

## Notifications: Becoming Looked After

Checklist – before you press the button	Yes or NA
Head of Service approval to child becoming Looked After	
Placement has been found and the match agreed by HOS	
For Section 20, Parent's consent form has been signed	
Current Nursery, Children's Centre, School, College etc. has been informed	
LAC Health Team's consent form has been signed by the parent / person with parental responsibility and is attached to the notification.	
ICS (computer) request for child to become Looked After completed	
Child has become legally Looked After (actually and on ICS)	

### The child or young person

Date of becoming Looked After	Should be today's date
If not today, what caused the delay?	
Name of Child	
ICS Number	
Age and Date of Birth	
Gender	
Child's legal status:	
Person with parental responsibility	
Ethnicity	
First language	
Interpreter Needed	
Religion	
Home address	
Postcode	
Tel No	
Placement address	
Name of Carer	Relationship e.g parent
Carers Email	Carers mobile no
Languages spoken by carers	
School	
Young person's mobile number	
Name of pre-school or nursery school or college or other educational provision attended by the child/young person before they moved to this placement	Contact email address
For out of area placements, the notification of a child Looked After in their area needs to be sent to the other authority where the child is placed.	Other area email address
The GP where the child is currently registered and GP where the child is going to be registered if different are notified of the child's placement within 5 days.	
Background Notes	

### Background History

Also notified: Contracts Team and Family Placement Team

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<b>Number of previous carers, including birth family:</b>	
<b>Dates of previous episodes in care:</b>	
<b>Person with Parental Responsibility:</b>	
<b>Birth Mother's name :</b>	<b>Birth Father's name:</b>
<b>Contact arrangements:</b>	<b>Contact arrangements:</b>

<b>Siblings names and ages:</b>
<b>Contact arrangements:</b>

<b>Reason the young person is Looked After/ changed placement / is no longer looked after:</b>
<b>Subject to Child Protection Plan: Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Category:</b>

### Other professional contacts

Also notified: Contracts Team and Family Placement Team

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<b>GP Name and address:</b>	<b>GP Email and telephone number:</b>
<b>Contact details of Health Visitor or School Nurse</b>	

<b>Paediatrician Details:</b>
<b>Date of next appointment:</b>

<b>Child and Adolescent Mental Health Details:</b>
<b>Date of next appointment:</b>

<b>Other professional contacts:</b>
1.
2.
3.

<b>Name of person completing the form:</b>
<b>Date form completed:</b>

NB Please ensure that the consent form, signed by a person with parental responsibility is attached to this notification form.

The consent also needs to be signed and dated by the Social Worker.

Without this the referral will not be accepted.

**Also notified: Contracts Team and Family Placement Team**

## Notifications: Becoming Looked After

### Contact details

Team Name	
Business Support Officer Name	
Telephone Number	
Social Worker's Name	
Telephone Number	
Practice Manager's Name	
Telephone Number	
Head of Service Name	
Telephone Number	

### Head of Service agreement

(Legal status e.g. Section 20 Accommodation, expected duration of placement, any other expectations)

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The **\_notificationsstartLAC** form will be sent to:

#### Children's Social Care

Heads of Service (Karl Davis, Denise Goodwin,  
Jane Morton, Sally Parma, Jackie Pape, Samia  
Baig)

IRO in box

Reviewing Manager and Business Support  
Manager (Sharon Richards and Dawn Knibb)  
SBC Business Support Officer (Nazreen Shafiq)

#### Health

LAC Nurse Manager-Berkshire (Sharon Hickson)  
BE.LAC@NHS.NET

#### Education

Education Psychologist Vulnerable Children for  
Cambridge Education (Alison Pyle)  
Virtual School Head (David Collier) and Education  
and Well Being Manager (Maria Elahee)

**The following must be notified if the school  
receives a service/attends:**

- School
- Early years setting
- College
- YOT

**It is also a legal requirement to notify the  
Safeguarding Unit of other local  
authorities if the child is placed outside of  
Slough**

**THE CONSENT FORM (IN ICS PLACEMENT  
PLAN) MUST BE COMPLETED AND SENT  
AS WELL**

**Also notified: Contracts Team and Family Placement Team**