

Children's Services Quick Guide

Placement Support Work

Placement Support Workers (PSW) can be requested by the Supervising Social Worker (SSW) through their SC Approved Foster Carer Visit step.

Completed by the Supervising Social Worker

At any point during the Foster Carer Workflow, the Supervising Social Worker can request the support of a Placement Support Worker.

1. The SSW must **Start** the SC Approved Foster Carer Visit
2. They do not have to complete a visit recording within this step at the moment
3. In **Section 4. Next actions**, the SSW needs to add a next action of **CS Complete Internal Contact to Request Placement Support Worker**. They must tick the **Send Immediately** box and assign the step to themselves.
4. If no further recording in the visit is required, the SSW can use the save icon  and the close icon  to exit the workstep.
5. As the Internal Contact has been **sent immediately**, it will be available whilst the visit is incomplete.
6. The SSW must **Start** the Internal Contact and use the  **Optional Forms and Letters** icon to select the **AF Placement Support Worker Contact (Carer) C1220**.
7. The form will open in a separate tab. The SSW must complete all the mandatory fields within the form and **upload** the Risk Assessment using the view documents icon .
8. Once completed, the SSW will return to the first tab, **CS Childrens Services Internal Contact C0924, Section 2. Next actions** and add on the action of **SC Foster Placement Support Request** to be passed to the **CS Fostering Team (North)** and click **Add and Close**
9. The SSW can then **Finish** the step with the finish icon  and the Request will be sent through to the Fostering North team.

Completed by the Practice Supervisor for Fostering North Team

1. The **SC Foster Placement Support Request** will come into the Team Workview under **Incoming Work**
2. The Practice Supervisor (PS) must **Start** the Request and click **Yes** when asked if they are sure they wish to assign the step to themselves.
3. The PS must read the information contained within form **AF Placement Support Worker Request (Carer) C1221**. This form will prepopulate with the information the SSW added in the Internal Contact.
4. The Risk Assessment can be viewed by looking in the Documents store on the Person summary page in the **Attachments** tab.
5. The PS can add further information to the fields within the Request if required, but must answer the final question of **Allocated?** on **Section 1. Referral for Placement Support Worker – Mainstream**. This must be answered Yes or No with a **Date allocated** if Yes.
6. If the request has been accepted, the PS would go into **Section 2. Next actions** and add **SC Foster Placement Support Casework** and **Case Supervision**. Both steps would be assigned to the Placement Support Worker.
7. If the request has been rejected, the PS can add a next action of **CS No Further Action** and select a **Reason**.
8. The PS can then **Finish** the step with the finish icon  and the Casework and Case Supervision steps will be sent through to the allocated Placement Support Worker.

Completed by the Placement Support Worker

1. The PSW will have two actions in their Current work, the **SC Foster Placement Support Casework** and the **Case Supervision**.
2. The **SC Foster Placement Support Casework** must be completed after each contact the PSW has with the Carer/s.
3. **Insert Section** should be used to add further contacts into the Casework step.
4. Once the Casework step has reached 10 contacts (or at Supervision with a PS), the PSW must answer the question at bottom of **Section 1. Record of Casework of Is Placement Support Work still required?** and tick on **Completed by**.
5. If the answer to the question is **Yes**, the PSW can click into **Section 2. Next actions** and **Add** a next action of **SC Foster Placement Support Casework** to assign to themselves and click Add and Close.
6. If the answer to the question is **No**, the PSW can click into **Section 2. Next actions** and **Add** a next action of **SC No Further Placement Support Required (NFA)** and click Add and Close.

7. The PSW can then **Finish** the step using the finish icon  and, depending on the action added, a new Casework step will display in **Incoming work** or no further casework steps will be available.
8. If Placement Support Work is continuing, the PSW will repeat steps 2-7 until the **No Further Action** option is appropriate.

Case Notes – Completed by the Placement Support Worker

The SC Foster Placement Support Casework step is to contain contacts completed with the Foster Carers or family on the adult record.

Any work completed with the child alone should be added in **Case notes** on the child's **Person summary** page. They should be added using the **Type of note** of **PSW Direct Work with child**.

Case note alerts can be used to send to any workers that the PSW feels need to be aware of the note that has been added.

Case Supervision – Completed by the PSW and PS

1. Case Supervision is allocated to the worker but will be completed by the PS.
2. During Supervision, the PS will open the Case Supervision and complete **Section 1. Case Supervision** alongside the PSW.
3. Once completed, the PS will add an action into **Section 2. Next actions** of either **CS Schedule Next Supervision for Key Worker 4 weeks**, **CS Schedule Next Supervision for Key Worker 8 weeks** or **CS Service Ended – No Further Supervision Required (NFA)** depending on what is appropriate.
4. If the Schedule Next Supervision actions were selected, they would be assigned to the PSW to be available for the next supervision.
5. The PS can then **Finish** the step with the finish icon  and, depending on the action added, a new supervision step will display in **Future Work** of the PSW or no further supervision steps will be available.