



**CHILDREN & ENTERPRISE
DIRECTORATE**

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

POLICY INFORMATION SHEET

Name of Document	Notification of Children in Care of Other Local Authorities (CICOLA) Placed in Halton
Reference Number	CIC/21
Service area	Children in Care Division, Children & Family Services Department
Target Audience	All Staff in Halton Borough Council Children and Family Services Department
Forum Policy/Procedure/Strategy was approved	Children and Families Services Senior Management Team
Date policy was approved	March 2010
Date of last review	October 2011
Date next review due	October 2012
Status: Mandatory (all named staff must adhere to guidance) Optional (procedures and practice can vary between teams)	Mandatory
Location of Document	Halton Borough Council Intranet
Related document(s)	The Children Act 1989 Children in Care policies and procedures Child in Need policies and procedures HSCB Policies and Procedures
Superseded document(s)	Procedures for noting and registering the move of children between Halton and other Local Authorities
Responsible officer(s)	Divisional Manager, Children in Care
Any other relevant information	

1. Notification procedure

- 1.1 All North West Authorities should send the CICOLA (Children in Care of Other Local Authorities) Notification Form (Appendix 1) to Halton Borough Council CYP Commissioning and Contracts Team, Eccleston 1, Grosvenor House Runcorn WA7 2ED email CYPDcontracts@halton.gov.uk
- 1.2 The Commissioning and Contracts team will load all information onto CareFirst under a new classification OLAC. This means that the young person is given the status of a CICOLA, forming the CICOLA register and enabling reports to be run when required by Halton's Lead Officers
- 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 Commissioning and Contracts Team.
- 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 Commissioning and Contracts Team will provide a monthly report detailing the children and young people who have moved in or out of the Local Authority area during the period 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 Commissioning and Contracts Team to the Safeguarding Divisional Manager and the leads from each agency detailed above.
- 1.8 Every three months, the Commissioning and Contracts Team 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 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 Commissioning and Contracts Team to write to the placing LA concerned seeking confirmation via a letter (Appendix 2) and the CICOLA Notification form (Appendix 1).

**STATUTORY NOTIFICATION OF CHILDREN IN CARE OF OTHER LOCAL AUTHORITIES
NEW PLACEMENT / CHANGE OF PLACEMENT / TERMINATION OF PLACEMENT**

ORIGINATING AUTHORITY:		RECEIVING AUTHORITY:	
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CHILD SURNAME:		CHILD FORENAME:	
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AKA:					GENDER:				
DOB					ETHNICITY				
CHILD PROTECTION REGISTER:			YES	NO	LEGAL STATUS:				
					PERSON WITH PARENTAL RESPONSIBILITY				
STATEMENT:	YES		NO		DISABILITY REGISTER:	YES		NO	
SOCIAL WORKER:									
TEL:					EMAIL:				

NEW PLACEMENT WITHIN YOUR AUTHORITY

DATE OF THE START OF THIS PLACEMENT:									
NAME OF CARER OR ESTABLISHMENT:					PLACEMENT TYPE e.g. Foster Carer/ Adoptive/ Residential or Other				
ADDRESS:									
POSTCODE:									
TEL:									
DESCRIBE THE SERVICE THAT CARE PLACEMENT HAS BEEN CONTRACTED TO DELIVER: (please specify below)									
IS EDUCATION PROVIDED ON SITE?						YES		NO	
ANY TRANSPORT ARRANGEMENTS						YES		NO	
THERAPEUTIC SUPPORT:						YES		NO	
HEALTH NEEDS:						YES		NO	
Please describe:									

HEALTH DETAILS

GENERAL PRACTITIONER NAME: ADDRESS: POSTCODE: TEL:	
HEALTH VISITOR TEL:	
SCHOOL NURSE TEL:	

CURRENT SCHOOL/EDUCATION PROVISION

NAME: ADDRESS: POSTCODE: TEL:				
IS THIS EDUCATION PROVISION TO CONTINUE:	YES		NO	
* IF NO, WHAT ARRANGEMENTS HAVE BEEN MADE: (please specify below with dates)				
<ul style="list-style-type: none">• Date School Admissions contacted?• Date SEN department contacted (if stated)?• Is alternative provision sought?• Other arrangements (e.g. education on site)?				
HAS THE CHILD/YOUNG PERSON GOT A PERSONAL EDUCATION PLAN:	YES		NO	

TERMINATION OF PLACEMENT

DATE OF TERMINATION:				
REASON FOR TERMINATION:				
DESTINATION:				
NEW ADDRESS: POSTCODE TEL;				
SCHOOL NAME: SCHOOL ADDRESS; POSTCODE: TEL:				
IS THE ABOVE EDUCATION PROVISION TO CONTINUE:	YES		NO	

ORIGINATING AUTHORITY SIGNATURE: _____

DESIGNATION: _____

DATE: _____

DATE RECEIVED BY RECEIVING AUTHORITY: _____

Once completed, please return to:
CICOLA Register,
Halton Borough Council,
CYP Commissioning and Contracts Team,
Eccleston 1, Grosvenor House,
Halton Lea, Runcorn,
Cheshire. WA7 2ED
CYPDcontracts@halton.gov.uk

Director of Children's Services
(Insert Address)

CICOLA Register
CYP Commissioning
and Contracts Team

Direct Line 01928
704517

Main HBC phone
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 has been placed in our area at the address below:

Halton Borough Council Children and Families Directorate is currently in the process of updating its register of children in care placed by other local authorities in the borough (CICOLA).

Can I remind you that it is a statutory requirement to notify us of children placed in Halton Borough (Runcorn, Widnes, Daresbury, Hale) with details as outlined in the form attached. Could I ask that you please complete the form and return as soon as possible.

Please do not hesitate to contact me with any queries.

Yours Sincerely

CICOLA Register
Halton Borough Council,
CYP Commissioning and Contracts Team,
Eccleston 1, Grosvenor House,
Halton Lea, Runcorn,
Cheshire. WA7 2ED
CYPDcontracts@halton.gov.uk