
City of York Council
West Offices
Station Rise
York YO1 6GA

Education

Accessible and up-to-date information about primary, secondary and special schools, term dates and school admissions is available on the City of York Council website.

Email education@york.gov.uk
Web Address www.york.gov.uk
Twitter @School_Services
Telephone 01904 551554
Address School Services
City of York Council
West Offices
Station Rise
York YO1 6GA

Virtual School for Looked After Children

The aim of the City of York Virtual School is to enhance the life opportunities for children in care by supporting their education and enabling them to achieve the best they can. The Virtual School does not replace the school or educational provision of a Looked After Child - it is an additional resource which exists to support and challenge all those involved in the education of looked after children.

Our Virtual School can provide advice to ensure that any children placed in City of York has access to the education provision that meets their needs. This can include guidance and support regarding admissions, exclusions etc. The Virtual School can also provide advice on accessing specialist support.

The Virtual School will be informed when you provide Notification to City of York Council that you have placed a child in our area. The Virtual School can also be contacted directly.

Email virtualschool.head@york.gov.uk
Web Address www.york.gov.uk/schools
Telephone 01904 642611
Address Danesgate Community
Danesgate
Fulford Cross
York YO10 4PB

Special Educational Needs and Disabilities (SEND)

The City of York SEND Information, Advice and Support Service provides information, advice and support regarding the local offer to the parents and carers of disabled children and young people and those with Special Educational Needs.

Email yorksendiass@york.gov.uk
Web Address www.yor-ok.org.uk/SENDIASS
Telephone 01904 554312
Address SEND Service
City of York Council
West Offices
Station Rise
York YO1 6GA

Children's Centres

Accessible and up-to-date information about services available to children under five years of age and their families from Children's Centres, including satellite sites and outreach venues are available from the Family Information Service.

Email fis@york.gov.uk
Web Address www.yor-ok.org.uk
Facebook facebook.com/yorkfamilyinformationservice
Twitter @YorkFIS
Telephone 01904 554444
Address Family Information Service
City of York Council
West Offices
Station Rise
York YO1 6GA

Early Help

Where a child or young person has emerging additional needs and may benefit from targeted support, including support provided by a Lead Professional and/or Team Around the Child, the City of York Children's Advice Team should be contacted.

Email childrensadvic@york.gov.uk
Secure Email childrensfrontdoor@york.gcsx.gov.uk
Web Address www.yor-ok.org.uk/concerned-about-a-child-or-young-person
Telephone 01904 551900 (Option 2)
Address Children's Advice Team
City of York Council
West Offices
Station Rise
York YO1 6GA

Health

City of York Council commissions a Looked After Children Health Specialist Nurse who coordinates health assessments and support to Looked After Children and Care Leavers. The Specialist Nurse will be informed when you provide Notification to City of York Council that you have placed a child in our area. The Specialist Nurse can be contacted directly.

Email hhc-tr.LACNurses@nhs.net
Telephone 01904 742907
Address Specialist Nurse Looked after Children
Clementhorpe Health Centre
Cherry Street
York YO23 1AP

CAMHS

Within the City of York, Child and Adolescent Mental Health Services (CAMHS) are provided by Leeds and York Partnership NHS Foundation Trust. Services are provided for children and young people who have emotional or behavioural problems or other mental health difficulties and the service is tiered, with both an outpatient service - Lime Trees – and an inpatient service - Mill Lodge.

Web Address www.yor-ok.org.uk/camhs
Telephone Lime Trees CAMHS (Outpatient Service): 01904 294200
Mill Lodge CAMHS (Inpatient Service): 01904 294050
Addresses CAMHS Lime Trees (Outpatients)
31 Shipton Road
York YO30 5RE

CAMHS Mill Lodge (Inpatients)
520 Huntington Road
Huntington
York YO32 9QA

Youth Offending Team

The City of York Youth Offending Team work with young people from the age of 10 years old into young adulthood, who are at risk of, or involved in offending behaviour. Accessible and up-to-date information about the Team and its services is available on the City of York Council website.

Email yot.admin@york.gov.uk
Web Address www.york.gov.uk
Telephone 01904 554565
Address Youth Offending Team
City of York Council
West Offices
Station Rise
York YO1 6GA

Youth Support Services

The City of York Youth Support Service supports those young people who are vulnerable, have additional needs and those whose lives are messy or difficult. The Service will help all young people with places to go, things to do and trusted people to talk to.

Email yss.admin@york.gov.uk
Web Address www.york.gov.uk
Telephone 01904 552350
Address Youth Support Service
City of York Council
West Offices
Station Rise
York YO1 6GA

Children in Care Council

Show Me That I Matter is the name of York's Children in Care Council. The Show Me That I Matter Panel is a monthly forum where young people (aged 14–19) who are in care discuss important issues with senior managers at the council with the aim of helping to shape and improve services.

Email showmethatimatter@york.gov.uk
Web Address www.showmethatimatter.com
Telephone 01904 554444
Address Family Information Service
City of York Council
West Offices
Station Rise
York YO1 6GA

Advocacy Service

The City of York Council offers a Children's Rights and Advocacy Service to children and young people in York. They can be contacted by using the contact function on the 'Speak Up' section of the Show Me That I Matter website or by contact with the Children's Rights Officer.

Email showmethatimatter@york.gov.uk
Web Address www.showmethatimatter.com
Telephone 01904 554444
Address Children's Rights and Advocacy Service
City of York Council
West Offices
Station Rise
York YO1 6GA

Children's Social Care

The City of York Referral and Assessment Service provides the first response where there is reasonable cause to suspect that a child placed in our area has suffered or is likely to suffer significant harm whilst living here. It is a requirement of referring professionals that they do so using the City of York Safeguarding Referral Form available from the website or by email.

Where there are concerns regarding Child Sexual Exploitation of a child or young person within the City of York or concerns relating to missing from care, the Referral and Assessment Team should be contacted.

Email childrensfrontdoor@york.gov.uk
Secure Email childrensfrontdoor@york.gcsx.gov.uk
Web Address www.yor-ok.org.uk/concerned-about-a-child-or-young-person
Telephone 01904 551900
Out of Hours* 0845 0349417 or edteasingwold@york.gov.uk
(*5.00pm-8.30am weekdays, weekends and Bank Holidays)
Address Referral and Assessment Service
City of York Council
West Offices
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Local Safeguarding Children's Board

The City of York's Safeguarding Children Board (CYSCB) is a statutory inter-agency forum for agreeing how different services co-operate to protect children in York. The Board works to ensure that the children living in York are protected from all forms of abuse and neglect by ensuring that everybody working with children does so effectively and in partnership.

Email CYSCB@york.gov.uk
Web Address www.saferchildrenyork.org.uk
Telephone 01904 555695
Address City of York Safeguarding Children's Board
City of York Council
West Offices
Station Rise
York YO1 6GA

Local Authority Designated Officer (LADO)

The role of the LADO is to coordinate all allegations and concerns made against a person who works with children within the City of York. All allegations should be reported to the City of York LADO.

Email joe.cocker@york.gov.uk
caroline.williamson@york.gov.uk
Web Address www.saferchildrenyork.org.uk
Telephone LADO Duty Phone: 07717 571801
Address LADO
City of York Safeguarding Children's Board
City of York Council
West Offices
Station Rise
York YO1 6GA

We hope that this information is a helpful guide to professional colleagues working with Looked After Children placed in the City of York.

Yours sincerely



Jon Stonehouse
Director of Children's Services, Education and Skills