October 2014

Dear Directors of Children’s Services

The Luton Borough Council Children and Learning Directorate would like to notify you of the services and facilities that are available to looked after children and young people that are placed in the Luton Borough area by other local authorities.

This letter sets out:-

- The process for notifying us of the placement starting and ending of a looked after child in Luton by another area authority;
- Information about accessing universal and specialist services for children living in Luton;
- Information about arrangements to support the safeguarding of looked after children in Luton.

This letter is also available on our website which will help quick access to information via the web hyperlinks. In the future, any changes to this information will be made to the on line letter so this should be the first point of reference here after.

www.luton.gov.uk/lac

We hope that this information will help your staff to understand and access the diverse services and support that is available to children residing in Luton. Please disseminate this information to all relevant professionals within your service. It would be helpful if you could also pass this letter on to any of your foster carers who reside in Luton so they are aware of the services available for children and young people living in our local area.

Notifications

All notifications of looked after children who are placed in Luton should be sent to the safeguarding and quality assurance service via Secure Email: childrensafeguarding@luton.gcsx.gov.uk

The notification must state:-

- The child’s name and date of birth;
- Whether the child is Accommodated under Section 20 or subject to a Care Order or Supervision Order;
• The contact details for:
  o The child’s placing authority; and
  o The child’s Independent Reviewing Officer;
• Whether the child has a statement of Special Educational Needs and, if so, details of the local authority which maintains the statement.

Change of address and notifications of looked after children leaving their placement in Luton should also be sent to this address so that we can update our records. childrensafeguarding@luton.gcsx.gov.uk The safeguarding and quality assurance service will complete the register of looked after children and refer the information to the Luton Referral and Assessment Team and the Virtual School. The referral and assessment team will enter the child’s details onto the Children’s electronic system. You can contact the Luton Referral and Assessment Service on Telephone 01582 547653 or Secure Email initialassessment@luton.gov.uk.cjsm.net

Virtual School - Education support for looked after children

Luton’s Virtual School for LAC actively promotes the educational achievements for LAC and provides an advisory and supportive service to colleagues and stakeholders. The Virtual School work closely with schools in and out of borough, along with other key stakeholders (e.g. social workers, foster carers, etc) to ensure that LAC have every opportunity to achieve.

The Virtual School assists with the coordination of school admission applications, provides advice and guidance on education, monitors and evaluates the attainment and progress of LAC and creates a culture of high aspirations.

The Virtual School are happy to be consulted on any issue regarding LAC and their education. Please direct any queries you have by contacting: 01582 548137 or email: michelle.wright@luton.gov.uk

The Young People’s Panel (Children in Care Council)

The Young People’s Panel is the name for our local Children in Care Council. It meets approximately every 2 months. Young people interested in joining receive a short induction meeting with the Children’s Participation Manager which helps them understand what the panel is, what it does, and what the expectations of being a member are.

Young people from other local authorities who a placed in Luton are welcomed to join the panel they can contact the Children’s Participation Manager by email: Deniece.Dobson@luton.gov.uk or by telephone on 01582 548149. If you would like further information you can also visit the Children in Care web pages on www.youth luton.gov.uk and look for the section Young Peoples Panel.

Luton Family Information Service

The Luton Family Information Service can help families locate all types of childcare, including the 2, 3 and 4 year old funded nursery places and before/after school care. We put together a list of activities, play schemes and full day care options available for each school holiday – available on our website or via our free email subscription list. We can also provide information on a variety of local services that are useful to
families, children and young people – in relation to parenting, money, education and recreation. Visit our online directory at http://directory.luton.gov.uk call us on 01582 54 88 88 or email fis@luton.gov.uk

Children’s Centres in Luton

There are seven Children’s Centres in Luton, supported by 16 delivery sites offering a range of support for children under 5 and their families. Areas of focus include:

- Child development and school readiness
- Parenting support
- Family learning
- Family health and wellbeing

Visit http://directory.luton.gov.uk/family and click on ‘Children’s Centres’ to locate the nearest centre along with their current activity brochure, and the Luton Children’s Centre prospectus.

Looked after children and young people

Luton has a dedicated Youth website for all young people aged 11-19 in Luton offering information about things to do, advice and support, or help when thinking about options and employment: www.youth.luton.gov.uk. The website also has a dedicated area for Looked After Children to support them to understand their situation, the meetings they may have to attend and the people they may meet.

Special Educational Needs

For information about support and advisory services for children with special educational needs including Educational Psychology; early years; advisory teachers; and SEN transport; you may contact the service manager Harriet Martin – Principal Educational Psychologist and SEN Service Manager by email: Harriet.Martin@luton.gov.uk or Telephone 01582 548150

Where a child has a statement of Special Educational Needs or an Education, Health and Care Plan; or you think an assessment should be made, Special Educational Needs Assessment Team (SENAT) will be able to provide advice and guidance about the resources and services available in Luton. Further information can be obtained on our website http://www.luton.gov.uk/Education_and_learning/Special_educational_needs/Pages/default.aspx

You may also contact the Team’s Manager Davina Stubbs by email: davina.stubbs@luton.gov.uk or Telephone: 01582 548130

Integrated and Targeted Youth Support Services

We have a Personal Adviser based in the Virtual School team whose role is to support Looked after children ensuring that they are able to access suitable and appropriate education, employment or training. This includes providing advice and guidance on routes into their preferred choice of career or training, support in accessing placements and support in maintaining them.
For further information please contact Graham Tarling on Tel 01582 547844.

Youth Workers, through the Targeted Youth Service, are available to provide support to looked after children and other vulnerable young people, as part of multi-agency plans for support.

For further information please contact Linda Farmer on Tel 01582 548939.

**Youth Justice – Youth Offending Service**

If a looked after child is subject to a statutory court order, contact will need to be made with the Operational Managers at Luton Youth Offending Service to discuss care taking arrangements. Contact can be made initially on Tel 01582 547900

**Health Services including CAMHS**

All children living in Luton, regardless of placing authority, will be entitled to register with a Luton GP and, once registered, access free primary healthcare, including referrals to Hospital & community services. All children living in Luton will be able to register with local dental & optician services. Luton’s universal services are accessible to children living in Luton, registered with a Luton GP or attending a Luton school; this includes Health Visitors & School Nurses and includes access to UK immunisation programme.

For further information regarding registration with universal services please go to the NHSChoices web site [http://www.nhs.uk/Search/Pages/Results.aspx?q=luton](http://www.nhs.uk/Search/Pages/Results.aspx?q=luton)

For more information about:

Health Visitors & School Nurses please call Tel 03334050087
Epilepsy Specialist Nurses please call Tel 03334050082
Special Needs Nursing please call Tel 03334050085
Community Paediatricians please call Tel 01582 700300

Secondary services including Speech and Language Therapy, Podiatry and CAMHS are delivered through SEPT. CAMHS services are covered by the Responsible Commissioner Guidance and, while referrals will be accepted, they will be chargeable to the original placing authority’s CCG. Further information visit [http://www.sept.nhs.uk/](http://www.sept.nhs.uk/)

Luton LAC Health Team are currently unable to offer a service for either initial or review health assessments to other LAs due to lack of capacity. (When this is resolved we may offer a service again, completing Initial & Review health assessments. This is considered a secondary service & would be chargeable under Responsible Commissioner Guidance to placing Authority’s CCG, as per nationally agreed charging for LAC health assessments. )
For further information please call Tel 01582 707 489 or email lookedafterchildren@nhs.net

Sexual health services are accessible to anyone, with dedicated services for under 25s. For further information please contact the Brook Sexual Health Service. Tel 01582 748580
Safeguarding Children who go missing

Luton would expect that social workers from the placing authority complete and maintain a risk assessment and actions to be taken in the event that children placed in Luton are absent of missing. The social worker should ensure that the placement provider / carer has two recent photographs of the young person (face and full body length) which can be provided to the Police should the child subsequently go missing / absent.

Luton’s Multi-agency safeguarding procedures for children who are missing from home and care in Bedfordshire can be found at: http://bedfordscb.proceduresonline.com/pdfs/sq_ch_yп_run_away.pdf

Bedfordshire Police has a dedicated missing persons unit. The unit works from 0800 – 2200 Monday to Friday and 0800-1800 Saturday and Sunday. Contact details: Tel 01234 - 846972 / 842643 / 842818 / 842642 E-mail missingpersons@bedfordshire.pnn.police.uk

Safeguarding Children who may be at Risk of Sexual Exploitation

If you have a looked after child placed in Luton and you are having issues with Child Sexual Exploitation in Luton please contact the Luton Borough Council Children’s Services Referral and Assessment Team duty manager on 01582 547653. Further information about Luton Interagency Safeguarding Procedures against Child Sexual Exploitation can be accessed via this link:

http://bedfordscb.proceduresonline.com/chapters/p_safeg_ch_young.html

A list of useful contacts for reporting and responding to sexual exploitation can be found on this link:

http://bedfordscb.proceduresonline.com/pdfs/appendix_3_numbers.pdf

Arrangements for managing allegations against professionals and carers

The Luton Interagency Safeguarding Children Procedures should be followed in response to any allegation made by a looked after child against a professional or carer in the Luton area:

Luton Borough Council’s LADO Paul James can be contacted for an initial consultation / advice on 01582 548069. Referrals should be made in writing to LADO@luton.gcsx.gov.uk

Yours sincerely

Sally Rowe
Corporate Director, Children and Learning