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 @Brent\_Council

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Via email to all Directors of Children's Services

**January 2018**

**Notification of Looked After Children placed in the London Borough of Brent and the services available to those children and young people.**

Dear Director of Children's Services,

I am writing to inform you how you can find out about the services available to Looked After Children who you have placed, or may in the future place, in Brent. We want placing authorities to be satisfied that any child or young person they place in Brent has access to the services and support they need.

This letter sets out the process for notification prior to placement in Brent and includes information about who to contact in relation to accessing universal and specialist services.

Please disseminate this information to relevant professionals across your services. It would be helpful if you also passed this information to any of your foster carers based in Brent so they are also aware of the services available.

**1. General Profile**

Brent is a West London borough of 311,200 people (2011 Census). Brent has a young, dynamic and growing population. It is one of the most densely populated outer London boroughs and is one of the most diverse authorities in the country with 92% of school age children coming from minority ethnic backgrounds. An increasing number of school age children are from Somali, Eastern European, Afghani, Iraqi and Hispanic backgrounds. 22.2% of children in Brent are identified as having special educational needs.

Brent has high levels of social and economic deprivation in some areas. According to the Index of Multiple Deprivation, it is ranked among the top 15% most deprived areas in the country. Health inequalities are also greater in Brent, with higher levels of child obesity.

More information about the Local Authority can be found at: <https://www.brent.gov.uk/your-council/about-brent-council/>

## 2. Notifications

All notifications of looked after children placed in the London Borough of Brent should be sent to our secure email address: [child.notifications@brent.gov.uk](mailto:child.notifications@brent.gov.uk) or to the Performance Team, Children and Young People, Brent Council, 4th Floor Brent Civic Centre, Engineers Way, Wembley, HA9 0FJ.

Changes of address and notifications of children leaving Brent should also be sent to this address to allow us to keep our records up to date.

It is important to ensure that notifications highlight any particular risks or vulnerabilities to assist the professional network in Brent in responding effectively to any issues that may arise. If you need to contact Brent's Children and Young People department please call Brent Family Front Door on 020 8937 4300 or email [family.frontdoor@brent.gov.uk](mailto:family.frontdoor@brent.gov.uk)

For emergencies outside office hours call 020 8863 5250 to speak to our emergency duty team.

In line with the Care Planning, Placement and Case Review (England) Regulations 2010, if you are planning to place a child from your local authority in Brent and it is a 'distant' placement you should consult with us. Please send this consultation to: [child.notifications@brent.gov.uk](mailto:child.notifications@brent.gov.uk) or the Performance Team, Children and Young People, Brent Council, 4th Floor Brent Civic Centre, Engineers Way, Wembley, HA9 0FJ.

## 3. Safeguarding Arrangements

### (i) General Safeguarding Referrals

Brent Family Front Door (BFFD) incorporates a Multi-Agency Safeguarding Hub (MASH). This consists of representatives from Council services and partner agencies.

The BFFD acts as a single point of contact for professionals and members of the public where there are concerns about a child or young person and their family that require a coordinated response.

The Brent Family Front Door can be contacted by telephone on 0208 937 4300 and selecting option 1 or by email: [Family.Frontdoor@brent.gov.uk](mailto:Family.Frontdoor@brent.gov.uk) (Monday – Friday 9AM- 5PM). Outside of these times contact the Emergency Duty Team on 0208 863 5250.

### (ii) LADO contact

If you have an allegation against a professional, please contact the Principal Child Protection Advisor/ LADO on 020 8937 4834 or the Child Protection Team administrator on 0208 937 3783. LADO enquiries can also be directed to [brent.lado@brent.gov.uk](mailto:brent.lado@brent.gov.uk) or through the Brent Family Front Door as set out above.

### (iii) Missing Child Procedures

Information on missing children should be sent to us at: [Missing.children@brent.gov.uk](mailto:Missing.children@brent.gov.uk) Brent will log missing children's information where the child/family has a clear link with the Brent area which can include children living in one of the private children's homes or with foster carers in the borough.

We will flag the child as missing on our system for a maximum of three months unless the placing local authority advises differently.

#### (iv) Child Sexual Exploitation (CSE) Information

If a child from an OLA is resident in Brent and there are concerns about sexual exploitation, they should be referred to Brent's Multi-agency Sexual Exploitation (MASE) panel at [Mase.Panel@brent.gov.uk](mailto:Mase.Panel@brent.gov.uk)

## 4. Education

### (i) Education Admissions

When applying for a school place in Brent it is important that you clearly state that a child is looked after so that the application can be prioritised. Details about how to apply for a school place in Brent and guidance on how school places are allocated when schools are oversubscribed is available here: <https://www.brent.gov.uk/services-for-residents/family-and-schools/schools/>

**Contact:** 0208 937 3110 email: [School.admissions@brent.gov.uk](mailto:School.admissions@brent.gov.uk)

### (ii) Virtual School

The Virtual School works to champion the educational needs of children and young people who are looked after in Brent. It monitors the effective use of pupil premium to support learning and progress and provides training, advice and support to groups of professionals working with looked after children including schools, social workers and carers.

LAC placed in Brent from other local authorities can access the following:

- The Virtual School Team for advice and expertise as required.
- The Inclusion Support Team for advice and support [pupil.referrals@brent.gov.uk](mailto:pupil.referrals@brent.gov.uk)
- Education Welfare Service for early intervention and advice.

**Contact** – 0208 937 3813, or email [educationForLAC@brent.gov.uk](mailto:educationForLAC@brent.gov.uk)

### (iii) Special Educational Needs (SEN) Information

The Special Educational Needs Assessment Service works closely with Council teams and partner agencies to ensure that children with Special Educational Needs and Disabilities (SEND) get the support they need. For any looked after child moving into Brent with a Statement of Educational Needs or an Education, Health and Care Plan (EHCP), social workers are asked to contact: Brent Special Educational Needs Assessment Service, Brent Civic Centre, Engineers Way, Wembley HA9 OFJ. Tel: 0208 937 3229, or email [sen.assessments@brent.gov.uk](mailto:sen.assessments@brent.gov.uk)

More information is available at <http://brent.gov.uk/services-for-residents/family-and-schools/schools/special-educational/needs>

## 5. Early Years Information

All looked after children aged 2, 3 and 4 are entitled to 15 hours of free early years provision (the free entitlement) for the equivalent of 38 weeks of the year. The entitlement can be taken at a range of childminding, private, voluntary, independent and maintained school settings across the borough.

Our Children and Families Information Service provides information about the range of services available for families with children 0-18 (and 25 for young people with SEND) including details of activities on offer at the 17 Brent Children's Centres. They also offer brokerage assistance to support families in accessing the right childcare to meet their needs.

More information can be found at: [www.brent.gov.uk/childcare](http://www.brent.gov.uk/childcare)

**Contact** – 02089373010 or email [cfis@brent.gov.uk](mailto:cfis@brent.gov.uk)

## 6. Health Partnership Information

(i) All children and young people living in Brent have access to universal health services which include GP, Midwifery, School Nursing, Health Visitor, Contraception and Sexual Health Services. To support carers or young people to find a local service, please go to <http://www.nhs.uk/Pages/HomePage.aspx>

The Looked after Children's Health team can be contacted at the following address:

Lead Nurse for Children Looked After  
Barham House  
Wembley Centre for Health and Care  
Tel; 07909 008940  
Fax: 0208 795 6350

The LAC Paediatrician can be contacted at:

Dr Sepali Wijesinghe  
Clinical Lead Community Paediatrics  
Designated and Lead for Looked After Children  
Medical Adviser to Brent Adoption Panel  
Tel; 0208 795 6353/ 0208 795 6344  
Email: [sepaliwijesinghe@nhs.net](mailto:sepaliwijesinghe@nhs.net)

### (ii) Child and Mental Health Services

Brent Clinical Commissioning Group commissions CAMHS Tier 3 services from Central North West London NHS Foundation Trust. Referral pathways for this service are through General Practitioners and Social Workers for Looked after Children.

For referral information contact: 020 8208 2635 or go to <https://www.brent.gov.uk/services-for-residents/children-and-family-support/the-brent-local-offer/send-local-offer-directory/child-and-adolescent-mental-health-services-camhs/>

## 7. Youth Services Resources

The Youth Service provides informal education, social and personal development opportunities and individual support. There is a Youth Centre in Harlesden – the Roundwood Youth Centre 53 Longstone Avenue, London NW10 3UN where activities are run every week. Young people in Brent are supported to have a voice through Brent’s Youth Parliament.

Brent Connexions Service is also based at Roundwood Youth Centre in Harlesden. Intensive Support Advisers provide support for young people who may be facing particular challenges including care leavers, young people who have offended and teenage parents. Please contact Connexions at Roundwood on 0208 438 1650.

More information can be found on youth services at: <https://www.brent.gov.uk/services-for-residents/education-and-schools/youth-provision-for-13-15-years-old/>

## 8. Brent Youth Offending Service (YOS)

Brent Youth Offending Service works with all key partners, including the courts, to reduce the risk of young people offending or re-offending by supervising young people serving court ordered sentences in the community or in custodial settings.

To contact the Youth Offending Service, please contact:

Youth Offending Service  
4th Floor, Brent Civic Centre  
Engineers Way  
Wembley HA9 0FJ  
0208 937 3810

Email; [Youth.Offending.Service@brent.gov.uk](mailto:Youth.Offending.Service@brent.gov.uk)

## 9. Children in Care Council and Brent Youth Parliament

The Children in Care Council can be contacted via the following lead officer:

Shirley Ricketts: 0208 937 3695  
[Shirley.ricketts@brent.gov.uk](mailto:Shirley.ricketts@brent.gov.uk)

Brent Youth Parliament can be contacted by the following lead officer:

Nicola McLean: 020 8937 6882  
[Nicola.mclean@brent.gov.uk](mailto:Nicola.mclean@brent.gov.uk)

## 10. Post-Permanency Support Services

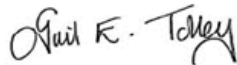
The main function of the Post Permanency Team is to support adoptive families, Special Guardians, families with residence orders/child arrangement orders and birth families and to provide a counselling and intermediary service for adopted adults and their birth relatives.

For further information, please contact the service on 0208 937 4525 or email; [adoption@brent.gov.uk](mailto:adoption@brent.gov.uk)

We trust that this information has been helpful to professionals working with looked after children placed from another local authority in Brent. Further information about general services in Brent can be found on the Council's website at: [www.brent.gov.uk](http://www.brent.gov.uk)

If you have any further queries please do not hesitate to contact Nigel Chapman, Operational Director for Integration and Improved Outcomes directly at: [nigel.chapman@brent.gov.uk](mailto:nigel.chapman@brent.gov.uk)

Yours sincerely



**Gail E Tolley**  
Strategic Director  
Children and Young People