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**LAC Notification Form (Regulation 41)**

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| --- | --- | --- | --- |
| **Name:** |  | **Insert recent photograph** |  |
| **Date Of Birth:** |  |
| **New placement address:** |  | **Date of arrival:** |  |
| **Date of departure:** |  |
| **Legal status**  **s20 / s21 / s31 etc** |  | **Mobile no.** |  |
| **Staff ratio:** |  | **Handset IMEI** |  |
| **DESCRIPTION** | | | |
| **Ethnic origin** |  | **Warning signs** |  |
| **Religion** |  | **Smokes cigarettes?** |  |
| **Language(s)** |  | **Drinks alcohol?** |  |
| **Birth place/ nationality** |  | **Uses drugs? Which drugs?** |  |
| **Height** |  | **Unique jewellery / possessions** |  |
| **Build** |  | **Hair colour** |  |
| **Eye colour** |  | **Accent** |  |
| **Wears glasses** |  | **Marks/scars/ tattoos** |  |
| **HEALTH** | | **NHS No.** |  |
| **Physical conditions** |  | **Mental health conditions** |  |
| **Communication difficulties** |  | **Other conditions** |  |
| **HABITS** |  |  |  |

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| --- | --- | --- | --- |
| **Responsible Local** | **Authority** |  |  |
| **Authority Name** |  | **Team responsible** |  |
| **OOH / Duty contact no** |  | **Case reference** |  |
| **Social worker’s details** | | | |
| **Name** |  | **Address** |  |
| **Telephone number** |  | **Email** |  |
| **Social worker team manager details** | | | |
| **Name** |  | **Address** |  |
| **Telephone number** |  | **Email** |  |
| **Doctor’s details** | | | |
| **Name** |  | **Address** |  |
| **Telephone number** |  | **Email** |  |
| **Contacts - family** | | | |
| **Name**  **Address Telephone** |  | | |
| **Name**  **Address Telephone** |  | | |
| **Any relevant risk /** | **missing history (attach risk assessments if relevant)** | | |
|  | | | |
| **Staff completing** |  | **Date form completed** |  |

Once complete please send this form to the relevant local authority:

Leicestershire County: [**NotificationsLAC@leics.gov.uk**](mailto:NotificationsLAC@leics.gov.uk)

Leicester City: [**Placements.desk@leicester.gov.uk**](mailto:Placements.desk@leicester.gov.uk)

Rutland County: [**Childrensreferrals@rutland.gov.uk**](mailto:Childrensreferrals@rutland.gov.uk)

In all cases, the form should also be sent to the following addresses: Leicestershire Police: [childreferralteam@leicestershire.pnn.police.uk](mailto:childreferralteam@leicestershire.pnn.police.uk) / [MPET@leicestershire.pnn.police.uk](mailto:MPET@leicestershire.pnn.police.uk)

Health: [lep-tr.fypclookedafterchildrennotifications@nhs.net](mailto:lep-tr.fypclookedafterchildrennotifications@nhs.net)