

Children and Young People’s Services

Endeavour House  
8 Russell Road  
Ipswich  
IP1 2BX

Enquiries to: Cliff James

Head of Corporate Parenting

Tel: 01473 264731

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Date: 13 December 2016

Dear Directors of Children’s Services

Suffolk County Council Children and Young People’s Services would like to notify you of the services and facilities that are available to looked after children and young people who are placed in Suffolk 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 Suffolk by another area authority
* Information about accessing universal and specialist services for children living in Suffolk
* Information about arrangements to support the safeguarding of looked after children in Suffolk

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

**Consultation and notifications**

In line with the 2014 amendments to the Care Planning, Placement and Case Review (England) Regulations 2010, if you are planning on placing a child or young person in Suffolk from another Local Authority which is ‘at a distance’ you should consult with us. Please direct this consultation and an up to date care plan for the child to [CYPFosterCRTTeam@Suffolk.gcsx.gov.uk](mailto:CentralResourceTeamcyp@suffolk.gov.uk).

Once a decision is made to place a child in Suffolk, notification of the details should be sent to the following secure e-mail account: [lookedafterchildren@suffolk.gcsx.gov.uk](mailto:lookedafterchildren@suffolk.gcsx.gov.uk) or sent by post to:

Safeguarding and Quality Assurance

Children and Young People’s Services

Suffolk County Council

Endeavour House

8 Russell Road

Ipswich, IP1 2BX

Please also use these details when advising of a change of address within Suffolk or when a placement with Suffolk ends.

**Suffolk looked after children education support service and Virtual School**

Suffolk’s Virtual School for Looked After Children actively promotes the educational achievements of Looked After Children and provides an advisory and supportive service to colleagues and stakeholders.

The Virtual School monitors all Suffolk's looked after children and can provide basic information on children looked after by other local authorities placed in Suffolk schools.

The Virtual School is happy to be consulted on any issue regarding LAC and their education and contact details are available at:

[www.suffolk.gov.uk/children-families-and-learning/children-in-care-and-care-leavers/the-virtual-school-for-children-looked-after/lacess-and-virtual-school-contact-details/](http://www.suffolk.gov.uk/children-families-and-learning/children-in-care-and-care-leavers/the-virtual-school-for-children-looked-after/lacess-and-virtual-school-contact-details/)

**Looked after children and young people – Participation, advocacy information and advice**

The children’s rights team links with groups of children and young people who are in care, care leavers or receiving support from social care, to ensure they are able to have their say in all matters affecting their lives.

Brighter Futures is for young people in care, and C2C is our children in care council for older young people and care leavers. The groups meet regularly to do fun activities and to plan how they can improve the services they use.

Contact the Suffolk Children’s Rights Team using the free phone number 0800 917 1119 for information about joining our participation groups.

An independent advocacy service for Suffolk looked after children and care leavers is provided by Anglia Care Trust. They can be contacted on 01473 622888 to discuss referrals from other local authorities.

Suffolk has a dedicated website for all young people in Suffolk offering information about things to do, advice and support, or help when thinking about options and employment.

The Source 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:

[www.thesource.me.uk/care](http://www.thesource.me.uk/care)

**Suffolk Family Information Service**

Suffolk Families information service provides a range of information about local support services, child care and holiday activities and much more.

[www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/guidance-for-parents-and-carers/suffolk-family-information-service/](http://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers/guidance-for-parents-and-carers/suffolk-family-information-service/)

**Suffolk Parent Hub**

The Suffolk parent hub provides advice and support for parents and carers to help with their child’s development. The Suffolk Parent Hub also provides information about parenting coordinators based throughout Suffolk, who are on hand to offer support and advice:

[www.suffolk.gov.uk/theparenthub](http://www.suffolk.gov.uk/theparenthub)

The Suffolk Families services directory details childcare providers (child minders, day nurseries, out of school clubs) activities, organisations and services at your fingertips.

<http://fsd.suffolk.gov.uk/kb5/suffolk/fsd/home.page>

**Early years and child care**

Suffolk provides full information and guidance to parents and care providers of children in early years. This includes advice and guidance about finding childcare or a nursery placement.

[www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers](http://www.suffolk.gov.uk/children-families-and-learning/childcare-information-and-support-for-parents-and-providers)

**Children’s centres in Suffolk**

Suffolk has a network of children’s centres with young children a friendly place where parents can share their experiences, receive support and enjoy using their facilities. The people who work in children’s centre include health visitors, family support practitioners and support and information officers.

Each centre runs a different timetable of activities (many are free to join) which may include:

* Child health clinics
* midwifery services
* various play sessions for children
* parenting support
* advice about money, training and employment
* child and family health support such as breastfeeding support groups
* outreach – bringing services to you

**Children and young people with SEN and/or disabilities**

In Suffolk, you can find out about the range of information support available for children and young people with special educational needs or disabilities on the Local Offer website. The Local Offer website holds information about education, health and care services, as well as leisure/short break activities – all in one place.

[www.suffolklocaloffer.org.uk](http://www.suffolklocaloffer.org.uk)

**Youth support services**

Information, advice and support to help parents, carers and young people make informed choices about what’s happening in their life and make plans for the future

The Source website: ([www.thesource.me.uk/](http://www.thesource.me.uk/)) young people can find a wide range of information on topics like education options, health, preparing for exams, local job vacancies, building a CV (http://www.thesource.me.uk/jobsandcareers/cv-builder-for-young-people-in-suffolk/), careers, young people's activities, volunteering and apprenticeships (http://www.thesource.me.uk/jobsandcareers/apprenticeshipsinsuffolk/)on The Source website, which has been designed for young people aged 11 - 25 in Suffolk.

**Youth Justice – Suffolk Youth Offending Service (SYOS)**

SYOS is a multi-agency service, which works with children and young people in, or on the edge, of the criminal justice system. It supervises statutory court orders as well as some out of court disposals. If a Looked after Child is also subject to a statutory court order, contact should be made in advance with an Operational Manager at SYOS to discuss and agree contact and caretaking arrangements. Initial contact should be made by phoning 01473 265178.

**Health Services including CAMHS**

All children living in Suffolk, regardless of placing authority, will be entitled to register with a Suffolk GP and, once registered, access free primary healthcare, including referrals to hospital & community services. All children living in Suffolk will be able to register with local dental and optician services. Suffolk’s universal services are accessible to children living in Suffolk, registered with a Suffolk GP or attending a Suffolk school; this includes Health Visitors & School Nurses and includes access to the UK immunisation programme. For further information regarding registration with universal services please go to the NHS Choices website.

[www.nhs.uk/search/pages/results.aspx?q=suffolk](http://www.nhs.uk/search/pages/results.aspx?q=suffolk)

Suffolk Looked After Children Health Service is delivered by providers as a secondary service and is based on capacity within the Team at the time of request and chargeable under Responsible Commissioner Guidance to the placing authority CCG as per nationally agreed charging for LAC Health Assessments.

Review Health Assessments may be carried out by a Health Visitor, Looked After Children Nurse or where appropriate a Lead Health Professional according to the needs identified on the child or young person’s previous health care plan.

Initial Health Assessment

Initial Health Assessments (IHA) are completed by the Community Paediatric Medical Team within Suffolk Community Healthcare. It is anticipated that an IHA would be completed within the local authority area prior to consideration of a placement being made out of their area. In the event that this has not been possible, the Paediatric team can be contacted to request an IHA. Please note that a request for payment for this activity will be made to the placing authority Clinical Commissioning Group, in line with the National Tariff guidance for this activity, prior to acceptance of the referral and completion of the assessment.

Community Paediatric Medical Team - IHA LAC Administrator

Suffolk Community Healthcare

St Helen’s House

571 Foxhall Road

Ipswich

IP3 8LX

Tel: 01473 321239

Review Health Assessment

Suffolk County Council Looked After Children Health Team

Floor 2

Violet Hill House

Violet Hill Road

Stowmarket

Suffolk, IP14 1NL

Tel: 01449 776055

Secure Email: [CiC.HealthHub@suffolk.gcsx.gov.uk](mailto:CiC.HealthHub@suffolk.gcsx.gov.uk)

East Coast Health Care (ECHC)

Initial Health Assessment:

JPUH Paediatric Medical Team,

James Paget University Hospital Trust,

Lowestoft Road

Norfolk, NR31 6LA

Admin support by ECCH

Looked After Children Health Team, Admin Assistant

East Coast Community Healthcare CIC

Clapham House,

Clapham Road South,

Lowestoft,

Suffolk, NR32 1QX

Tel: 07805 147689

Review Health Assessment

East Coast Community Healthcare Looked After Children Health Team,

East Coast Community Healthcare CIC

Clapham House

Clapham Road

South Lowestoft,

Suffolk,

NR32 1QX

Tel: 07805 147689

NSFT Pathways for Children and Young People (formerly CAMHS), and the Specialist Connect Service for LAAC

Children and young people in Suffolk can access the Norfolk and Suffolk NHS Foundation Trust (NSFT) wellbeing and mental health services. These services are delivered by 5 Integrated Delivery Teams (IDTs) across Suffolk, consisting of the following pathways:

* Neurodevelopment
* Youth
* Child and Family
* The Wellbeing Service

Connect is the name for the Specialist Service for Looked after and adopted children as well as Special Guardianship, Kinship Care and Child Arrangement Orders. Connect operates within the child and family pathways across East and West Suffolk.

There is a single point of access called the Access and Assessment Team for referrals to all of these services.

Except in the case of emergency referrals, for LAC placed from outside Suffolk, NSFT is presently committed to an initial assessment to inform the responsible commissioning authority of services to purchase, but at present is not able to provide these services. The ability to provide services to children from out of area is presently being reviewed by the Trust

[www.nsft.nhs.uk](http://www.nsft.nhs.uk)

**Safeguarding Children who go missing**

Suffolk 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 Suffolk are absent or missing.

Suffolk County Councils policy and practice for children who are missing from home and care in Suffolk is available at:

[www.suffolkscb.org.uk/assets/files/2014/SafeguardingChildrenWhoRunAwayOrGoMissing.pdf](http://www.suffolkscb.org.uk/assets/files/2014/SafeguardingChildrenWhoRunAwayOrGoMissing.pdf)

If an agency becomes aware of a child who has run away from home or is missing, a referral should be made to Police or Children’s Social Care.

Suffolk Police

Force Operating Room 01473 613500

Children & Young Peoples Services

Customer First (including out of hours) 0808 800 4005

Email: [Missing.Children@suffolk.gcsx.gov.uk](mailto:Missing.Children@suffolk.gcsx.gov.uk)

**Safeguarding children who may be at risk of sexual exploitation**

If you have a looked after child placed in Suffolk and you are having concerns or issues with child sexual exploitation in Suffolk then please contact us using the details below. Suffolk County Councils policy and guidance on safeguarding children and young people from sexual exploitation is available at:

[www.suffolkscb.org.uk/assets/files/2014/Safeguarding-Children-and-Young-People-from-Sexual-Exploitation-Policy-Guidance-and-Risk-Assessment.pdf](http://www.suffolkscb.org.uk/assets/files/2014/Safeguarding-Children-and-Young-People-from-Sexual-Exploitation-Policy-Guidance-and-Risk-Assessment.pdf)

If an agency has concerns that child maybe be sexually exploited, a referral should be made to Police or Children’s Social Care.

Children & Young Peoples Services:

Customer First (including out of hours) 0808 800 4005

Make A Change Team

Suffolk County Council has a Make A Change team which offers a county-wide service to children and young people from 11-18 who are at risk of, or subject to, sexual exploitation.

**Arrangements for managing allegations against professionals and carers**

The Suffolk Safeguarding Children Procedures should be followed in response to any allegation made by a looked after child against a professional or carer in the Suffolk area. Referrals should be made in writing to the E-mail address below.

LADO Contacts

Dian Campbell

Rennie Everett

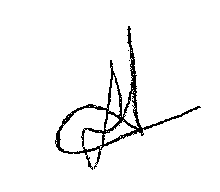
Telephone: 0300 123044

E-mail: LADOCentral@suffolk.gcsx.gov.uk

If you are worried that a child, young person or adult is at risk of abuse, harm or neglect, please call Customer First on 0808 800 4005 (free from landlines and most mobiles).

[www.suffolk.gov.uk/adult-social-care-and-health/find-social-care-services-and-how-to-contact-customer-first-with-a-question/](http://www.suffolk.gov.uk/adult-social-care-and-health/find-social-care-services-and-how-to-contact-customer-first-with-a-question/)

Yours sincerely



**Sue Cook**

**Corporate Director**

Suffolk County Council

Children and Young People’s Services