Dear Director of Children’s Services 

Re: Services available to Out of Borough Looked After Children placed in the Rochdale borough.

There are a number of looked after children placed in Rochdale from other local authorities under their corporate parenting responsibilities. Rochdale Children and Young People’s Service would like to notify you about the resources and facilities available to children and young people who may be placed in our borough as Looked After Children (LAC).

We set out in this letter the process for notifying us of the placement of a child in Rochdale, information about accessing universal services.

Please disseminate this information to relevant professionals within your Children’s Social Care Service. We hope that this information will help your professional staff to understand and access the diverse universal services that are available to children residing in Rochdale. It would be helpful if you also passed this letter on to any of your foster carers based in Rochdale so they are aware of the services available for children and young people in our borough.

It would be useful to receive similar information and contact details about services and opportunities available to out of borough looked after children placed in your local authority area by other local authorities.

Notifications

All notifications of looked after children placed in Rochdale should be sent to CSCCaredForChildren@rochdale.gcsx.gov.uk Changes of address and notifications of looked after children leaving Rochdale should also be sent to this address so we can update our records. Please ensure that notifications highlight any particular risks or vulnerabilities to assist the professional network within Rochdale in responding effectively to any issues that might arise. If you need to contact Rochdale Children’s Social Care please call 0300 303 0440 or for emergencies outside office hours call 0300 303 8875.

If you are unsure if a placement is based in Rochdale, please use the following tool for clarification: http://local.direct.gov.uk/LDGRedirect/Start.do?mode=1
Please note on placing a child with one of the independent providers in the borough it is the expectation of Rochdale Children's Services that you comply with the Greater Manchester Missing from Care Protocol, to this end arrangements will need to be made to ensure that return interviews are completed for any child reported missing.

**Education**

Early Help and Schools is responsible for Rochdale Children Centres, Schools and Early Years settings. Details about Rochdale primary, secondary and special school, term dates, admissions, special educational needs and post 16 provision is available on the Rochdale website: [www.rochdale.gov.uk](http://www.rochdale.gov.uk).

The Rochdale Virtual School for Cared for Children offers advice and support to Rochdale schools on how to raise the attainment of it's Cared for Children including use of the Pupil Premium Plus and Personal Educational Plans.

**Admission in school**

Each school has an identified LAC Designated Teacher to promote the educational achievement of looked after children who are on the school roll.

Looked after children are awarded priority admission to Rockdale’s maintained schools and academies, assuming there is a vacancy at the preferred school.

For looked after children moving into Rochdale please contact the Admissions Team as soon as possible to discuss the application process. They can be contacted on [online.admissions@rochdale.gov.uk](mailto:online.admissions@rochdale.gov.uk) or telephone 01706 925982.

**Early Years, Childcare and nursery provision**

Rochdale Family Information Service (FIS) provides a range of information about services for children, young people and their parents. A copy of the Rochdale Family Directory can be accessed via the Rochdale website.

If a looked after child is aged 2, 3 or 4 they are entitled to 15 hours free childcare. FIS can offer advice and guidance about finding childcare and a nursery placement. Please contact them by email: [family.info@rochdale.gov.uk](mailto:family.info@rochdale.gov.uk) or telephone 01706 719900.

**Family Services Directory**

The Directory can be accessed via this link [www.rochdale.gov.uk/familyhelp](http://www.rochdale.gov.uk/familyhelp) and is the key source of information on the early help offer and targeted support services. The directory provides key contact information for services in the borough, describes what services are available and what they do and has a specific section which provides details on ‘the local offer’. The Directory can provide information by postcode, local area, age group or type of service. The Directory provides signposting information on where to obtain further information or how to make referrals if required.

**Children’s Centres**

Rochdale has Children’s Centres that deliver a range of services, working closely with schools, health visitors, GPs and other local services providers to ensure continuous support to children and their families. More information on children’s centres is available on the Rochdale website or telephone 719900.

**Special Education Needs (SEN)**

Where a child has a Statement of SEN, the SEN Assessment and Monitoring Team will coordinate the formal assessment process and maintain the Statement on behalf of the placing authority.
Please contact the SEN Assessment and Monitoring Team on sen@rochdale.gov.uk or telephone: 01706 925140 to discuss the child or young persons’ needs and to identify the most appropriate local provision.

**Rochdale Youth Service**

Rochdale Youth Service offers a wide range of high-quality universal and targeted provision within Townships and across the borough. A wide range of open access youth activities and opportunities are also offered in partnership with the voluntary and community sector.

Further information about the wide range of young activities available in Rochdale can be found at youthservice@rochdale.gov.uk or telephone 01706 924926 for services to 11 to 19 yrs.

**Youth Justice**

This service provides statutory supervision for young people in the youth justice system. It works with young people on community sentences, those on bail or remanded to custody and those serving custodial sentences. A duty service (Monday to Friday 9-5pm) offers information, advice and guidance on youth justice matters related to young people living in Rochdale and Bury. The Youth Justice Triage service for young people who have been arrested aims to divert them away from any further contact with the youth justice system.

The Youth Offending Team works closely with other local authorities in line with the National Protocol for Case Responsibility (2013) to ensure looked after young people living in Rochdale and Bury receive interventions designed to help them address the problems contributing to their offending and prevent any further offending.

Rochdale Youth Offending Services can be contacted on: 0300 303 0440.

**Health Services**

When a child/young person is placed in the Borough of Rochdale the placing health providers are required to advise of the placement details and their existing health needs. All children and young people living in the borough have access to universal health services provided by Pennine Care Foundation and Acute Trusts which is commissioned by Heywood, Middleton and Rochdale Clinical Commissioning Group. There is a specialised Looked after Children health team whom can be accessed for health support and advice. For the completion of statutory health assessments there is a chargeable tariff which is in line with the Responsible commissioner guidance requirements. The LAC health team can be contacted on 01706 837 050 for additional information.

Rochdale has a range of integrated services for Children and young people with disabilities. Contact CWD@rochdale.gov.uk for further details or go to www.rochdale.gov.uk and follow the links.

The Rochdale Council website is also a useful route for more information about general services available in Rochdale: www.Rochdale.gov.uk.

We hope this information proves to be a helpful resource to professional colleagues from outside the borough who are working with looked after children placed in Rochdale.

We welcome any feedback you may have.

Yours sincerely

Paul Marshall
Asst Director of Children Social Care & YOT