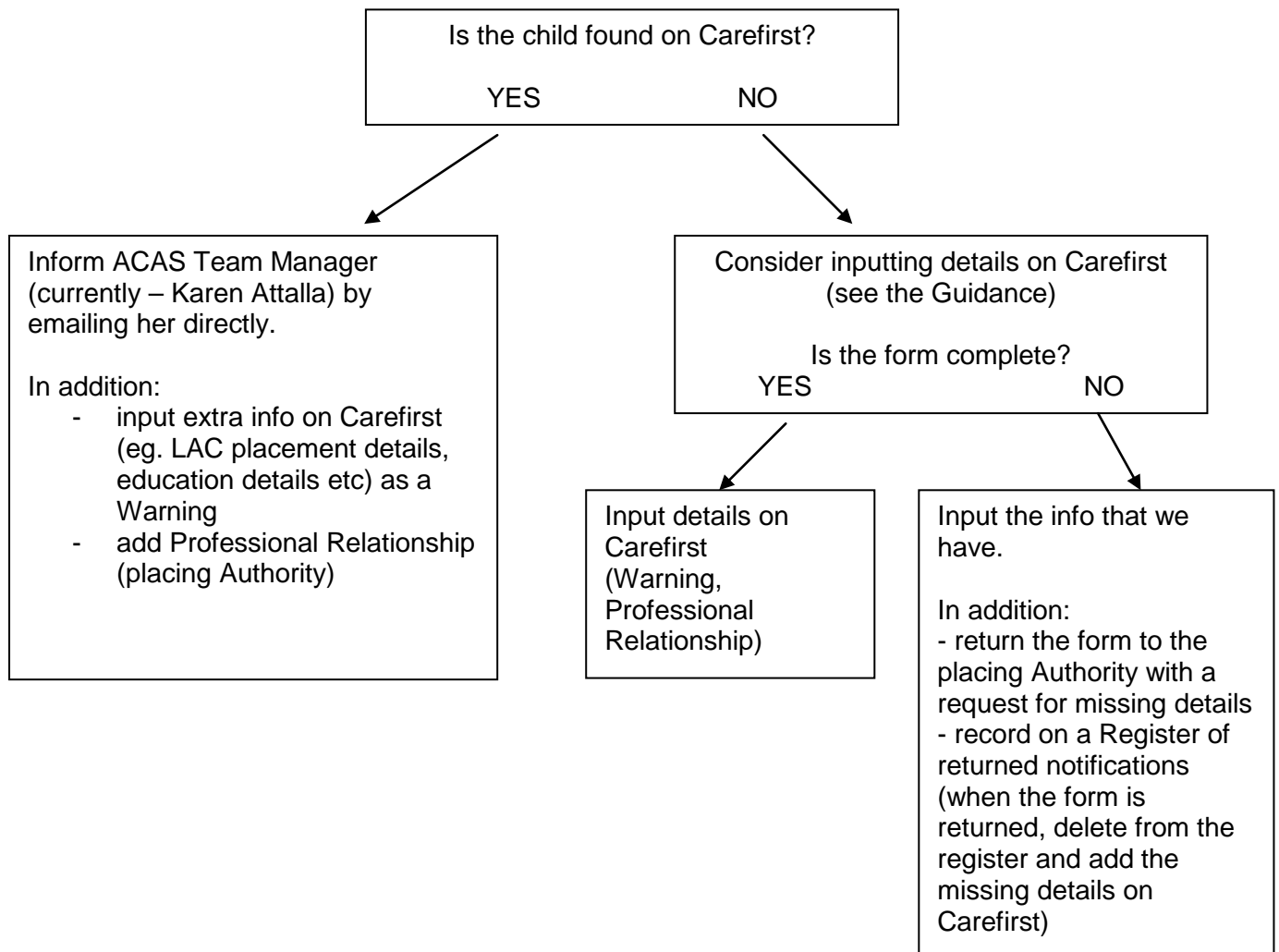


Notifications of Looked After Children placed within BHCC by OLAs



When we receive a notification that a child is NO LONGER placed within BHCC, we need to:

- end the Warning entry
- end Relationship to a placing Authority

(see the Guidance)

If the entry for OLA does not exist within Carefirst after your search – log in a Carefirst request with Service Desk Online, providing the OLA details (including address of the Head Office and tel number)

If we get a response from OLAs that we should use a different (secure) email for such notifications, please update this in the List of OLAs (Excel document).