



## OUT OF AREA PLACEMENTS AND DISTANT PLACEMENTS

### GUIDANCE

Out of authority placement of looked-after children - Supplement to The Children Act 1989 Volume 2: care planning, placement and case review guidance

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/339312/Out\\_of\\_authority\\_placement\\_of\\_looked-after\\_children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/339312/Out_of_authority_placement_of_looked-after_children.pdf)

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### AMENDMENT

This chapter was updated in May 2014 in relation to **Placements at a Distance**, in line with the Children's Homes and Looked after Children (Miscellaneous Amendments)(England) Regulations 2013. In November 2014 it was further updated in line with the above guidance, and should be re-read.

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This procedure applies to any placement of a Looked After child outside the area of the local authority, EXCEPT WHERE the placement is with a **Connected Person**, or a local authority foster carer approved by the placing authority.

**2. Approval of Placement by Nominated Officer/Director of Children's Services**

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The decision to place the child out of area must be approved by the **Nominated Officer ( Annex 3 Nominated Decision Makers)**, unless it is a **Placement at a Distance**, (i.e. outside the area of the local authority and not within the area of any adjoining local authority), in which case the approval of the **Director of Children's Services** is required.

The Nominated Officer/Director of Children's Services must be satisfied of the following:

- That the child's wishes and feelings have been ascertained and given due consideration;

- That the placement is the most appropriate placement available for the child and consistent with the Care Plan;
- That relatives have been consulted where appropriate;
- That the Independent Reviewing Officer (IRO) has been consulted (usually the IRO will discuss with the child after the child has visited the proposed placement).
- That the area authority has been notified or, for a Placement at a Distance, the area authority have been consulted and have been provided with a copy of the **child's Care Plan** (see [Section 3, Placement Considerations](#) );

### 3. Placement Considerations

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Placements at a Distance will require effective planning, engagement and information sharing with the services likely to be responsible for meeting the child's needs in the future. Consultation with the area authority must (except in an emergency) be undertaken in good time to enable a thorough assessment of appropriateness to be made. Annex 1 suggests information that might be discussed with the area authority.

Where the placement under consideration is in a children's home, account should be taken of the information in the home's Statement of Purpose and its location assessment (which should include details of the home's safeguarding arrangements, including any measures taken by the home to manage safeguarding concerns arising from the neighbourhood where the home is located).

In assessing the suitability of an out of authority placement, consideration should be given to the arrangements which will need to be put in place to enable the child to access services such as primary and secondary health care. Where the child will require specialist health services such as CAMHS, the Clinical Commissioning Group (local health board in Wales) that commissions secondary healthcare in the area authority should be consulted, to establish whether the placement is appropriate and able to meet the child's needs. The designated nurse for looked-after children in the area authority will also be a valuable source of advice and information.

Similarly, the [Virtual School Head] for looked-after children in the area authority, (Looked After Children Education Co-ordinators (LACE) in Wales) should be able to advise about access to school support.

For children vulnerable to exploitation and abuse, children's services in the area authority will be an important source of intelligence and information about local arrangements for safeguarding children.

#### **4. Notification of Placements**

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Written notification must be given to the area authority of the arrangements for the placement before the placement is made or, if the placement is made in an emergency, within five working days of the start of the placement unless it is not reasonably practicable to do so.

The notification must include:

- i. Details of the assessment of the child's needs and the reasons why the placement is the most suitable for responding to these; and
- ii. A copy of the child's care plan (unless already provided in the case of a Placement at a Distance).

#### **5. Emergency Placements**

In the case of a placement made in an emergency, the approval of the **Nominated Officer/ Director of Children's Services** is still required and s/he must be satisfied that the child's wishes and feelings have been ascertained and given due consideration and that the placement is the most appropriate placement available consistent with the Care Plan. Within 5 working days the IRO must be informed; relatives be consulted (where appropriate) and the area authority notified.

#### **6. Placements in Wales**

For placements in Wales, the Welsh Government has developed a protocol for notifying the local authority and the local health board when a child has been placed there from outside the area, and again when the placement ends. This protocol is attached as **Annex 2**.

## **Annex 1:**

### **Suggested information for discussion between authorities when planning distant placements**

#### **Basic information about the child**

- Name and date of birth.
- Legal status (subject of a care order (s.31 Children Act); voluntarily accommodated (s.20) remanded (s. 21).
- Number of previous placements – outline reasons for child leaving earlier placements.

#### **Plans for the child's care**

- Details of the assessment of the child's needs, with information about the child's wishes and feelings, with reasons the planned placement is suitable.
- Duration of placement (emergency/short-term/long-term/permanent). If it is not possible to assess the intended duration of placement – reasons for this and when this information will be available.
- Arrangements for contact.
- Details of who will be responsible for implementing plans for the child's day to day care (the 'placement plan') including details of arrangements for delegating responsibilities to the child's carer(s).
- Details of any plans to offer the child care leaving support (as an 'eligible child') during the anticipated duration of the placement.
- Contingency arrangements if the plan to support the child in the current placement does not succeed.

## Services to support the child

- Details of plans to meet the child's educational needs – information about the school the child is expected to attend; details of plans for supporting the child if a school has not been identified.
- Information about plans to meet the child's health needs, e.g. whether the child requires secondary health care (including mental health and other specialist health care), including details about the CCG acting as “responsible commissioner.”<sup>7</sup>
- Details of any youth justice supervision order that would need to be overseen by youth justice services in the area authority<sup>8</sup>.

Local authorities have a common interest in supporting high standards of corporate parenting for all looked-after children.

When approached for consultation about potential placements, area authorities should be able to offer a professional view about the benefits of a planned placement, the benefits of living in the neighbourhood where the placement is located and the potential for local services to respond appropriately to the needs of the child concerned.

Local authorities could also advise about other sources of information to assist social workers and commissioners in determining whether a distant out of authority placement is the most appropriate for the child concerned (e.g. the Virtual School Head or the Designated Nurse for looked-after children).

## **Annex 2:**

### **Welsh Model Out of Area Notification Protocol**

***(This protocol was developed by the Welsh Government in conjunction with the children's residential care sector in Wales.)***

Where a child who is looked-after is placed at distance the responsible authority has a statutory duty to notify the local authority and the health care provider, in the area in which the child is to be placed, of the arrangements for placement prior to placement and no later than 10 days thereafter.

Similarly, where a child is provided with accommodation by any Local Health Board, Special Health Authority, Clinical Commissioning Group, NHS Trust or by a local authority in exercise of education functions for three months or more or with the intention of the placement lasting for this time the Accommodating Authority has a duty to notify the appropriate officer of the responsible authority..

Where a child is provided with accommodation in any care home or independent hospital for three months or more or with the intention of the placement lasting for this time the residential setting has a statutory duty to notify the lead Director of Social Services in the area in which the establishment is situated.

Notification should be sent to the Director of Social Services in the local authority in which the home is situated.

**Annex 3****Out of Area Notification Protocol Form for use by children's homes in Wales**

Name of Child	
Date of Birth	
Legal Status	
Previous address (family address)	
Current address (name and address of children's home)	
Type of placement	
Date placed	
Placing authority (local authority/health)	
Contact details (eg looked-after child social worker/lead professional)	
Name and address of child's GP	
Date placement ended	

**Signed:****Name:****Position:****Date:**



## ANNEX 4

### List of Designated Decision Makers

#### List of Agency Decision Makers, Designated Managers and Nominated Officers Referred to in Manual

Designated Managers with Specified Area of Responsibility	Post Title and Contact Details
<p><b>Agency Decision Maker (Adoption)</b> The Agency Decision Maker who makes decisions on all adoption matters (some of which will be made on the basis of a recommendation of the Adoption Panel).</p>	<p><b>Gerard Crowther</b> <b>Post title:</b> Assistant Director, Safeguarding Operations <b>Contact details:</b> Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH Tel: 0161 912 3968 Email: <a href="mailto:ged.crowther@trafford.gov.uk">ged.crowther@trafford.gov.uk</a></p>
<p><b>Agency Decision Maker (Fostering)</b> The Agency Decision Maker who makes decisions on fostering matters (on the basis of recommendations of the Fostering Panel).</p>	<p><b>Gerard Crowther</b> <b>Post title:</b> Assistant Director, Safeguarding Operations <b>Contact details:</b> Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH Tel: 0161 912 3968 Email: <a href="mailto:ged.crowther@trafford.gov.uk">ged.crowther@trafford.gov.uk</a></p>
<p><b>Designated Manager (Adoption Panel Appointments)</b> The manager who can authorise appointments to the Central List of Adoption Panel members.</p>	<p><b>Elizabeth Guard</b> <b>Post title:</b> Adoption Team Manager <b>Contact details:</b> Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH Tel: 0161 912 3516 Email: <a href="mailto:elizabeth.guard@trafford.gov.uk">elizabeth.guard@trafford.gov.uk</a></p>
<p><b>Designated Manager (Adoption Support)</b> The manager who can authorise the level of adoption support to be provided to children, adopters (including financial support) and their family or birth family members.</p>	<p><b>Elizabeth Guard</b> <b>Post title:</b> Adoption Team Manager <b>Contact details:</b> Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH Tel: 0161 912 3516 Email: <a href="mailto:elizabeth.guard@trafford.gov.uk">elizabeth.guard@trafford.gov.uk</a></p>

<p><b>Designated Manager (Care Plans)</b> The manager who can authorise the final Care Plan to be taken before the Court within Care Proceedings.</p>	<p><b>Katherine Mackay/Gerard Crowther</b> <b>Post title:</b> Head of Service (Social Care) or Assistant Director (Safeguarding Operations) <b>Contact details:</b> (HOS-Social Care) Sale Waterside, Waterside House, Sale M33 7ZF Tel: 0161 912 5009 Email: <a href="mailto:Katherine.mackay@trafford.gov.uk">Katherine.mackay@trafford.gov.uk</a></p> <p><b>Gerard Crowther</b> <b>Post title:</b> Assistant Director, Safeguarding Operations <b>Contact details:</b> Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH Tel: 0161 912 3968 Email: <a href="mailto:ged.crowther@trafford.gov.uk">ged.crowther@trafford.gov.uk</a></p>
<p><b>Designated Manager (Care Proceedings)</b> The manager who can authorise the initiating of Care Proceedings.</p>	<p><b>Katherine Mackay/Gerard Crowther</b> <b>Post title:</b> Head of Service (Social Care) or Assistant Director (Safeguarding Operations) <b>Contact details:</b> (HOS-Social Care) Sale Waterside, Waterside House, Sale M33 7ZF Tel: 0161 912 5009 Email: <a href="mailto:Katherine.mackay@trafford.gov.uk">Katherine.mackay@trafford.gov.uk</a></p> <p><b>Gerard Crowther</b> <b>Post title:</b> Assistant Director, Safeguarding Operations <b>Contact details:</b> Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH Tel: 0161 912 3968 Email: <a href="mailto:ged.crowther@trafford.gov.uk">ged.crowther@trafford.gov.uk</a></p>
<p><b>Designated Manager (Change of Name)</b> The manager who can authorise the change of name of a Looked After child.</p>	<p><b>Katherine Mackay/Gerard Crowther</b> <b>Post title:</b> Head of Service (Social Care) or Assistant Director (Safeguarding Operations) <b>Contact details:</b> (HOS-Social Care) Sale Waterside, Waterside House, Sale M33 7ZF Tel: 0161 912 5009 Email: <a href="mailto:Katherine.mackay@trafford.gov.uk">Katherine.mackay@trafford.gov.uk</a></p>

	<p><b>Gerard Crowther</b>  <b>Post title:</b>  Assistant Director, Safeguarding Operations  <b>Contact details:</b>  Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH  Tel: 0161 912 3968  Email: <a href="mailto:ged.crowther@trafford.gov.uk">ged.crowther@trafford.gov.uk</a></p>
<p><b>Designated Manager (Contact with Parents)</b>  The manager who can authorise the suspension or termination of contact between a Looked After child and his or her parents (subject to the Court's approval after 7 days for children on Emergency Protection Orders, Interim Care Orders or Care Orders)</p>	<p><b>Gerard Crowther</b>  <b>Post title:</b>  Assistant Director (Safeguarding Operations)  <b>Contact details:</b>  Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH  Tel: 0161 911 8650  Email: <a href="mailto:ged.crowther@trafford.gov.uk">ged.crowther@trafford.gov.uk</a></p> <p><b>Katherine Mackay/Gerard Crowther</b>  <b>Post title:</b>  Head of Service (Social Care) or Assistant Director (Safeguarding Operations)  <b>Contact details:</b>  (HOS-Social Care)  Sale Waterside, Waterside House, Sale M33 7ZF  Tel: 0161 912 5009  Email: <a href="mailto:Katherine.mackay@trafford.gov.uk">Katherine.mackay@trafford.gov.uk</a></p>
<p><b>Designated Manager (Death or Serious Injury to a Child)</b>  The senior manager who should be notified in the event of death or serious injury to a child.</p>	<p><b>Cathy Rooney</b>  <b>Post title:</b>  Assistant Director, Service Development &amp; Early Help  <b>Contact details:</b>  Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH  Tel: 0161 912 5167  Email: <a href="mailto:cathy.rooney@trafford.gov.uk">cathy.rooney@trafford.gov.uk</a></p>
<p><b>Designated Manager (Decision to Look After)</b>  The manager who can authorise a child becoming Looked After.</p>	<p><b>Gerard Crowther</b>  <b>Post title:</b>  Assistant Director (Safeguarding Operations)  <b>Contact details:</b>  Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH  Tel: 0161 911 8650  Email: <a href="mailto:ged.crowther@trafford.gov.uk">ged.crowther@trafford.gov.uk</a></p>

	<p><b>Katherine Mackay/Gerard Crowther</b>  <b>Post title:</b>  Head of Service (Social Care) or Assistant Director  (Safeguarding Operations)  <b>Contact details:</b>  (HOS-Social Care)  Sale Waterside, Waterside House, Sale M33 7ZF  Tel: 0161 912 5009  Email: <a href="mailto:Katherine.mackay@trafford.gov.uk">Katherine.mackay@trafford.gov.uk</a></p> <p><b>Contact details:</b></p> <p><b>Cathy Rooney</b>  <b>Post title:</b>  Assistant Director, Service Development &amp; Early Help  <b>Contact details:</b>  Trafford Town Hall, Talbot Road, Stretford, Manchester,  M32 0TH  Tel: 0161 912 5167  Email: <a href="mailto:cathy.rooney@trafford.gov.uk">cathy.rooney@trafford.gov.uk</a></p>
<p><b>Designated Manager (Emergency Protection Orders)</b>  The manager who can authorise an application for an Emergency Protection Order.</p>	<p><b>Katherine Mackay/Gerard Crowther</b>  <b>Post title:</b>  Head of Service (Social Care) or Assistant Director  (Safeguarding Operations)  <b>Contact details:</b>  (HOS-Social Care)  Sale Waterside, Waterside House, Sale M33 7ZF  Tel: 0161 912 5009  Email: <a href="mailto:Katherine.mackay@trafford.gov.uk">Katherine.mackay@trafford.gov.uk</a></p> <p><b>Contact details:</b></p> <p><b>Gerard Crowther</b>  <b>Post title:</b>  Assistant Director (Safeguarding Operations)  <b>Contact details:</b>  Trafford Town Hall, Talbot Road, Stretford, Manchester,  M32 0TH  Tel: 0161 911 8650  Email: <a href="mailto:ged.crowther@trafford.gov.uk">ged.crowther@trafford.gov.uk</a></p> <p><b>Cathy Rooney</b>  <b>Post title:</b>  Assistant Director, Service Development &amp; Early Help  <b>Contact details:</b>  Trafford Town Hall, Talbot Road, Stretford, Manchester,  M32 0TH Tel: 0161 912 5167  Email: <a href="mailto:cathy.rooney@trafford.gov.uk">cathy.rooney@trafford.gov.uk</a></p>

<p><b>Designated Manager (Emigration)</b> The manager who can authorise the placement of a Looked after child outside England and Wales.</p>	<p><b>Gerard Crowther</b> <b>Post title:</b> Assistant Director, Safeguarding Operations <b>Contact details:</b> Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH Tel: 0161 911 8650 Email: <a href="mailto:ged.crowther@trafford.gov.uk">ged.crowther@trafford.gov.uk</a></p>
<p><b>Designated Manager (Exemptions and Extensions from Fostering Limit)</b> The manager who can authorise any exemptions from the usual fostering limit for foster carers living in the local authority area.</p>	<p><b>Gerard Crowther</b> <b>Post title:</b> Assistant Director, Safeguarding Operations <b>Contact details:</b> Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH Tel: 0161 912 3968 Email: <a href="mailto:ged.crowther@trafford.gov.uk">ged.crowther@trafford.gov.uk</a></p>
<p><b>Designated Manager (External Placements)</b> The manager who can authorise placements of Looked After children with external providers of residential care or foster carers from an independent fostering agency.</p>	<p><b>Gerard Crowther</b> <b>Post title:</b> Assistant Director, Safeguarding Operations <b>Contact details:</b> Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH Tel: 0161 912 3968 Email: <a href="mailto:ged.crowther@trafford.gov.uk">ged.crowther@trafford.gov.uk</a></p>
<p><b>Designated Manager (Fostering Panel Appointments)</b> The manager who can authorise appointments to the Central List of Fostering Panel members.</p>	<p><b>Anna Lomas</b> <b>Post title:</b> Manager of the Fostering Team <b>Contact details:</b> Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH Tel: 0161 912 4028 Email <a href="mailto:Anna.lomas@trafford.gov.uk">Anna.lomas@trafford.gov.uk</a></p>
<p><b>Designated Manager (Leaving Care)</b> The manager who can approve a Pathway Plan.</p>	<p><b>Moya Murray</b> Operations Manager. Area family Support Team  Telephone 0161 912 5039 Fax 0161 912 2144  Email Address <a href="mailto:moya.murray@trafford.gov.uk">moya.murray@trafford.gov.uk</a>  Sale Waterside, Waterside House, Sale Waterside, Sale, M33 7ZF  Susan Hulm, Operations Manager Area family Support Team Telephone 0161 746 3837 Fax 0161 746 3811 <a href="mailto:susan.hulm@trafford.gov.uk">susan.hulm@trafford.gov.uk</a></p>

	<p>Cornhill Clinic, 59 Cornhill Road, Urmston, Manchester, M41 5SZ</p> <p>Jenny Leveridge , Operations Manager Area family Support Team Telephone 0161 912 5002 Fax 0161 912 5027 Email Address <a href="mailto:jenny.leveridge@trafford.gov.uk">jenny.leveridge@trafford.gov.uk</a></p> <p>Trafford Town Hall, Talbot Road, Stretford, MANCHESTER, M32 0TH</p> <p>Dennis Owen Deputy Manager Telephone 0161 912 3506 Fax 0161 912 1289 Email Address <a href="mailto:denis.owen@trafford.gov.uk">denis.owen@trafford.gov.uk</a></p> <p><b>Trafford Town Hall</b>, Talbot Road, Stretford, MANCHESTER, M32 0TH</p> <p><b>Mark Riddell</b> <b>Post title:</b> Operations Manager (Permanence &amp; Transitions Team) <b>Contact details:</b> Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH Tel: 0161 912 3520 Email: <a href="mailto:mark.riddell@trafford.gov.uk">mark.riddell@trafford.gov.uk</a></p>
<p><b>Designated Manager (Marriage)</b> The manager who can authorise the marriage of a Looked After child.</p>	<p><b>Gerard Crowther</b> <b>Post title:</b> Assistant Director, Safeguarding Operations <b>Contact details:</b> Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH Tel: 0161 911 8650 Email: <a href="mailto:ged.crowther@trafford.gov.uk">ged.crowther@trafford.gov.uk</a></p> <p><b>Cathy Rooney</b> <b>Post title:</b> Assistant Director, Service Development &amp; Early Help <b>Contact details:</b> Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH Tel: 0161 912 5167 Email: <a href="mailto:cathy.rooney@trafford.gov.uk">cathy.rooney@trafford.gov.uk</a></p>

<p><b>Designated Manager (Notifications)</b> Where a Looked After Child from another local authority has been placed in the area, the manager to whom the notification should be sent.</p>	<p>Chris Reilly Operations Manager Manager , MARAT Telephone 0161 912 5052 Email Address <a href="mailto:chris.reilly@trafford.gov.uk">chris.reilly@trafford.gov.uk</a>  Trafford Town Hall, Talbot Road, Stretford, MANCHESTER, M32 0TH</p>
<p><b>Designated Manager (Passports)</b> The manager who can authorise a passport application for a Looked After child.</p>	<p><b>Katherine Mackay/Gerald Crowther</b> <b>Post title:</b> Head of Service (Social Care) or Assistant Director (Safeguarding Operations) <b>Contact details:</b> (HOS-Social Care) Sale Waterside, Waterside House, Sale M33 7ZF Tel: 0161 912 5009 Email: <a href="mailto:Katherine.mackay@trafford.gov.uk">Katherine.mackay@trafford.gov.uk</a></p> <p><b>Gerard Crowther</b> <b>Post title:</b> Assistant Director, Safeguarding Operations <b>Contact details:</b> Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH Tel: 0161 912 3968 Email: <a href="mailto:ged.crowther@trafford.gov.uk">ged.crowther@trafford.gov.uk</a></p>
<p><b>Designated Manager (Placement Orders)</b> The manager who can authorise an application for a Placement Order.</p>	<p><b>Elizabeth guard</b> <b>Post title:</b> Adoption Team Manager <b>Contact details:</b> Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH Tel: 0161 912 3504 Email: <a href="mailto:elizabeth.guard@trafford.gov.uk">elizabeth.guard@trafford.gov.uk</a></p>
<p><b>Designated Manager (Secure Accommodation)</b> The manager who can authorise: A placement of a Looked After child in secure accommodation for up to 72 hours without a Secure Accommodation Order; and/or An application for a Secure Accommodation Order; and/or A child's continued secure placement on the</p>	<p><b>Gerard Crowther</b> <b>Post title:</b> Assistant Director, Safeguarding Operations <b>Contact details:</b> Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH Tel: 0161 912 3968 Email: <a href="mailto:ged.crowther@trafford.gov.uk">ged.crowther@trafford.gov.uk</a></p>

<p>recommendation of the Secure Accommodation Review Panel; and/or Applications to renewal Secure Accommodation Orders on the recommendation of the Secure Accommodation Review Panel.</p>	<p><b>Cathy Rooney</b>  <b>Post title:</b>  Assistant Director, Service Development &amp; Early Help  <b>Contact details:</b>  Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH  Tel: 0161 912 5167  Email: <a href="mailto:cathy.rooney@trafford.gov.uk">cathy.rooney@trafford.gov.uk</a></p>
<p><b>Designated Manager (Special Guardianship)</b>  The manager who can authorise Special Guardianship as the permanence plan for a Looked After child.</p>	<p><b>Gerard Crowther</b>  <b>Post title:</b>  Assistant Director, Safeguarding Operations  <b>Contact details:</b>  Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH  Tel: 0161 912 3968  Email: <a href="mailto:ged.crowther@trafford.gov.uk">ged.crowther@trafford.gov.uk</a></p>
<p><b>Designated Manager (Special Guardianship Support)</b>  The manager who can authorise the level of special guardianship support to be provided, including financial support to special guardians.</p>	<p><b>Gerard Crowther</b>  <b>Post title:</b>  Assistant Director, Safeguarding Operations  <b>Contact details:</b>  Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH  Tel: 0161 912 3968  Email: <a href="mailto:ged.crowther@trafford.gov.uk">ged.crowther@trafford.gov.uk</a></p>
<p><b>Nominated Officer (Disruption of Education)</b>  The manager who can authorise the change of placement affecting a Looked After child in Key Stage 4.</p>	<p><b>Gerard Crowther</b>  <b>Post title:</b>  Assistant Director, Safeguarding Operations  <b>Contact details:</b>  Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH  Tel: 0161 912 3968  Email: <a href="mailto:ged.crowther@trafford.gov.uk">ged.crowther@trafford.gov.uk</a></p> <p><b>Katherine Mackay/Gerald Crowther</b>  <b>Post title:</b>  Head of Service (Social Care) or Assistant Director (Safeguarding Operations)  <b>Contact details:</b>  (HOS-Social Care)  Sale Waterside, Waterside House, Sale M33 7ZF  Tel: 0161 912 5009  Email: <a href="mailto:Katherine.mackay@trafford.gov.uk">Katherine.mackay@trafford.gov.uk</a></p>



<p><b>Nominated Officer (Out of Area Placements)</b></p> <p>The manager who can authorise the placement of a Looked After child outside the area of the local authority</p>	<p><b>Gerard Crowther</b>  <b>Post title:</b>  Assistant Director, Safeguarding Operations  <b>Contact details:</b>  Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH  Tel: 0161 912 3968  Email: <a href="mailto:ged.crowther@trafford.gov.uk">ged.crowther@trafford.gov.uk</a></p> <p><b>Katherine Mackay/Gerald Crowther</b>  <b>Post title:</b>  Head of Service (Social Care) or Assistant Director (Safeguarding Operations)  <b>Contact details:</b>  (HOS-Social Care)  Sale Waterside, Waterside House, Sale M33 7ZF  Tel: 0161 912 5009  Email: <a href="mailto:Katherine.mackay@trafford.gov.uk">Katherine.mackay@trafford.gov.uk</a></p> <p><b>Cathy Rooney</b>  <b>Post title:</b>  Assistant Director, Service Development &amp; Early Help  <b>Contact details:</b>  Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH  Tel: 0161 912 5167  Email: <a href="mailto:cathy.rooney@trafford.gov.uk">cathy.rooney@trafford.gov.uk</a></p>
<p><b>Nominated Officer (Immediate Placement of a Looked After Child with Connected Person)</b></p> <p>The manager who can authorise the placement of a Looked After child with a family or friend ('Connected Person') who is not already approved as a foster carer.</p>	<p><b>Gerard Crowther</b>  <b>Post title:</b>  Assistant Director, Safeguarding Operations  <b>Contact details:</b>  Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH  Tel: 0161 912 3968  Email: <a href="mailto:ged.crowther@trafford.gov.uk">ged.crowther@trafford.gov.uk</a></p>
<p><b>Nominated Officer (Placement of a Looked After Child subject to Care Order or Interim Care Order with Parents)</b></p> <p>The manager who can authorise the placement of a Looked After child with a parent, person with Parental Responsibility or person who held a Residence Order immediately before the Care Order.</p>	<p><b>Gerard Crowther</b>  <b>Post title:</b>  Assistant Director, Safeguarding Operations  <b>Contact details:</b>  Trafford Town Hall, Talbot Road, Stretford, Manchester, M32 0TH  Tel: 0161 912 3968  Email: <a href="mailto:ged.crowther@trafford.gov.uk">ged.crowther@trafford.gov.uk</a></p>

## ANNEX 5



When calling or telephoning on this matter please ask for:

Tel:

Fax:

Date:

Dear

### Notification of arrangements for placement of a looked after children in distant placements

I hereby notify you that a child who is in the care of Trafford Council has been placed by this authority within your area. This is a **Distant Placement** as defined under the terms of the Children's Homes and Looked after Children (Miscellaneous Amendments England Regulations).

<b>Name of child</b>	
<b>Date of Birth</b>	
<b>Legal Status</b>	
<b>Previous address (family address)</b>	
<b>Details of current placement</b>	
<b>Type of placement</b>	
<b>Date placed</b>	
<b>Placing authority (local authority/health)</b>	
<b>Contact details (eg</b>	

<b>looked-after child social worker/lead professional)</b>	
<b>Name and address of child's GP</b>	
<b>Date placement ended</b>	
<b>A copy of the child's care plan is attached</b>	

Yours sincerely,



**NAME OF SOCIAL WORKER**

**SIGNATURE**

**DATE**

**NAME OF HEAD OF SERVICE**

**SIGNATURE**

**NAME OF ASSISTANT DIRECTOR**

**SIGNATURE**

**DATE**

**CONSENT OF THE CORPORATE DIRECTOR, CHILDREN, FAMILIES AND WELLBEING**

*\*Delete one*

I **DO** give my consent for the above child being placed in a distant placement as per the details described.

I **DO NOT** give my consent to the above child being placed in a distant placement as per details described.

**NAME OF CORPORATE DIRECTOR.....**

**SIGNATURE .....**

**DATE .....**

<b>REASONS WHY THE REQUEST HAS BEEN DECLINED</b>



## Annex 7

When calling or telephoning on this matter please ask for:

Tel:

Fax:

Date:

Dear

**Under the Children & Young Persons Arrangements for Placement of Children (General) Regulation 1991, Trafford Council has a statutory obligation to notify the local authority concerned, when a Trafford Looked After child or young person is placed within their authority, and when they move out. We are therefore informing you of the following:**

Child/Young Person's Name	
Date of Birth	
Ethnicity	
Gender	
Child Protection Register	
Disability Register	
Placement start date	
Current legal status	
Establishment or Carer name	
Placement address	
Name and address of person with parental responsibility	
Social Worker & Area Team address and phone number	
Placing Authority	
School/Educational establishment	
Any other information	
<b>DATE THE PLACEMENT ENDED</b>	

**Signature**