



Change in Placement for a Child in Care

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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 <u>Mosaic Training Team</u>. 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 CS 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 **CS Placement Request** from their **Current work**.

CS Placement Request : Thom	nas Turner 3549728		
🖬 🗃 🖬 📴 🖉	(о 陆 👗		×
A CS Placement Request C1383			
Sections	1. Placement Detai	IS .	
A 1. Placement Details			*indicates required field
▲ 2. Child / Young Person's Details	Are you a Social Wor	ker completing this request for a Child in Care? (tick No for CWD Short Term Breaks)*	
3. Education, Health and Support Needs	Oyes	O No	
4. Next actions		THIS FORM IS SHARED WITH POTENTIAL PROVIDERS; PLEASE DO NOT	
indicates completed section	1	PROVIDE ANY INFORMATION THAT COULD IDENTIFY THE C/VP, PERSONAL INFORMATION CAN BE SHARED ONLY ONCE THE PLACEMENT HAS BEEN AWARDED.	
		MHORTANT NOTCE: Some information in this form has been rgr-epopulated from an earlier completed version. Peases confirm, by ticking the box bielew, that you have develocit that this information is accurate, and have amended / removed anything that is no longer relevant.	
		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.

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Commented [KC1]: CS here too?

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 if 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 (Supported Living)
- CWD Short Break with LCC approved Foster Carer
- Supported Lodgings Barnardo's
- 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
- CWD Short Breaks at Maples

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 \swarrow 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 \swarrow to enter the person's initials and the gender they identify as.

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

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 Riverhead House 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 Lodging
- CS Supported 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 sent to Maples (NFA)
- CS Supported Accommodation Planning Meeting Pass to worker This should be assigned to the worker requesting the placement with Youth Housing (NEST) or Intense Needs Supported Accommodation (INSA)
- 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.

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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						
CS Residential Homes Placement Request is a required action added for Thomas Turner	because 'Internal placement type re	quired' questio	n was ans	wered 'LCC F	Residential' and	is not yet
CS Placement Request is a required action because 'Are you a So question was answered 'Yes' and is not yet added for Thomas Tur	ocial Worker completing this request mer	for a Child in Ca	re? (tick N	lo for CWD S	hort Term Brea	(s)'
	Next actions					
Next action	Assigned to	Reason	Note	Priority	Status	
CS Fostering Duty Desk Placement Request	CS Fostering Duty - Inbox			B	Proposed	/ 🗊
						Add

There are three optional requests and notifications which can be found in the Requests icon .

Once the Placement Request step has been completed, it can be finished using the finish icon **S**. 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 if 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.

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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 Casework this is used when the Residential Home Request is accepted and initiates the workflow. This will be sent to the Homes Duty Worker virtual worker.
- 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 Supported Living Support Work this is used when the Supported 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 \blacksquare .

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 data and the date.

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

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 **1** 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**.

		nc
Looked after 🔷	Looked after episodes	15
Legal status	Care leavers	μt
Logarotatuo	С.	Ľи

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.

Fields marked with a * are reque change * Category of need * Mt CS Abuse or Neglect Local end reason * CAP: At request of cares - planned CAP: At request of cares - planned V4: Foster placement with other foster carer (long term fostering) Reason for placement change * CREQ0: Carer requests placement end other than due to child's behaviour			
Effective date of 12/10/2021 Change* Category of need* Category of need* Category of need* CAP: At request of carers - planned CAP: At request of carers - planned Vew placement code* U4: Foster placement with other foster carer (long term fostering) Reason for placement change* CREQD: Carer requests placement end other than due to child's behaviour		Fields marked with a * are	required
Category of need * NE: CS Abuse or Neglect Local end reason * CAP: At request of carers - planned CAP: At request of carers - planned VH: Foster placement with other foster carer (long term fostering) V4: Foster placement change * CREQO: Carer requests placement end other than due to child's behaviour	Effective date of 12/10/2021		
IN: CS Abuse or Neglect ▼ Local and reason ● CAP: At request of carers - planned ▼ New placement code * U4: Foster placement with other foster carer (long term fostering) Reason for placement change ● CREQ0: Carer requests placement end other than due to child's behaviour ▼	Category of need *		
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 * CREQD: Carer requests placement end other than due to child's behaviour	N1: CS Abuse or Neglect 🐱		
CAP: At request of carers - planned New placement code * U4: Foster placement with other foster carer (long term fostering) Reason for placement change * CREQ0: Carer requests placement end other than due to child's behaviour	Local end reason *		
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	CAP: At request of carers - planned 💙		
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	New placement code *		
Reason for placement change * CREQO: Carer requests placement end other than due to child's behaviour ♥	U4: Foster placement with other foster carer (long term fostering)	~	
CREQO: Carer requests placement end other than due to child's behaviour 💌	Reason for placement change *		
	CREQO: Carer requests placement end other than due to child's behaviour ${\color{black}}{\color{black}{\color{black}}}}}}}}}}} $		
Save Can		Save	Cancel

Changing a Placement for a Child in Care November 2024 Version 5.2 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 af	ter episoo	les - Master Thomas	s Turner (3549728)	born 28 Nov 2016 (6 years old)				E	CL/
Placemer	nts								
From	То	Status					Adju	stm	ent
12 Oct 2021		U4: Foster placem	ent with other foster c	arer (long term fostering)			K)	P	×
1 Jan 2021	12 Oct 20	21 U6: Foster placem	ent with other foster c	arer who is not long term or Foste	er to Adopt/concurrent plar	nning	K)	P	×
F rom 1 Jan 2021	То	Status V2: Section 20 Single	Period of Accommoda	tion - Children Act 1989 S20		Adjus	stmei	nt K	
			New placement	New placement and status	New legal status	End looked	after	peri	od

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	: Tilly Jones 3599768							
🖬 🗉 🗾 🄁 🐴	占 🖉 (o 🐚 👗							X
A SC Placement Plan C1237	A SC Delegated Authorit	y Support Tool CO037						
Sections	1. Child / Young Pe	rson's Details 🧐						
A 1. Child / Young Person's Details	This document show	ld NOT be shared with Pa	rents unless this is a	"Placement w	ith Paren	ts"*	*indicates required field	
2. Details of Involved Professionals	Acknowledged							
3. Placement Details								
4. All about the Child / Young Person	Registered Name	Preferred Name	Date of Birth	Gender	Age	Ethnicity	Religion	
5. Visit Arrangements								
6. Family Time and Respite	Tilly Jones	Tilly Jones	03/08/2022	Female	2	White		

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.

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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 is 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 the 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.

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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										
🗟 🖸 🛃 🗖	1	7 co 🗈 🛛								×
CS Children's Purchase	Reques	t C1300								
Sections		1. Purcha	ise Request Detai	ils						
A 1. Purchase Request Details		Please ensu	ure that the Key Work	er / Lead Profession	al is aware of any funding I	requests and that	the ne	ed for funding support is i	identified in the Child's Plan.	
A 2. Fostering / Staying Put Placements					Subject	ct's Details				
 Legal Order / Adopti Support Costs 	ion	ID	Name	Address	Contact Number(s)	Date of Birth	Age	Service User Group	Service User Sub Group	
4. Leaving Care			-							·
 Child with Disabilitie - Non Fostering / No Direct Payment 	n	3549728	Thomas Turner	105 Witham Wharf Brayford Street Lincoln		28/11/2016	0	CS Abuse or Neglect	Neglect	
 Supported Childcard Costs 	D			LN5 /DH						
7. Direct Payment		Required	Purchase Type							
8. Generic Purchase					0			0		
A 9. Authorisation		E Foster	ing / Staying Put		Legal Order / Adoptio	n Support Costs		Leaving Care		
A 10.Next actions		Child v	vith Disabilities - Nor	n Fostering	Direct Payment			Generic Payment		
indicates completed sec	tion	/ Non	Direct Payment							
		Transp	port 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.

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Other details			
	Addross softings		Fields marked with * are required
	Display address 🖾 🏈	Primary address 🖾 🧭	
Address type* From*	Primary Placement 23/02/2023 5	То	
Household structure Tenure type	Please select V	~	

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

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