Please contact: James Harman

Your ref:

Our ref: RH/POLA1

Date: 18/03/2025

**Children and Adults Directorate**

Gun Wharf

Dock Road

Chatham

Kent ME4 4TR

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**Director: Lee Anne Farach**

Dear Director of Children’s Services

**Notification of and Services Available to Looked After Children placed in Medway by other Local Authorities.**

I am writing to inform you about the services available to Looked After Children who are placed in Medway by other Local Authorities. This letter also sets out the process for notifying us of the placement of a child or young person in Medway and includes information about accessing universal and specialist services.

Please share with all relevant professionals within your children’s social care service, so that they are aware of the services available.

If you already have a child or young person in Medway and have not yet notified us please do so immediately by completing the appended **Placement Notification Form** on the [Children in care page](https://www.medway.gov.uk/childplacement) to provide details about the child and their placement. This will automatically notify our virtual school and LAC health service as well.

Any changes of address and notifications of looked after children leaving Medway must also be sent to Looked After Children Health Administration Team ([kcht.OLALAC@nhs.net](mailto:kcht.OLALAC@nhs.net) ) so we can update our records.

## Pre Placement Consultation:

If you are planning on placing a child or young person in Medway from another local authority which does not border Medway then please consult with us prior to making the placement. This is particularly important if the child is vulnerable as a result of going missing or child sexual exploitation or has additional / SEN needs.

If the placement proceeds as planned please complete the **Placement Notification Form** on the [Children in care page](https://www.medway.gov.uk/childplacement).

Additional useful contacts follow:

## Health

If the child or young person you have placed in Medway has an identified health need please contact the Designated Consultant Nurse for Looked after Children, to seek advice on the services available locally.

Please ensure, as per the regulations that you notify Medway CCG Designated Consultant Nurse of any placement made. Email: [kmicb.lac@nhs.net](mailto:kmicb.lac@nhs.net)

Medway’s Partnership Commissioning team commissions a specialist nursing team dedicated to the needs of Children in Care. The team undertakes statutory health assessments for children and young people placed into Medway. The Named Nurse can be contacted on the following email: [kcht.OLALAC@nhs.net](mailto:kcht.OLALAC@nhs.net)

## Child and Adolescent Mental Health Services:

Medway Young Persons’ Wellbeing Service provides mental health assessments, therapy and intervention for children and young people up to the age of 19 years and their families or identified carers.

The single point of access is 0300 300 1989 or you can visit the [NELFT NHS Foundation Trust website](https://www.nelft.nhs.uk/services-kent-medway).

## The Virtual School

Tel: 01634 335664 or email [virtualschool@medway.gov.uk](mailto:virtualschool@medway.gov.uk)

Medway Council’s Virtual School can provide advice in relation to possible education placement and outline local admission procedure alongside signposting to other key contacts such as admissions, transport and exclusions. Please notify the Virtual School when a child is placed in Medway.

## The Special Educational Needs Team

If the child you plan to place in Medway has an Education, Health and Care Plan a copy of the placement notification form must also be sent to Medway Special Educational Needs Assessment Team, and prior to the child’s planned move to ensure that a school placement can be secured.

Please be aware, that if a state-funded specialist educational placement is required and cannot be secured for evidenced reasons in line with Section 39 (4) (a)(b)(i), educational placement in independent special school provision is likelyto be sought. The placing LA will be liable for the cost of placement.

Tel: 01634 331123 or email [seneducationteam@medway.gov.uk](mailto:seneducationteam@medway.gov.uk)

Details around the Offer for SEN can be found [Local Offer homepage](https://www.medway.gov.uk/localoffer).

## Children’s Services

Medway Council’s Social Care duty on 01634 334466 or out of hours number 03000 419191.

Please also use the address [pola@medway.gov.uk](mailto:pola@medway.gov.uk) for any additional correspondence.

## Missing procedure

If a child you have placed in Medway goes missing then the responsibility for the child remains with the placing authority to liaise with Kent Police. Please call 01634 792 135 (MSET team)

## Rights, Representation and Advocacy

If the young person would like to access our local Medway Children and Young People’s Council (MCYPC) then can contact the Young Lives Foundation by emailing [enquiries@ylf.org.uk](mailto:enquiries@ylf.org.uk) or visiting the [Young Lives Foundation (YLF) website](http://www.ylf.org.uk/).

## Youth Offending Service:

The Youth Offending Service works with young people across Medway, they can be contacted on 01634 336225.

## Local Authority Designated Officer (LADO)

If a child you have placed in Medway makes an allegation against a professional in Medway then the placing social work team should notify the Medway LADO.  A LADO referral form should be completed and sent to: [triage@medway.gov.uk](mailto:triage@medway.gov.uk) or by telephoning; 01634 331065. Further information about reporting an allegation to the LADO and a copy of the referral form is available on the [Medway Safeguarding Children Partnership (MSCP) website](http://www.medwayscp.org.uk).

## External Placements team

For information concerning providers in the area you can contact our external placements team on 01634 334038 or [accesstoresources@medway.gov.uk](mailto:accesstoresources@medway.gov.uk).

The [Medway Council website](http://www.medway.gov.uk/) is also a useful source of information regarding other services and events in the district.

We hope that this information is useful and helps support all children and young people placed in Medway.

Yours sincerely

Lee Anne Farach  
Director of People – Children and Adults