

CHILDREN AND YOUNG PEOPLE DIRECTORATE

NOTIFICATION OF CHILDREN IN CARE OF OTHER LOCAL AUTHORITIES PLACED IN HALTON (CICOLA)

INFORMATION SHEET

Service area	Children & Young People Directorate
Date effective from	14/03/2010
Responsible officer(s)	Kate McPoland
Date of review(s)	4/03/2011
Status: • Mandatory (all named staff must adhere to guidance)	Mandatory
 Optional (procedures and practice can vary between teams) 	
Target audience	Safeguarding Unit Lead Officers CIC Social Workers
Date of committee/SMT decision	February 2010
Related document(s)	Procedures for notification of Halton Children in Care placed in other Local Authorities
Superseded document(s)	Procedures for noting and registering the move of children between Halton and other Local Authorities
File reference	

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1. NOTIFICATION OF CHILDREN IN CARE OF OTHER LOCAL AUTHORITIES PLACED IN HALTON (CICOLA)

- 1.1 All North West Authorities have agreed to send the Notification Form (Appendix 1) to the PA for the Director of Children & Young People, who will be responsible for ensuring that the notification is forwarded to the Records Management Unit.
- 1.2 The Records Management Unit will load all information onto CareFirst under a new classification OLAC. This will enable reports to be run when required by Halton's Lead Officers forming the CICOLA register.
- 1.3 As Notification Forms from Local Authorities outside the North West will continue to be sent to a variety of contacts, it is proposed that all notification Forms received should be forwarded to the Records Management Unit.
- 1.4 The Lead Officer will update CareFirst with the details of the child/young person.
- 1.5 The same processes as described will apply for notification of termination of placements and moves between Authorities.
- 1.6 The CareFirst team will provide a weekly report detailing the children and young people who have moved in or out of the Local Authority area during the week to education, health, police, Youth Offending team and Connexions contacts.
- 1.7 On a quarterly basis the numbers of children will be reported by the CareFirst Team to the Safeguarding Divisional Manager and the leads from each agency detailed in 1.6.
- 1.8 Every three months, the Lead Officer within the Records Management Unit will write to the Strategic Director for Children's Services in all Local Authorities in the UK to request confirmation of children placed in Halton, in order to maintain CareFirst data. This request will also include a request for a nil return.
- 1.9 If a partner agency Records Management Unit hears from any source other than the placing Authority, that a child has been placed in Halton then it is the responsibility of the Halton Records Management Unit to write to the placing LA concerned seeking confirmation via a letter and pro forma (Appendix 1).

	CIC-OLA Register
Director of Children's Services (Insert Address)	Records Management Unit 0303 333 4300
	Date
	(E mail address)
Dear Custodian Arrangement for the Placement of children (General) Regulations 1991	
It has come to my attention that the child/young person named below hat the address below:	as been placed in our area
I have been appointed as the children in care - other local authority regist Council, Children and Young People's Directorate are currently in the proregister of children in care - other local authority placements in Halton.	
Can I remind you that is a statutory requirement to notify us of children plate (Runcorn, Widnes, Daresbury, Hale) with details as outlined in the form attand return as soon as possible.	
Please do not hesitate to contact me with any queries.	
Yours Sincerely	
CIC-OLA Register Records Management Unit (Insert address)	

STATUTORY NOTIFICATION OF OUT OF BOROUGH NEW PLACEMENT / CHANGE OF PLACEMENT / TERMINATION OF PLACEMENT

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AKA:					GENDER:				
DOB					ETHNICIT	Υ			
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REGISTER:					PERSON PARENTA	L			
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ORIGINATING AUTHORITY S	SIGNATURE:			
DESIGNATION:				-
DATE:				_
DATE RECEIVED BY RECEIVED	/ING AUTHORITY:			

Once completed, please return to:

CIC OLA Register,
Halton Borough Council,
Record Management Unit
Grosvenor House,
Halton Lea, Runcorn,
Cheshire. WA7 2ED

Appendix 1

STATUTORY NOTIFICATION OF OUT OF BOROUGH NEW PLACEMENT / CHANGE OF PLACEMENT / TERMINATION OF PLACEMENT

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Appendix 1

HEALTH VISITOR TEL:						
SCHOOL NURSE						
TEL:						
CURRENT SCHOOL/EDUCAT		I PROVISION				
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Once completed, please return to: CIC OLA Register, Records Management Unit, Grosvenor House, Halton Lea, Runcorn, Cheshire WA7 2ED