

**Consultation, Notification & Services**

**London Borough of Merton**

**We are writing to notify you about the resources and facilities available to any Looked After Child and Care Leaver who may be placed in the London Borough of Merton by your authority.**

**How to contact us**

**Notifications for Looked After Children Placed in Merton**

All notifications of looked after children placed in Merton should be sent to:

LAC & CP Administration at: [LAC&CP.Notifications@merton.gov.uk](mailto:LAC&CP.Notifications@merton.gov.uk) , or to the following address **using the attached Notification Form at the end of this document.**

**LAC & CP Administration**

London Borough of Merton

12th Floor Civic Centre

Merton

LONDON

SM4 5DX

**Tel:** 0208 545 3389, or 0208 545 3627

**NB:** The above address should also be used for reporting any change of address for the child/young person and for notifying the London Borough of Merton when child or young person is leaving the area. The received information will be recorded as a notification on our databases.

**Duty to consult**

If you are planning to place a child from your local authority within our local authority area and it is a ‘distant’ placement you should consult with us. In the first instance you are asked to make this request via email, once the appropriate children’s team has received this, they will acknowledge receipt and contact you if necessary.

Please notify us at the above email address if a child is placed in our authority area.

**Education Services**

**Schools**

Details about schools in the Merton area can be found on the following webpages.

<http://www.merton.gov.uk/>

The website includes pages on schools, term dates and admissions

**School Admissions**

The Merton Schools Admissions Team is able to offer advice on the admissions process for all schools in the authority.

Contact details for the School Admissions Team are:

Email: [admissions@merton.gov.uk](mailto:admissions@merton.gov.uk)

School Admissions Team   
Civic Centre  
Morden  
SM4 5DX

**Virtual School**

The Virtual School works closely and in partnership with the schools across Merton to improve educational outcomes for children who are looked after. It also works collaboratively with colleagues in other local authorities and other Virtual Schools

The Virtual School Team services can be found at:

<http://www.merton.gov.uk/health-social-care/children-family-health-social-care/fostering-adoption/education-support-for-looked-after-children/virtualschool.htm>

Education Support for Looked After Children can be viewed at:

<http://www.merton.gov.uk/health-social-care/children-family-health-social-care/fostering-adoption/education-support-for-looked-after-children.htm>

For further information on strategies for Looked After Children and Care Leavers, see here:

<https://www.merton.gov.uk/social-care/children-young-people-and-families/childrens-social-care/fostering-adoption-and-looked-after-children/strategies-for-looked-after-children-and-care-leavers>

**Head of Service Children in Care**

**Head of Service 14+ and Care Leavers**

London Borough of Merton   
Merton Civic Centre   
London Road   
Morden SM4 5DX

**Tel:** 020 8545 4658 (Children in Care)

**Tel:** 020 8548 4995 (14+ and Care Leavers)

**Special Educational Need and Disability (SENDIS)**

Information regarding support for children with special educational needs who have a Statement of SEN or and Education Health and Care (EHC) Plan can be obtained from:

SENDIS Team at <https://www.merton.gov.uk/education-and-learning/special-educational-needs-and-disabilities>

SENDIS   
Merton Civic Centre  
London Road  
Morden SM4 5DX

**Tel:** 020 8545 4434  
**Email:** [sen@merton.gov.uk](mailto:sen@merton.gov.uk)

**Multi-agency Safeguarding Hub (MASH)**

The Multi-Agency Safeguarding Hub (MASH) is the single point of contact for all safeguarding concerns regarding children and young people in Merton. It brings together expert professionals, called “navigators”, from services that have contact with children, young people and families, and makes the best possible use of their combined knowledge to keep children safe from harm.

Web: <https://www.mertonscp.org.uk/working-with-children/mash/>

MASH Team  
12th Floor, Merton Civic Centre  
London Road, Morden  
SM4 5DX

**Tel:** 020 8545 4226 OR 020 8770 5000 **(out of hours)**

**Email:** [mash@merton.gov.uk](mailto:mash@merton.gov.uk)

**Education Psychology Services**

The Educational Psychology Service (EPS) can be commissioned to advise on the educational, social, emotional and developmental needs of children and young people. The EPS will assist in identifying the most appropriate provision and monitoring this on behalf of the placing authority

The EPS can be contacted at:

Educational Psychology Service  
12th Floor   
Merton Civic Centre   
London Road  
Morden SM4 5DX

**Tel:** 020 8545 4820   
**Email**: [edpsy@merton.gov.uk](mailto:edpsy@merton.gov.uk)

**Early Help & Parenting**

Services to support children and young people becoming vulnerable, or ‘step down’ services for children and young people who have been looked after, subject to a child protection plan or in receipt of other specialist provision.

* **Children’s Centres**

Merton has 11 designated children's centres located in and around the Borough. Children’s Centres aim to improve outcomes for children aged 0 to 5 and their families, particularly those in greatest need. They work to make sure all children are well prepared for school, healthy and happy regardless of background or family circumstances. They also offer support to parents.

Web: <https://www.merton.gov.uk/communities-and-neighbourhoods/childrens-centres>

Merton's Family Services Directory  
10th Floor Civic Centre  
London Road  
Morden  
SM4 5DX

**Email:** [fsd@merton.gov.uk](mailto:fsd@merton.gov.uk)

**Early Years**

Merton is committed to ensuring young children and families get the best possible start in life and achieve positive outcomes. The Merton Early Childhood Partnership has strategic responsibility for ensuring that we deliver high quality, affordable and accessible early childhood services across Merton.

<https://www.merton.gov.uk/communities-and-neighbourhoods/childcare>

Early Years, Childcare and Children's Centres Service  
10th Floor, Civic Centre  
London Road  
Morden  
SM4 5DX  
  
**Email:** [providers@merton.gov.uk](mailto:providers@merton.gov.uk)

**Transforming Families**

Merton’s Transforming Families programme works with vulnerable families. These are families where adults in the home are out of work and claiming benefits. In addition they are characterised by children who are involved in youth crime/ASB and/or where educational difficulties, such as poor school attendance exist.

The Transforming Families team accept referrals from a variety of sources including parents, schools, GPs and other professional bodies. The interventions can be delivered on their own or in conjunction with other services. The ethos of the team and the underlying principle is to use a person-centred, warm and empathic approach with families in order to maximise the quality of the working relationship and subsequently maximising the likelihood of success.

**For more information on Merton's Transforming Families contact Transforming Families, 020 8274 4965.**

**Local Authority Designated Officer (LADO)**

The LADO service manages allegations of abuse against people who work with children.

This process is designed to examine the aspect of an allegation concerning professionals’ conduct towards children and young people in a neutral, fair and sensitive way. This includes assessing the immediate and continued risk to children in the work setting, and identifying support for professionals against whom an allegation has been made. Contact details for the LADO in Merton are as below.

**LADO**

London Borough of Merton  
Civic Centre, 12th Floor  
London Road  
Morden  
SM4 5DX

**Email:** [lado@merton.gov.uk](mailto:lado@merton.gov.uk%20)**Tel:** 020 8545 3179

**Adoption Services**

Adoption is a way of providing a new family for a child who cannot be brought up by their own parents. Adopting a child means making them a permanent part of your family, offering them the love and stability of family life. There are babies and children in Merton who need adopting right now. Merton is part of **Adopt London South** which brings together nine local authorities from across London.

Webpages: <https://www.merton.gov.uk/social-care/children-young-people-and-families/childrens-social-care/fostering-adoption-and-looked-after-children/adoption>

**Contact Adopt London South**

Call 020 7525 1746 or email [south@adoptlondon.org.uk](mailto:south@adoptlondon.org.uk)

**Health Services**

**Health Services for Safeguarding and Looked After Children and Young People**

**Merton Clinical Commissioning Group (MCCG)**

Merton Clinical Commissioning Group (MCCG) is fully committed to protecting and safeguarding children and young people. The CCG works to promote safe practice and protect children and young people from harm, abuse and exploitation and are fully engaged in the work of the Merton Safeguarding Children Board.

The health needs of children in need and for looked after children and young people in Merton are monitored by a designated medical staff who have a strategic role in overseeing the health of all children in need and those looked after children placed by Merton Council. They work in partnership with other health and local authority staff.

The designated and named nurses can be contacted as follows:

**Designated Paediatrician:**

Dr. Benedicta Ogeah (**Tel:** 020 8296 3593, [bogeah@nhs.net](mailto:benedicta.ogeah@epsom-sthelier.nhs.uk))

**Designated Nurses**

NHS Merton Clinical Commissioning Group   
Fifth Floor  
120 Broadway  
Wimbledon  
London  
SW19 1RH

**Safeguarding queries direct line  
Tel:** 020 8687 4508

**Named Nurse Child Protection (Sutton and Merton Community Health Service)**

**Direct Tel:** 020 8687 4667

**Designated Nurse for Looked After Children**[LAC.Nurse@merton.gov.uk](mailto:LAC.Nurse@merton.gov.uk)

11th Floor, Civic Centre  
London Road  
Morden  
SM4 5DX

**Tel:** 0208 545 4246

**Other Health Services**

**Merton School Nurses**

Each school in Merton has a named School Nurse who is a registered nurse with specialist skills performing a number of functions including liaising with teachers, parents, school doctors, family doctors and other health professionals. The school nurses train school staff to respond appropriately to medical problems such as asthma attacks and epilepsy. They also carry out health education and health promotion in schools, including sexual health and contraception as well as being involved in sex and relationships education, holding confidential drop-in clinics in most senior schools and carrying out routine and national immunisations in senior schools. The school health service promotes health issues at school taking referrals from health professionals, children, parents or carers

**Sutton and Merton CCG**

Wilson Hospital

Mitcham

CR4 4TP

**Tel:** 020 8687 4611

<http://www.suttonandmerton.nhs.uk>

**Community Paediatrics: Epsom St Helier NHS**

The community paediatric services team at Epsom St Helier work closely with parents, young people and other healthcare professionals to provide community services throughout the London Boroughs of Sutton and Merton.

The team offers specialist medical assessment and support for children and young people with:

* Developmental disorders
* Neurodisability
* Social communication disorders such as autism
* Special educational needs

The team at St Helier also offer support to children and young people in need of protection through medical assessment of recent physical injuries, as well children and young people who are in the care of the local authority or who require permanent placement outside their immediate family, eg adoption.

The team work is strongly supported through close ties with Merton healthcare professionals including:

* GPs
* Child and adolescent mental health services
* Health visitors and school nurses
* Physiotherapists
* Occupational therapists
* Speech and language therapists

**Epsom Hospital**Dorking Road, Epsom  
Surrey, KT18 7EG  
**Tel:** 01372 735735

**St Helier Hospital and Queen Mary's Hospital for Children**Wrythe Lane, Carshalton  
Surrey, SM5 1AA  
**Tel:** 020 8296 2000

**Child and Adolescent Mental Health Service (CAMHS) South West London and St George’s NHS**

The service is for children and adolescents up to the age of 18 who are experiencing emotional, behavioural or mental health problems and are registered with a GP in Merton.

Referrals to the service can be made from a variety of professionals, including via a GP, teacher, school nurse, or any other health or educational professional if they feel help is required.

**Child and Adolescent Mental Health Service (CAMHS)**

Birches House,

Birches Close,

Cricket Green,

Mitcham, Surrey.

CR4 4LQ

**Tel:** 020 8254 8061

**Child Sexual Exploitation (CSE)**

Child sexual exploitation (CSE) is a type of [sexual abuse](http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/child-sexual-abuse/) in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be [groomed online](http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/grooming/). Some children and young people are [trafficked](http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/child-trafficking/) into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to [young people in gangs](http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/staying-safe-away-from-home/gangs-young-people/).

**To access further information about referring a child at risk or subject to CSE in Merton go to:** <https://www.mertonscp.org.uk/working-with-children/child-sexual-exploitation-cse-advice-for-multi-agency-practitioners/>

**Young Merton**

**Things to do and places to go for young people.**

<http://www.youngmerton.co.uk/>

**Youth Justice Service**

The **Merton Youth Justice Service** (YJS) is a partnership of different agencies, which aims to prevent and reduce youth offending within the Borough. The YJS also seeks to address the safeguarding / vulnerability issues of the young people (YP) with whom it works as well as their risk of harm to others. The YJS was set up in 2000 as a result of the Crime & Disorder Act 1998, which highlighted the importance of partnership working as an effective approach to tackling youth offending

The delivery of services by the YJS is overseen by the Youth Crime Prevention Executive Board (YCPEB) which meets quarterly. Performance data along with papers relating to relevant issues affecting the YJS and partners are presented at each Board meeting. The YCPEB takes responsibility for the management, oversight and strategic direction of the Youth Justice Service

**Youth Offender Panel**

The majority of young people who enter the court system for the first time are sentenced to a Referral Order. This is a sentence imposed by the court who have referred the young person to a Referral Order Panel, who are made up of two trained volunteers from the local community and an adviser from the Youth Justice Service. It is the responsibility of the Panel, in consultation with the young person, their carers and the victim (if they wish to be involved) to devise a tailor-made contract which is designed to both prevent future re-offending and repair some of the harm caused to the victim either directly or indirectly.

Webpages: <https://www.merton.gov.uk/communities-and-neighbourhoods/young-people/youth-justice-service>

Youth Justice Service  
2nd Floor Annex  
Civic Centre  
London Road  
Morden   
SM4 5DX

**Tel:** 020 8274 4949