

Children's Services Quick Guide

Change in Placement for a Child in Care

This guide outlines the steps which need completing to request and record a change in placement for a Child in Care.

Placement Request – Completed by the Social Worker.

This step is used to request a placement be found. This step will need checking and updating as it should have been completed previously and will prepopulate.

- **Section 1** – Answer mandatory radio questions including **Are you a Social Worker completing this request for a Child in Care?** and **What type of placement request is this?** to ensure the correct fields are displaying. Answer questions in as much detail as possible. There is a reminder to attach any email authorisation received from a manager.
- **Section 2** – The subjects table needs checking and can be updated using the edit icon . Answer questions in as much detail as possible.
- **Section 3** - This section should be completed as fully as possible. Different fields will display depending on the placement type selected in Section 1.
- **Next actions** – The next action selected should reflect the placement type requested in Section 1. Rules have been added to guide the correct steps be added. 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, 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.

The step can then be finished to send the referral to the correct worker/team and add the Placement Request for the Social Worker.

Placement Request Outcome – Completed by various virtual workers/teams. This step allows the receiving worker/team to review the request for placement. The Placement Provision Request C1430 prepopulates with the original Placement Request. CS Placement Request Outcome C1421 will allow the receiver to record whether a placement has been found or the request is accepted.

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 from this step would be No Further Action for placement requests for the Duty Desk, STB with LCC Approved Foster Carers or Commissioning. For other placements, the relevant workstep can be added to initiate their workflow.

Placement Purchase Request – Owned and completed with the Duty Desk.

- **Section 1** – Required Purchase Type select **Fostering / Staying Put**. A message will appear prompting the Duty Desk to complete **Section 2. Fostering / Staying Put Placements**. Click on **Requested by** button
- **Section 2** – Complete with details of the placement including Placement Type, Name of Carer and dates requested
- Duty Desk will send a Request to the Fostering Team Manager of **CS Please review purchase request and authorise**. They will then save and close the form for the manager to authorise the payments.
- In the next actions, a further Placement Purchase Request will be added up make any amendments required in the future
- The manager will authorise the purchase and complete the clipboard request. This is also recorded in the same way for Reg 24 carers.

Looked After Episodes – Completed by the Social Worker or Practice Supervisor

- On the Person Summary page, click on **Looked after** and then **Looked after episodes**
 - 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 looked after, click on **End looked after period**.
- Clicking on any of the above will open a series of mandatory questions to allow the historic Placement and/or Legal Status to be ended and a new Placement and/or Legal Status to be added.
- When updated, click on **Save** and **OK**

CiC Placement Planning – The Social Worker should review and update the Placement Planning at each placement move.

- Social Worker can update the **SC Placement plan C1237** and **SC Delegated Authority Support Tool C0037** with the details of the new placement.
- Once the forms have been updated select the Next Action of **SC Placement Planning** to allow any future placement plans to be recorded.
- Mandatory Request – **REQUIRED CS Manager: Please review and authorise** is sent to the Practice Supervisor so they can review the placement and forms.
- The Social Worker will save and close the form to allow the Practice Supervisor to enter the step.
- The Practice Supervisor would resume the step, review the contents and mark the clipboard request as **Completed**. The step would be finished by the Practice Supervisor.

Placement address – updated by Social Worker or Practice Supervisor

- On the **Person summary** page, click on **Person details** then **Addresses**
- Click on the move icon  next to previous address. Select who you would like to move from this address and search for a new address
- Once address found, select **Primary Placement** as **Address type** from the drop down menu
- Amend the **From** date as appropriate
- Select **Display Address** and/or **Primary Address** as required
- When updated, click **Save** and **OK**