

# Accommodating a Child under Regulation 24

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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 [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

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This guide follows the steps completed by the Social Worker, Fostering Duty Desk and Team Manager/Practice Supervisor for placing a child with a family member under Regulation 24.

As well as the worksteps on the child, the Social Worker also needs to initiate the Connected Persons workflow on the carers.

The first steps involve completing the **SC Decision to Seek Accommodation** workstep to record the child as being in care. This can be accessed through the **SC Decision on Significant Information (Open SC Case)** workstep which is a 'Send Immediately' next action from many worksteps. The Decision to Seek Accommodation can also be opened from the **SC Social Care Request, SC Age Assessment (Unaccompanied Asylum Seeking Child), SC Panel and SC Section 47 Enquiry**.

If the child is already in a Social Care workflow such as Child Protection or Child in Need, the **SC Decision on Significant Information** workstep would be used to change the direction of the workflow to Child in Care.

If the child already has an open Social Care workflow, please start from the section below. If the Decision to Seek Accommodation is already open from another workstep, please read from the section titled **Completing the SC Decision to Seek Accommodation**.

The Social Worker then needs to make sure the **Personal relationships** have been added with the Connected Persons Carers. The Social Worker will need to start the Connected Persons workflow by opening the **SC Childrens Carer Contact** from the Start menu on the adult/adults

## Completing the SC Decision of Significant Information (On Open SC Case) – Social Worker and/or Team Manager

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After allocating the **SC Decision of Significant Information** as a Next Action from a previous step, it will appear in the **Incoming work** folder within the **Current work** of the worker it was allocated to. This step can be completed by either the Manager or the Social Worker.

The Manager or the Social Worker should **Start** this step and use the form to record the reason the child needs to be accommodated and cared for in a placement.

The first part of **Section 1. Details of Significant Information** would be completed by the social worker or manager up to and including the questions regarding the date and time of information received. The Social Worker or manager would also tick the **Completed by** tick box at the lower half of the section.

The worker would enter into **Section 2. Next actions** what action needs to happen next.

- To place a child that is not currently accommodated, **SC Decision to Seek Accommodation** should be selected and
- **SC Placement Purchase Request** must also be selected and sent to the **CS Fostering Duty - Inbox**

The Social Worker should then send the mandatory clipboard request of **REQUIRED CS Manager: Please review and confirm next action** to their manager.

**Please note:** If the Manager is completing the workstep, they can send the request to themselves to authorise.

New request

Select	Request type	Status (date)	Assigned to
<input type="radio"/>	<b>Required</b> CS Manager: Please review and confirm next action		
<input type="radio"/>	CS Please action		
<input type="radio"/>	CS Please Inform Caseworker of Significant Information		

Note

This request will be sent when you next save.

The Manager will then receive an **Incoming Request** of **CS Manager: Please review and confirm next action: SC Decision on Significant Information (Open SC Case)**.

Incoming requests (1)				
	Family Turner (3492475)	CS Manager: Please review and confirm next action: SC Decision on Significant Information (Open SC Case)		23 Feb 2023

The Manager should **Resume** the workstep and read the information in both sections. They should then mark the clipboard request as **Completed** if they agree with the next actions.

SC Decision on Significant Information (Open SC Case) : Family Turner

CS Manager: Please review and confirm next action (Required) - 23/02/2023 (Amy Brooke)

Send request

The Manager should then complete the lower part of **Section 1. Details of Significant Information** from the header of **Decision and Required Actions** and tick the **Authorised by** tick box.

Once the form is completed, the Manager should click on the **Finish** button. This will close down the **Decision on Significant Information** step and assign the **SC Decision to Seek Accommodation** and the **SC Placement Purchase Request** worksteps.

## Completing the SC Decision to Seek Accommodation – Social Worker, Manager and Fostering Duty Desk

The **SC Decision to Seek Accommodation** should now appear in the Social Worker's **Incoming Work** in their **Current Work**. This step would only be completed if the child is not already being accommodated, as it is to initiate a new Reg 24 placement.

The Social Worker must **Start** this workstep and complete sections 1-3.

SC Decision To Seek Accommodation : Thomas Turner 3549728

SC Request For Accommodation Form C0528

Sections

- 1. Child / young person(s) details
- 2. History
- 3. Family and Friends Contacted
- 4. Decisions
- 5. Next actions

1. Child / young person(s) details

Subject's Details

Name	Gender	Date of birth	Address
Thomas Turner	Male	28/11/2016	105 Witham Wharf Brayford Street Lincoln LN5 7DH

Type of Placement

New placement  Change of placement  Reg 24 placement (Connected Persons)

After selecting **Reg 24 placement (Connected Persons)** in **Section 1. Child/young person(s) details**, further fields appear in this section.

Connected Persons Information			
Details of potential carer(s)			
Name	Date of Birth	Address	Relationship

Find

In the **Find** table under Connected Persons Information, the Social Worker can record the details of the potential carers.

**Section 3. Family and Friends Contacted** is where all people that have been contacted to care for the child/young person can be listed.

If the Social Worker is completing this step they should send the clipboard request of **CS Please action** to the Manager to approve the child being accommodated. If a Manager is completing the step, the clipboard request should not be sent, but their authorisation will need recording into **Section 4. Decisions**.

The notification **CS Business Support: Please prepare initial Health Assessment paperwork** should be sent to Business Support to make them aware that a Health Assessment will need arranging for the child.

The Manager will receive an **Incoming Request** of **CS Please action**. The Manager should **Resume** the workstep and read through the information it contains. They should record their authorisation into **Section 4. Decisions**.

If the placement is approved, the manager will need to complete **Section 5. Next actions**. The following three next actions will need adding as a minimum.

- **SC Child in Care Planning** – used to create the first version of the care plan and to record the first Social Workers report for the first Review
- **SC CiC Placement Planning** – used to record the essential information needed by the carers and the delegated authority tool
- **SC Placement Request** – this will remain on the workflow but not used in this Connected Persons scenario. This will be used to request a different type of placement if the connected person placement does not work out.

All worksteps have the option of **Send Immediately?** which can be ticked to access the worksteps early whilst waiting for the Service Managers authorisation to be completed.

The Manager then needs to send the clipboard request of **REQUIRED CS Service**

**Manager: Please approve request to accommodate** to a Service Manager for them to approve the child being accommodated.

Select	Request type	Status (date)	Assigned to
<input type="radio"/>	<b>Required</b> CS Service Manager: Please approve request to accommodate		
<input type="radio"/>	CS Business Support: Please prepare Initial Health Assessment paperwork		
<input type="radio"/>	CS Notification of a Child Placed under Reg 24		
<input type="radio"/>	CS Please action		

Note

This request will be sent when you next save.

OK Cancel

The notification – **CS Notification of a Child Placed under Reg 24** should then be sent to the Duty Desk. The Duty Desk will then update the Carers Register to include the carers to allow payments to be made. The Manager would then **Save** and **Close** the workstep and wait for the Service Manager to authorise the clipboard request.

The Service Manager will receive an **Incoming Request of CS Service Manager: Please approve request to accommodate: SC Decision to Seek Accommodation**. The Manager will **Resume** the workstep and read through the information it contains.

The Service Manager will then complete **Section 4. Decisions on SC Request for Accommodation Form C0528** and Finish the workstep.

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

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Whenever the Decision to Seek Accommodation step is added, the **SC Placement Purchase Request** is a mandatory action which must be included alongside it. 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 and up to date on the **Person summary** page. The Service user group must be added in order to finish the step as it is a mandatory field.

▲ CS Children's Purchase Request C1300

▲ You must select at least one option in the 'Required Purchase Type' section

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	▲ Missing mandatory field	▲ Missing mandatory field

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

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.

## Completing CS Childrens Carer Contact – Social Worker

After completing the **Decision to Seek Accommodation** on the child, the Social Worker must then initiate the workflow on the Connected Persons Carer. If there is a couple becoming the Connected Persons carers, you would start the work on one person and you then have the option to add in the second person to form a group. The Viability Assessment the Social Worker normally completes would still be completed on the possible carers outside of Mosaic. Once a positive assessment has been completed or is anticipated, the Social Worker can initiate the Connected Person workflow in order to begin the process of making them carers.

The Social Worker must navigate to the prospective carer's **Person summary** page.

From the **Start** menu on the left hand side bar, click on the **CS Childrens Carer Contact** which can be found in the expanded menu that appears.

**Start**

Start one of the following for Mrs Clarissa Carer (8682).

- [Adult Contact \(Family Group Conference\)](#)
- [AS Adoption / SGO Support Contact](#)
- [CS Case Transfer](#)
- [CS Childrens Carer Contact](#)
- [CS Childrens Services Contact](#)
- [CS Childrens Services Emergency Purchase Request](#)
- [CS Childrens Services Feedback](#)
- [CS Quality Audit](#)
- [CS Records Management File Request](#)
- [CS Subject Access Request](#)
- [EH Early Help Emergency Purchase Request](#)
- [SC Alert to EDT](#)
- [SC Social Care Emergency Purchase Request](#)

**Cancel**

Once the workstep opens, in **Section 1. Subject and Family/Household details** under the header of Subject's Details is a **Find** button. If there is more than one person applying to become the Connected Persons Carer, the Social Worker can use this Find button to add in the second applicant.

CS Carer Contact C0705

**Sections**

- 1. Subject and Family / Household details
- 2. Contact Information
- 3. Further Information and Actions
- 4. Next actions

Indicates completed section

**1. Subject and Family / Household details**

**Subject's Details**

Title	Name	Other / Previous Names	Gender	Date of Birth	Address	Main Carer
Mrs	Clarissa Carer		Female	12/12/1984	6 Church Close Quarrington Sleaford NG34 8UL	 

**Find**

**Please note:** If there is only one applicant, you would not need to use the **Find** button to add in another person.

Once you have found and selected the second applicant, if a group is not already set up, a **Create** Group window will display. This will allow you to create a Carer group allowing all the recording to be completed on both applicants. In the **Title** field you would enter Carers [Surname]. **Type** of Carers should be ticked. See the example below.

The Social Worker would click **OK** when completed.

If a carer group was already created, once you have found and selected the second applicant, a window will pop up saying there is already a group containing these members and asking if you want to use it. You would select this group if there was already one available with the correct **Type** and the correct **Subjects** included.

Subject's Details						
Title	Name	Other / Previous Names	Gender	Date of Birth	Address	Main Carer
Mrs	Clarissa Carer		Female	12/12/1984	6 Church Close Quarrington Sleaford NG34 8UL	
Mr	Charles Carer		Male		6 Church Close Quarrington Sleaford NG34 8UL	

Both applicant's will now display within the form.

Sections 1-3 of the form should be completed with as much detail as appropriate.

**Section 2. Contact Information** contains a drop down box for **Type of contact**. As you are initiating the Connected Persons workflow, the Social Worker would select **SC Connected Person Carer Enquiry**.

**2. Contact Information**

Date / time of contact

Type of contact\*  ▼

Method of contact  ▼

Source of contact  ▼

In **Section 4. Next actions**, the next action of **SC Connected Person Viability Assessment** would be added and assigned to the Social Worker for the child.

**Next actions**

Select action  ▼

**Applies to :**

Clarissa Carer       Charles Carer

Select all

Pass to worker **Find** **Clear** **Assign To Me**

Note

**Priority**

Urgent       Normal       Low

**Add**
**Add and close**
**Close**

If there is more than one carer, use the **Select All** tick box under **Applies to** to assign the next action to both people and then click **Add and Close**.

Once the Contact has been completed, the Social Worker would then use the **Finish** button to close down the step and open the **SC Connected Person Viability Assessment**.

Upon exiting the step, the screen will refresh and the **Carers Details** page displays.

This is a Group workview which displays the members within the Carer group and the worksteps that are for those within the group.

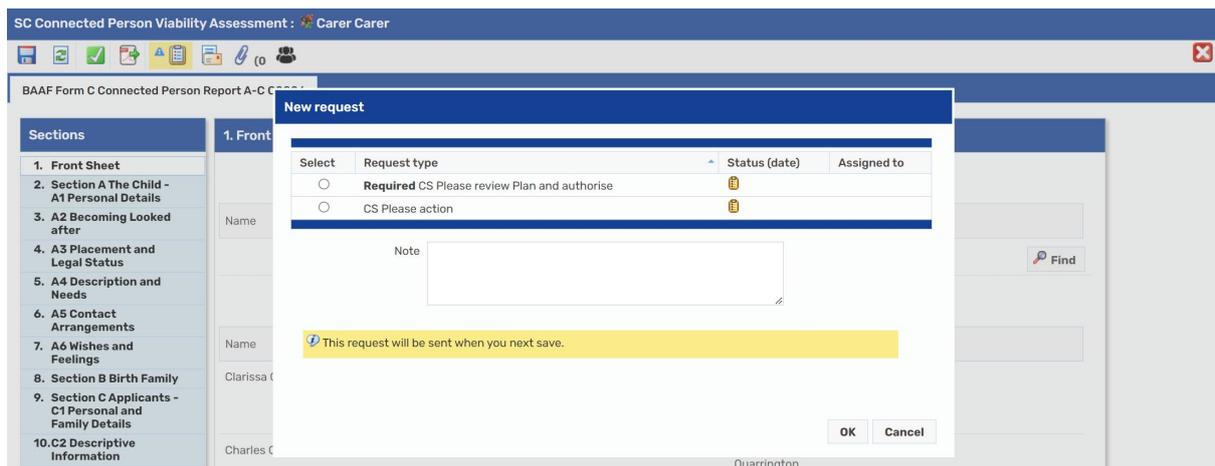
## Completing SC Connected Person Viability Assessment – Social Worker

The Social Worker would **Start** the **SC Connected Person Viability Assessment** from the Current work of the Group, Person summary or Narrow/Full workview.

The Viability Assessment is currently being completed outside of Mosaic. Attach the completed form to the workstep once completed using the View documents icon .

This workstep forms the Connected Persons Assessment. The Social Worker should complete Sections 1-8 in as much detail as possible as it is the elements of the assessment they are involved in.

The Social Worker should use the clipboard request to gain authorisation from their manager or supervisor and then **Save** and **Close** out of the form to allow the manager access.



The Manager will receive the clipboard request in their **Incoming requests**, they would **Resume** the workstep and read the information. They can then mark the request as **Completed** once they are happy to authorise and **Finish** the workstep.

The next action of **CS Connected Persons Assessment Request** is assigned to Fostering North or South for them to review and allocate to a Supervising Social Worker.

Once this step is complete, the Social Worker has initiated the Connected Persons workflow on the carer(s).

## Completing SC Child in Care Planning – Social Worker

On the child/young person, the Social Worker should **Start** the **SC Child in Care Planning** workstep from their **Current work**. This step is where the first version of the Child in Care Plan is created and the first Social workers update for the Child in Care Review is completed. This step is completed in conjunction with the SC CiC Placement Planning step.

**Please note:** this step must be authorised and finished before the first Child in Care Review takes place. Failure to do so will prevent the Independent Reviewing Officer from updating the plan within their workstep.

There is a mandatory clipboard notification that must be sent when completing the **SC Child in Care Planning** step which is **REQUIRED CS Please arrange for CiC Review**. This notification must be sent to the Safeguarding and Review Team through **CS CiC Review – Meeting**.

An option then needs to be selected within Section 1 to define why the Care Plan is

being updated. **SOCIAL WORKER: For Child in Care Planning / to complete SW Report for Review** is ticked when accessing the step to complete the first version of the Care Plan or to complete a Social Worker's Update in preparation for a Review. When selected Section 2 will become mandatory.

The Social Worker will complete **Sections 1-3 and 5** of the **SC Child in Care Plan C0305** if this is the first version of the Care Plan. Section 3 outlines with guidance which fields should be completed by the Social Worker and which should be left for the Independent Reviewing Officer.

In the **Optional Forms and Letters** , the Social Worker can update the **SC Valuing Care C1378**.

Other Clipboard Requests/Notifications and Optional Forms and Letters can be used as required.

**Section 6. Next actions** is where the Child in Care worksteps are added. If a child is to become a Child in Care, the following actions are inclusive of each other and **must** be selected:

- **SC First Child in Care Review**– assigned to **CS CiC Review – Meeting**
- **SC Independent Reviewing Officer Activity** – assigned to the **Independent Reviewing Officer**
- **SC Child in Care Visit** – assigned to **Social Worker**. This has the option **Send Immediately** meaning it can be accessed early to record any visits

There is another action of **SC Complete Initial PEP** that would be assigned to the Social Worker if the child is of school age.

The action of **SC New Assessment required** can be selected to allow the Social Worker to update the Child and Family Assessment if required.

Once **Sections 1 – 3 and 5** have been completed, the step is ready to send to a manager for authorisation. This can be done using the clipboard request of **Required CS Manager: Please review and authorise**.

Once the manager has reviewed the information and approved the plan, they will send the notification of **CS IRO: Notification of CiC Care Plan update** to the Independent Reviewing Officer using the clipboard. The step can then be Finished using the finish icon .

## Completing SC CiC Placement Planning – Social Worker

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This step is completed in conjunction with the SC Child in Care Planning step. It contains two mandatory forms, the **SC Placement Plan C1237** which captures essential information needed by a carer and the **SC Delegated Authority Support Tool C0037**.

This workstep should be completed when the child is initially placed and updated when a child changes placements.

Both forms contain signature boxes that allow parents to sign the form electronically within certain sections as required such as the example below from the Delegated Authority Support Tool.

8. Additional Notes and Questions

Comments:

Date consent given:  

Parent's Signature

[Click To Sign](#)

Section completed

Clicking into the field will open a signature box.

Next Actions are added in **Section 15. Next actions** of the **SC Placement Plan C1237**. The two most commonly used next actions will be:

- **SC CiC Placement Planning** – to repeat the workstep to allow further updates of the Placement Plan and Delegated Authority forms to be completed.
- **SC Accommodation No Longer Required (NFA)** – added if the child is no longer in care.

Further actions can be added as appropriate.

Once the two mandatory forms have been completed the workstep will need to be sent to a manager for authorisation using the clipboard request **Required CS Manager: Please review and authorise**. Once the manager has reviewed and authorised the workstep the step can then be Finished using the finish icon .

**Please note:** The Social Worker or Practice Supervisor must update the addresses to reflect where the child/young person is residing. There should be two addresses for a person cared after, a home address and a placement address.