

**Process to Provide a Location Assessment Report
For a Children's Home or Supported Accommodation Provider**

Background

All providers of children's homes or regulated supported accommodation for young people aged under 18 are required to produce a Locality Risk Assessment for the home or the supported accommodation address. All councils are required to support providers by supplying pertinent information with regard to the area of the property. This process provides you with information about what you need to do when a request for information is made. The response should be written and returned within 20 working days, this is the same as a Freedom of Information (FOI) request.

1. Request for information

The request for information will come from a provider into the **Partnership and Learning Manager (Safeguarding Partnership)** using the following email address:
safeguardingpartnerships@havering.gov.uk

On receiving the request for information the **Partnership and Learning Manager (Safeguarding Partnership)** is to be allocated the task of responding to the provider. If they are not in work, the back-up named person is responsible to complete the task.

2. Validating the Request for Information

Please note: It is the provider's responsibility to access publicly available information and to complete the Locality Risk Assessment template.

The responsible officer must initially confirm that the proposed children's home or supported accommodation address is within Havering. Once confirmed the officer will identify any local concerns using current Havering social care data (data within 12 months). The local concerns may include the following;

- The proximity of other children's homes or supported accommodation addresses
- The proximity of bail hostels, homelessness accommodation and mental health hostels
- The proximity of supported accommodation for adults with learning disability
- The proximity of known Schedule 1 offenders

3. The Response

The response to the provider must use the dedicated template form. The response cannot give addresses of other properties of concern, it should only highlight the proximity. The response cannot give names of individuals or companies. The response should make it clear that the council is not making a recommendation to the suitability of the location.

4. Sign off

The location assessment response must be signed off by a manager prior to being returned to the person requesting the response.

5. Review process

Next review of document: 1st May 2024. Thereafter, annually.