**Ofsted helpline number 0300 123 1231  
Ofsted Notifications (Allegations) 0300 123 4666**

**Children and Families Hub ((8:45-5:30 Mon – Thurs, 8:45-4:30 Fri) 0345 603 7627**

**Out of office number(all other times inc. Bank holidays) 0345 606 1212)**

**Email for emergency out of hours team :** [Emergency.DutyTeamOutOfHours@essex.gov.uk](mailto:Emergency.DutyTeamOutOfHours@essex.gov.uk)

**Non urgent e-mails to Children and Families Hub** [FOH@essex.gcsx.gov.uk](mailto:FOH@essex.gcsx.gov.uk)

**If in danger of imminent harm call the Police – (dial 9 for outside line) 999**

**Local Authority Designated Officer (LADO) 03330 139 797**

**Non urgent e-mails to LADO** [childrens.safeguarding@essex.gov.uk](mailto:childrens.safeguarding@essex.gov.uk)

**Essex Safeguarding Children’s Board** [www.escb.co.uk](http://www.escb.co.uk/)

**National Society for the Prevention of Cruelty to Children (NSPCC) 0808 800 5000**

**Independent Vetting and Barring Scheme contact centre number 0300 123 1111**

**To ensure information is up to date contact** [workingtogether@essex.gov.uk](mailto:workingtogether@essex.gov.uk)

**Essex Safeguarding Manager – Jo Barclay – 0333 013 1078**[jo.barclay@essex.gov.uk](mailto:jo.barclay@essex.gov.uk)

**Team around the family Safeguarding officer – TAFSO – tafso@essex.gov.uk   
South team – Jo Shea -** [Jo.shea@essex.gov.uk](mailto:Jo.shea@essex.gov.uk)

**Essex Effective support portal – for making non-urgent referrals and for latest guidance** <https://www.essexeffectivesupport.org.uk/home/>

**Essex County Council Provider Portal** <https://eycp.essex.gov.uk/safeguarding/>

**Our Designated Safeguarding Officer is Maggie Catmull**

**The 3 Pre-school Directors are: Maggie Catmull -Overall Manager (Ofsted Nominated person),**

**Sarah Duffy – Setting Manger, Katie Ramsey – SenCo**

06 Safeguarding children, young people and vulnerable adults procedures

**06.8 Looked after children**

**Identification.**

A 'Looked after Child' is a child in public care, who is placed with foster carers, in a residential home or with parents or other relatives.

**Services provided to Looked After Children**

*Two-year-olds*

* Places will be offered to two-year-old children who are looked after; where the placement in the setting will normally last a minimum of three months.
* Where the child is already in attendance and has a secure attachment with an existing key person a continuation of the existing place will be offered.

*Three- and four-year-olds*

* Places will be offered for funded three- and four-year -olds who are looked after; where the placement in the setting will normally last a minimum of six weeks.
* If a child who attends a setting is taken into care and is cared for by a local carer the place will continue to be made available to the child.

**Additional Support**

* The designated person and key person liaise with agencies and professionals involved with the child, and his or her family, and ensure appropriate information is gained and shared.
* Contact the Early years advisors to notify them that we have a looked after child and ask that they involve the virtual school ( dependent on the child’s age)
* Contact the funding team at Essex Count Council [earlyyearsdata@essex.gov.uk](mailto:earlyyearsdata@essex.gov.uk) and request that a child be allocated EYPP as they are a looked after child. Ensure you only give the initials and DOB of the child, do not use their full name on any email communications.
* A meeting of professionals involved with the child is convened by the setting at the start of a placement. A Personal Education Plan (PEP) for children over 3 years old is put in place within 10 days of the child becoming looked after.
* Following this meeting, 6.8a Care plan for looked after children form is completed. The care plan is reviewed after two weeks, six weeks, three months, and thereafter at three to six monthly intervals.
* Regular contact will be maintained with the social worker through planned meetings, which will include contribution to the PEP which is reviewed annually.