

Change in Placement for a Child in Care

In this guide:

Introduction	2
Completing SC Placement Request – Social Worker	2
Completing SC Placement Request Outcome – Varies depending on Placement Type Requested	5
Updating the Service User Group and Looked After Episodes – Social Worker and Practice Supervisor	6
Completing SC CiC Placement Planning – Social Worker	8
Starting the SC Placement Purchase Request – Fostering Duty Desk and Fostering Manager	9

Please note

This document is intended to support staff who have attended the Mosaic training course relevant to their role. If you have not attended a relevant course, please contact the [Mosaic Children's Training Team](#). Every effort has been made to ensure that screen shots included are current; there may be some minor differences in look and feel within the system. All data-examples included in this document are fictitious. Any resemblance to real persons, living or dead, is purely coincidental.

Introduction

This guide follows the steps completed by the Social Worker, Fostering Duty Desk and Team Manager/Practice Supervisor for changing the placement of a Child in Care.

To change a child's placement, you need to complete the **SC CiC Placement Planning** and **CS Placement Request** workstep. These are reoccurring worksteps which are added from the **SC Decision to Seek Accommodation** step and should always be available while the child or young person is in care. If the CS Placement Request step is missing for whatever reason, it can be added from the **Child in Care Visit** also.

Completing SC Placement Request – Social Worker

The Social Worker should have already completed a Placement Request step when the child was first accommodated. This workstep will prepopulate with what was added to the last completed version and would be updated each time the child needs a new placement to be identified.

The Social Worker should **Start the SC Placement Request** from their **Current work**.

The screenshot shows a web-based form titled "CS Placement Request: Thomas Turner 3549728". The interface includes a top navigation bar with icons for home, back, forward, save, print, and user profile. Below the title bar, there is a section for "Sections" with a list: "1. Placement Details" (highlighted in red), "2. Child / Young Person's Details", "3. Education, Health and Support Needs", and "4. Next actions". A blue dot indicates that section 1 is completed. The main content area is titled "1. Placement Details" and contains a mandatory question: "Are you a Social Worker completing this request for a Child in Care? (tick No for CWD Short Term Breaks)*". Below the question are radio buttons for "Yes" and "No". A warning box states: "THIS FORM IS SHARED WITH POTENTIAL PROVIDERS; PLEASE DO NOT PROVIDE ANY INFORMATION THAT COULD IDENTIFY THE C/YP. PERSONAL INFORMATION CAN BE SHARED ONLY ONCE THE PLACEMENT HAS BEEN AWARDED." Below this is an "IMPORTANT NOTICE" box: "IMPORTANT NOTICE: Some information in this form has been pre-populated from an earlier completed version. Please confirm, by ticking the box below, that you have checked that this information is accurate, and have amended / removed anything that is no longer relevant". At the bottom of the form, there is a checkbox labeled "Checked and completed by".

There are several mandatory questions within this workstep and should be completed to ensure all fields reveal that are required for the placement type.

This form should be kept anonymous with only initials and ID numbers used.


Section 1. Placement Details

Are you a Social Worker completing this request for a Child in Care? – Answer **Yes** if this is correct or **No** if the placement is for a Short Term Break or not completed by a Social Worker.

Checked and completed by – this should be ticked to confirm you understand any previously completed information will prepopulate and needs reviewing and updating.


What type of placement request is this? – please select either **Internal** or **External** and then the corresponding type of:


- Internal:
 - LCC approved Foster Carer
 - LCC Residential
 - LCC CWD Short Breaks
 - Supported Accommodation (Semi-Independent Living)
 - CWD Short Break with LCC approved Foster Carer
 - Supported Lodgings – Barnardos
- External:
 - Independent Foster Care (IFA)
 - Independent Residential Home
 - Intense Needs Supported Accommodation (INSA)
 - Youth Housing (NEST)
 - Alternative Provision
 - Independent Non-Maintained (Special) School (INMS)
 - CWD Short Breaks
 - Domiciliary Care

Once the required placement type is selected further fields will reveal. The Social Worker will need to complete the fields in as much detail as possible. Many of the fields are mandatory. Any authorisation received through email should be attached to the workstep using the  view documents icon.

Section 2. Child / Young Person's Details

This section is a focus on the child / young person's identity, if completed fully it will give an overall picture of the child / young person's personality and needs linked to their behaviour.

The subjects table needs editing using the edit icon  to enter the person's initials and the gender they identify as.

Mosaic ID	Initials	Date of Birth	Age	Gender identified as	Ethnicity	Religion
3549728		28/11/2016	6		White	

All other fields in Section 2 should be completed or updated in as much detail as possible.

Section 3. Education, Health and Support Needs




This section should be completed as fully as possible. Different fields will display depending on the placement type selected in Section 1.


Section 4. Next actions


The next action selected here should reflect the type of placement requested in Section 1. The list below shows the alias for the next action to ensure it goes to the correct place. All the Requests are the same step, the **CS Placement Request Outcome**.

- **CS Fostering Duty Desk Placement Request – Pass to worker – CS Fostering Duty – Inbox.** This is used for Foster placements found through the Duty Desk.
- **CS Short Term Breaks Placement Request – Pass to team – CSH Haven Cottage Team or CSH Strut House Team**
- **CS Residential Homes Placement Request – Pass to team – CSH Albion Street Team, CSH Eastgate Team, CSH Haven Cottage Team, CSH Northolme Team, CSH Robin House Team, CSH Strut House Team or CSH The Beacon Team**
- **CS Commissioned Placement Request – Pass to worker – CS Commissioned Placement – Inbox**
- **CS Supported Lodgings Placement Request – Pass to worker – CS Barnardos – Support Lodgings**
- **CS Semi-Independent Living Placement Request – Pass to team – CSH Denton Avenue Team or CSH Rowston Close Team**
- **CS CWD STB with LCC Approved Foster Carer Placement Request –** Pass to worker – This can be used to find any worker required to arrange the placement such as the Supervising Social Worker or Business Support.
- **CS Placement Request –** Assign to the Social Worker, this will be forced to add for any Children in Care so the step is available to request any future placements.

There are rules which link the placement type to the action that should be selected, if you do not select the correct action that is linked to the type, a red warning will display highlighting what should be added.

4. Next actions						
Next Actions						
<p>▲ CS Residential Homes Placement Request is a required action because 'Internal placement type required' question was answered 'LCC Residential' and is not yet added for Thomas Turner</p> <p>CS Placement Request is a required action because 'Are you a Social Worker completing this request for a Child in Care? (tick No for CWD Short Term Breaks)' question was answered 'Yes' and is not yet added for Thomas Turner</p>						
Next actions						
Next action	Assigned to	Reason	Note	Priority	Status	
CS Fostering Duty Desk Placement Request	CS Fostering Duty - Inbox				Proposed	 
						

There are two optional requests which can be found in the Requests icon .


Once the Placement Request step has been completed, it can be finished using the finish icon . This will send the **CS Placement Request** to the Social Worker and the **CS Placement Request Outcome** to the relevant worker/team to review.

Completing SC Placement Request Outcome – Varies depending on Placement Type Requested

This workstep contains two forms: **CS Placement Request Outcome C1421** and **CS Placement Provision Request C1430**.

The CS Placement Provision Request C1430 prepopulates from what the Social Worker has completed in the Placement Request step. This is editable so if anything needs amending here before distributing to external parties for example it can be.

The CS Placement Request Outcome C1421 can be used to detail the outcome of request.


There is a mandatory request within the Requests icon  of **CS Notification of Placement Request Outcome**. This should be sent to the referrer to let them know if the placement has been identified or accepted.

The Next Actions selected will differ depending on the type of placement:

- **CS No Further Action** – this will be added for Commissioning, Duty Desk or STB with LCC approved Foster Carer placements. Also if the request is not accepted.
- **CS Short Term Breaks Planning Meeting** – this is used when the Short

Term Breaks Request is accepted and initiates the workflow. This will be sent to an allocated worker.

- **CS Residential Home Planning Meeting** – this is used when the Residential Home Request is accepted and initiates the workflow. This will be sent to an allocated worker or team.
- **CS Supported Lodgings Casework** – this is used when the Supported Lodgings Request is accepted and initiates the workflow. This will be sent to an allocated worker.
- **CS Semi-Independent Living Support Work** – this is used when the Semi-Independent Living Request is accepted and initiates the workflow. This will be sent to the appropriate Duty Worker.

Once the next action has been selected, it can be finished using the finish icon .

Updating the Service User Group and Looked After Episodes – Social Worker and Practice Supervisor

When the child/young person changes placement, the Looked after episodes must be updated to reflect the move. This should be completed by the Social Worker or Practice Supervisor.


Before the episode is updated, the Service user group should be checked to make sure it is still relevant. This can be viewed on the Person summary page.

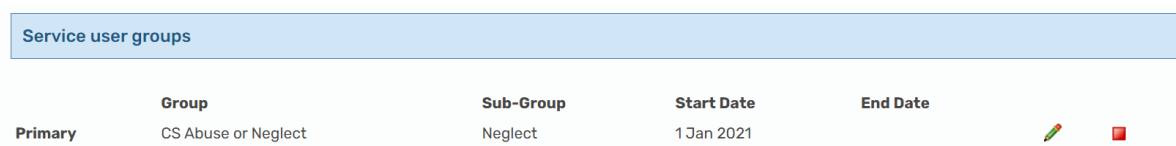




Service user groups Change


CS Abuse or Neglect

Neglect (primary) From 1 Jan 2021

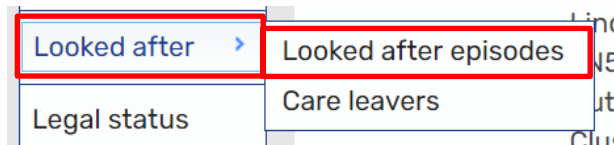
If the Service user group is still appropriate, the Looked after episode can be updated. If the Service user group needs updating, from the Person summary page click on **Person details** and then **Service user groups**. This will open the Service user groups and a list of added groups will appear. Any that are no longer required can be ended using the End Service user group icon  to add an end date.



Primary	Group	Sub-Group	Start Date	End Date	
	CS Abuse or Neglect	Neglect	1 Jan 2021		 

A new Service user group should be added by completing the **Start Date**, **Group** and **Sub-Group** and clicking on **Add**. The order can be changed by using the  symbol to update the **Primary** group. Once updated, click on **Save** and the group will update on the Person Summary screen.

To update the Looked after episode, from the Person summary screen, click on **Looked after** on the left hand side bar and then **Looked after episodes**.



There should already be entries within the **Placements** and **Legal status** boxes.

To update the placement only, click on **New placement**.

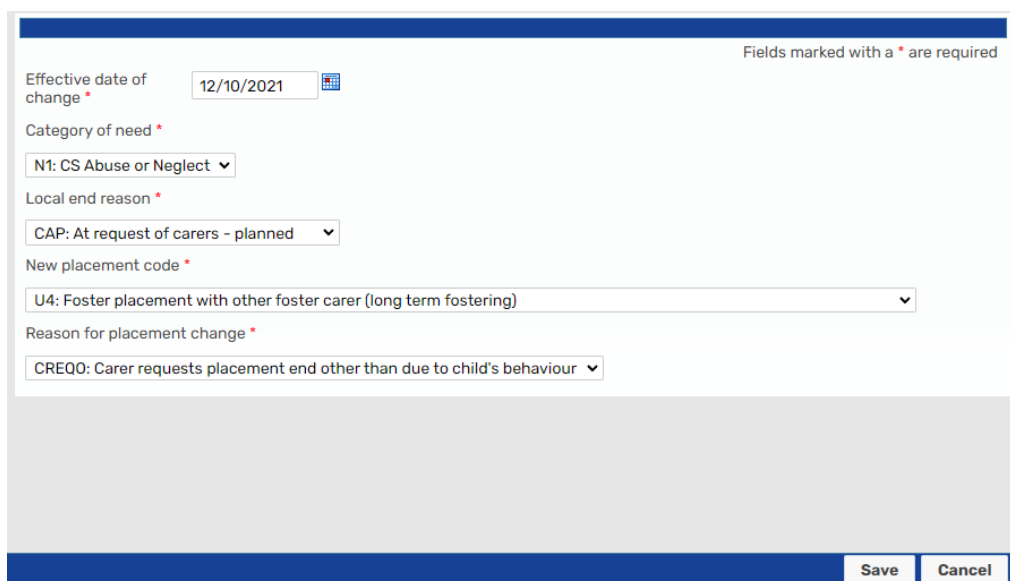
To update both the placement and status, click on **New placement and status**.

To update the legal status, click on **New legal status**.

To end the child/young person being in care, click on **End looked after period**.

Clicking on any of the options above will open a series of mandatory questions that should be answered to reflect the end of one placement/status and the start of another.

The example below is for adding a new placement status only.

A screenshot of a web form titled 'Fields marked with a * are required'. The form contains the following fields:

- Effective date of change *: 12/10/2021
- Category of need *: N1: CS Abuse or Neglect
- Local end reason *: CAP: At request of carers - planned
- New placement code *: U4: Foster placement with other foster carer (long term fostering)
- Reason for placement change *: CREQO: Carer requests placement end other than due to child's behaviour

At the bottom right of the form are 'Save' and 'Cancel' buttons.

Once the mandatory fields have been added, click on **Save** and this will update the Looked after episodes. Click on **OK** to return to the Person summary screen.

Looked after episodes - Master Thomas Turner (3549728) born 28 Nov 2016 (6 years old) CLA

Placements

From	To	Status	Adjustment
12 Oct 2021		U4: Foster placement with other foster carer (long term fostering)	
1 Jan 2021	12 Oct 2021	U6: Foster placement with other foster carer who is not long term or Foster to Adopt/concurrent planning	

Legal status

From	To	Status	Adjustment
1 Jan 2021		V2: Section 20 Single Period of Accommodation - Children Act 1989 S20	

New placement New placement and status New legal status End looked after period

OK

Completing SC CiC Placement Planning – Social Worker

The Social Worker should have already completed the SC CiC Placement Planning step when the child was first accommodated. This workstep would be updated each time the child needs to change placements.

The Social Worker should **Start the SC CiC Placement Planning** from their **Current work**.

SC CiC Placement Planning : Thomas Turner 3549728

SC Placement Plan C1237 SC Delegated Authority Support Tool C0037

Sections

- 1. Child / Young Person's Details
- 2. Details of Involved Professionals
- 3. Placement Details
- 4. All about the Child / Young Person
- 5. Visit Arrangements
- 6. Family Time and Respite Arrangements
- 7. Emotional and Behavioural

1. Child / Young Person's Details


This document should NOT be shared with Parents unless this is a "Placement with Parents" * *indicates required field

Acknowledged

Name	Date of Birth	Gender	Age	Ethnicity	Religion
Thomas Turner	28/11/2016	Male	6	White	

Communication needs

The Social Worker should be able to fully complete the **SC Placement Plan C1237** and **SC Delegated Authority Support Tool C0037**. If these forms have been completed previously, they should just need updating to reflect the new placement.

Once updated, there is a mandatory clipboard notification that must be sent when completing the **SC CiC Placement Planning** step. The Social Worker should click on the Requests icon  and then **Send Request** as a clipboard request should have already been sent to the duty desk. The mandatory request is **REQUIRED CS Manager: Please review and authorise** which must be sent to the Practice Supervisor for them to authorise the placement and updated forms.


In **Section 15. Next actions** of the **SC Placement Plan C1237**, an action of **SC CiC Placement Planning** must be selected and assigned to the social worker. This will create a new SC CiC Placement Plan step for the Social Worker to record any future changes in placement.

The Social Worker should then save and close out of the workstep so the manager can access the step to review and authorise.

The step will sit in the Social Worker's **Incomplete work**, highlighted in yellow until the manager has authorised the step.



The Practice Supervisor will receive the clipboard request from the CiC Placement Planning step in their **Incoming Requests**. They will **Resume** the step and review the contents of all three forms. They can click on the clipboard and mark their request as **Completed**.

Once reviewed and authorised, the Practice Supervisor can finish the step using the finish icon .

Starting the SC Placement Purchase Request – Fostering Duty Desk and Fostering Manager

When the Decision to Seek Accommodation step was first added to accommodate a child, there was a **Placement Purchase Request** step that was mandatory to add alongside it. This Placement Purchase Request is used to start the payments for the carers and is completed by the Fostering Duty Desk. From the first Placement Purchase Request, a next action of a further Placement Purchase Request is mandatory, meaning this step is always available for the duty desk to set up or end payments for carers.

Once the Duty Desk has received the **Placement Outcome Request** from the Social Worker, they know a change of placement is required. They will find a placement and then initiate the setup for the payments.

The Fostering Duty Desk should **Start** the **SC Placement Purchase Request**. They should complete **Section 1. Purchase Request Details** and **Section 2. Fostering / Staying Put Placements**.

It will be the Social Worker and Manager's responsibility to make sure the **Service user group** and **Looked after episodes** are added to the **Person Summary** page.

SC Placement Purchase Request: Thomas Turner 3549728

CS Children's Purchase Request C1300

Sections

- 1. Purchase Request Details
- 2. Fostering / Staying Put Placements
- 3. Legal Order / Adoption Support Costs
- 4. Leaving Care
- 5. Child with Disabilities - Non Fostering / Non Direct Payment
- 6. Supported Childcare Costs
- 7. Direct Payment
- 8. Generic Purchase
- 9. Authorisation
- 10. Next actions

1. Purchase Request Details

Please ensure that the Key Worker / Lead Professional is aware of any funding requests and that the need for funding support is identified in the Child's Plan.

Subject's Details


ID	Name	Address	Contact Number(s)	Date of Birth	Age	Service User Group	Service User Sub Group
3549728	Thomas Turner	105 Witham Wharf Brayford Street Lincoln LN5 7DH		28/11/2016	6	CS Abuse or Neglect	Neglect

Required Purchase Type

- Fostering / Staying Put
- Legal Order / Adoption Support Costs
- Leaving Care
- Child with Disabilities - Non Fostering / Non Direct Payment
- Direct Payment
- Generic Payment
- Transport Request
- Supported Childcare Costs
- Services No Longer Required

The next action from this step is the **SC Social Care Purchase Admin** which is sent to the **Children's Placements – Inbox** and they process the payment. A **SC Schedule Future Placement Purchase Request** step should also be added for record any changes in payments.

The Duty Desk should then gain authorisation from a Fostering manager to set up the payments by using the clipboard request **Required CS Please review purchase request and authorise**. The Fostering manager will authorise the payment request and Finish the workstep.

Please note: Once a new placement has been identified, the Move person from address icon  should be used next to the previous placement address. This will end that address and allow a new address to be recorded to reflect the location of the child. This can be added from **Person details>Addresses** or click on **Change** next to the address on the Person summary screen.



If multiple people are recorded as living at the address, select those you wish to move and click **Confirm selection**.

Once the Placement address is found, the **Address type** should be selected as **Primary Placement** and the **From** date changed to reflect when the placement started. Display Address and/or Primary Address can also be selected if required.



Other details

Fields marked with * are required

Address settings

Display address  Primary address 

Address type*

From*  To 

Household structure

Tenure type

Please see the guidance entitled **Recording Confidential, Unknown or No Fixed Abode addresses** for information on how to record a confidential address.