Placement Disruption

The Placement Disruption can be initiated by a Social Worker, Supervising Social Worker or the Independent Reviewing Officer depending on the status of the child. The workflow would need to be initiated on both the child and the carers. This guide is in two sections, the first outlines the process of requesting the meeting on Mosaic for each of the relevant areas. The second section details the recording of the meeting by the Family Group Conference Team or Independent Reviewing Officer (IRO).

In this guide:

Adding and Completing the SC Placement Disruption Meeting Request

Fostering – Completed by the Supervising Social Worker and Manager

When a Placement Disruption meeting is required, the Supervising Social Worker must open the Placement Disruption Meeting Request on the Foster Carer(s) workflow. The step will be on both carers if they are part of a group.

Adding the Placement Disruption Meeting Request

- **Start** the **SC Approved Foster Carer Visit**
- Click on **Section 4. Next actions**
- Click **Add**
- Select **SC Carers Placement Disruption Meeting Request**
- **Applies to** – Click **Select All** if on a couple
- Click **Send Immediately** to access the Request when the Visit is saved
- Use the **Assign To Me** button to allocate to the Supervising Social Worker
- Click **Add and Close**
- **Save** and **Close** out of the Approved Foster Carer Visit step

Completing the Carers Placement Disruption Meeting Request

- **Start** the **SC Carers Placement Disruption Meeting Request** and the form **AF Placement Disruption Request C0330** displays
- **Section 1. Disruption Request Details - Type of Placement Disrupted** – select **Fostering (Carer)**
- The Valuing Care Tool will map through to this workstep from the last completed version. In order for the correct version to pull through, the last completed **AF Foster Carer Annual Review of Approval C0423** or **AF Carers Valuing Care Tool C1397** will need to be finished before opening the Placement Disruption Meeting Request.
- Complete the rest of Section 1 as applicable, ensuring all mandatory fields are entered up to the **Authorised by** section which is for the Manager to complete.

- Clipboard Request – click on the clipboard and select **Required CS Manager: Please review and authorise**
- **Pass to Worker** – Find the **Manager**
- Click **OK**
- **Save** and **close** the workstep.

The Manager will receive the request **CS Manager: Please review and authorise**. They will need to complete the following steps:

- Click on the **Incoming request** – **CS Manager: Please review and authorise: SC Carers Placement Disruption Meeting Request**
- **Resume** the workstep
- Review the information added in Section 1
- Towards the bottom of Section 1, **Authorised by** – the Manager will **Find** and select their own name
- **Date** – Enter the date authorised
- Tick **Manager's E-signature**

- The clipboard will be highlighted in red, click on it and access the **CS Manager: Please review and authorise** request.
- Tick **Completed**
- Click **OK**

Once authorised, the Manager needs to send a Notification to the Safeguarding and Review Team to inform them of the meeting request.

- Clipboard Request – click on the clipboard and click **Send request**
- Select **Required CS Notification of disruption meeting request**
- **Pass to Worker** – Select **CS Placement Disruption – Meeting** from the dropdown
- Click **OK**

The Safeguarding and Review Team will contact the Supervising Social Worker outside of Mosaic to find out the details regarding the meeting.

- Click on **Section 2. Next actions**
- Click **Add**
- Select **SC Proceed to Placement Disruption Meeting (Fostering)**
- **Applies to** – Click **Select All** if on a couple
- **Pass to Worker** – Select **CS FGC Placement Disruption - Inbox** from the dropdown
- Click **Add and Close**
- **Finish** the workstep

The Family Group Conference Team will receive the **SC Placement Disruption Meeting** step into their Virtual Worker inbox for a manager to allocate to a worker. The worker should have two steps for the disruption, one for the child and another for the carer/s. The Disruption Meeting steps will be matched by the dates inputted.

Adoption – Completed by the Social Worker and Practice Supervisor

When a Placement Disruption meeting is required, the Social Worker must open the Placement Disruption Meeting Request on the Adoption workflow.

Adding the Placement Disruption Meeting Request
- **Start** the **SC Adoption Visit**
- Click on **Section 2. Next actions**
- Click **Add**
- Select **SC Placement Disruption Meeting Request**
- Click **Send Immediately** to access the Request when the Visit is saved
- Use the **Assign To Me** button to allocate to the Social Worker
- Click **Add and Close**

Please note: The Child in Care workflow can also be initiated from the visit by adding on a **Decision on Significant Information** step.
- **Save** and **Close** out of the Adoption Visit step

Completing the Placement Disruption Meeting Request
- **Start** the **SC Placement Disruption Meeting Request** and the form **SC Placement Disruption Request C1352** displays
- **Section 1. Disruption Request Details - Type of Placement Disrupted** – select **Adoption (Child)**
- The Valuing Care Tool will map through to this workstep from the last completed version. In order for the correct version to pull through, the step containing the Valuing Care Tool will need to be finished before opening the Placement Disruption Meeting Request.
- Complete the rest of Section 1 as applicable, ensuring all mandatory fields are entered up to the **Authorised by** section which is for the Practice Supervisor to complete.

- Clipboard Request – click on the clipboard and select **Required CS Manager: Please review and authorise**
- **Pass to Worker** – Find the **Practice Supervisor**
- Click **OK**
- **Save** and **close** the workstep.

The Practice Supervisor will receive the request **CS Manager: Please review and authorise**. They will need to complete the following steps:

- Click on the **Incoming Request** – **CS Manager: Please review and authorise: SC Placement Disruption Meeting Request**
- **Resume** the workstep

- Review the information added in Section 1
- Towards the bottom of Section 1, **Authorised by** – the Practice Supervisor will **Find** and select their own name
- **Date** – Enter the date authorised
- Tick **Manager's E-signature**

- The clipboard will be highlighted in red, click on it and access the **CS Manager: Please review and authorise** request.
- Tick **Completed**
- Click **OK**

Once authorised, the Practice Supervisor needs to send a Notification to the Safeguarding and Review Team to inform them of the meeting request.

- Clipboard Request – click on the clipboard and click **Send request**
- Select **Required CS Notification of disruption meeting request**
- **Pass to Worker** – Select **CS Placement Disruption – Meeting** from the dropdown
- Click **OK**

- Click on **Section 2. Next actions**
- Click **Add**
- Select **SC Proceed to Placement Disruption Meeting (Adoption)**
- **Pass to Worker** – Select **CS Placement Disruption – Meeting** from the dropdown
- Click **Add and Close**

Please note: Other actions such as **SC Return to Family Finding for Adoption** can be added from this step if applicable.

- **Finish** the workstep

The Safeguarding and Review Team will receive the **Notification** and the **SC Placement Disruption Meeting** step into their Virtual Worker's Current work.

The notification will let them know there is a disruption meeting to be held.

The Placement Disruption Meeting step will need to be reassigned by the Safeguarding and Review Team once an Independent Reviewing Officer has been allocated the case.

The IRO will receive two steps for the disruption, one for the child and another for the adopter(s). The Disruption Meeting steps will be matched by the dates inputted.

Adopters – Completed by the Supervising Social Worker and Manager

When a Placement Disruption meeting is required, the Supervising Social Worker must open the Placement Disruption Meeting Request on the Adopters workflow.

Adding the Placement Disruption Meeting Request
- **Start** the **SC Approved Adopter Visit**
- Click on **Section 2. Next actions**
- Click **Add**
- Select **SC Carers Placement Disruption Meeting Request**
- **Applies to** – Click **Select All** if on a couple
- Click **Send Immediately** to access the Request when the Visit is saved
- Use the **Assign To Me** button to allocate to the Supervising Social Worker
- Click **Add and Close**
- **Save** and **Close** out of the Adopters Visit step

Completing the Placement Disruption Meeting Request
- **Start** the **SC Carers Placement Disruption Meeting Request** and the form **AF Placement Disruption Request C0330** displays
- **Section 1. Disruption Request Details - Type of Placement Disrupted** – select **Adoption (Carer)**
- The Valuing Care Tool will map through to this workstep from the last completed version. In order for the correct version to pull through, the step containing the Valuing Care Tool will need to be finished before opening the Placement Disruption Meeting Request.
- Complete the rest of Section 1 as applicable, ensuring all mandatory fields are entered up to the **Authorised by** section which is for the Manager to complete.

- Clipboard Request – click on the clipboard and select **Required CS Manager: Please review and authorise**
- **Pass to Worker** – Find the **Manager**
- Click **OK**
- **Save** and **close** the workstep.

The Manager will receive the request **CS Manager: Please review and authorise**. They will need to complete the following steps:

- Click on the **Incoming Request** – **CS Manager: Please review and authorise: SC Carers Placement Disruption Meeting Request**
- **Resume** the workstep
- Review the information added in Section 1

- Towards the bottom of Section 1, **Authorised by** – the Manager will **Find** and select their own name
- **Date** – Enter the date authorised
- Tick **Manager's E-signature**

- The clipboard will be highlighted in red, click on it and access the **CS Manager: Please review and authorise** request.
- Tick **Completed**
- Click **OK**

Once authorised, the Manager needs to send a Notification to the Safeguarding and Review Team to inform them of the meeting request.

- Clipboard Request – click on the clipboard and click **Send request**
- Select **Required CS Notification of disruption meeting request**
- **Pass to Worker** – Select **CS Placement Disruption – Meeting** from the dropdown
- Click **OK**

- Click on **Section 2. Next actions**
- Click **Add**
- Select **SC Proceed to Placement Disruption Meeting (Adoption)**
- **Pass to Worker** – Select **CS Placement Disruption – Meeting** from the dropdown
- Click **Add and Close**
- **Finish** the workstep

The Safeguarding and Review Team will receive the **Notification** and the **SC Placement Disruption Meeting** step into their Virtual Worker's Current work.

The notification will let them know there is a disruption meeting to be held.

The Placement Disruption Meeting step will need to be reassigned by the Safeguarding and Review Team once an IRO has been allocated the case.

The IRO will receive two steps for the disruption, one for the child and another for the adopter(s). The Disruption Meeting steps will be matched by the dates inputted.

SGO on Child and Carers – Completed by the Independent Reviewing Officer and Manager

When a Placement Disruption meeting is required for an SGO, the IRO must initiate the Placement Disruption Meeting Request from the Start menu on **both the child and carer's record**.

Adding the Placement Disruption Meeting Request on the Child or Single Carer
- From the **Person summary** page, on the left hand side bar, click **Start**
- The **Start** menu appears, select **SC Placement Disruption Meeting Request** on the child or **SC Carers Placement Disruption Meeting Request** on the carer
- The **SC Placement Disruption Meeting Request** will display in a new window, please see the Completing the Placement Disruption Meeting Request section below for further guidance. Each Request for the child and carer(s) will need to be added and completed separately.

Adding the Placement Disruption Meeting Request on a Carer Group
- From the **Group Summary** page, click the **Start work** button on the right of the **Current work**
- The **New work** appears, select both the carers by clicking their **boxes on the right** and click **Next**
- Select **SC Carers Placement Disruption Meeting Request** from the list
- The **SC Carers Placement Disruption Meeting Request** will display in a new window, please see the Completing the Placement Disruption Meeting Request section below for further guidance. Each Request for the child and carer(s) will need to be added and completed separately.

Completing the Placement Disruption Meeting Request
- Once the SC (Carers) Placement Disruption Meeting Request has been initiated as above the **SC Placement Disruption Request C1352** displays on the child or **AF Carers Placement Disruption Request C0330** on the carer(s)
- **Section 1. Disruption Request Details - Type of Placement Disrupted** – select **SGO (Carer)** or **SGO (Child)** depending on which you are currently completing
- The Valuing Care Tool will map through to this workstep from the last completed version. In order for the correct version to pull through, the step containing the Valuing Care Tool will need to be finished before opening the Placement Disruption Meeting Request.
- Complete the rest of Section 1 as applicable, ensuring all mandatory fields are entered up to the **Authorised by** section which is for the Manager to complete.

- Clipboard Request – click on the clipboard and select **Required CS Manager: Please review and authorise**
- **Pass to Worker** – Find the **Manager**
- Click **OK**
- **Save** and **close** the workstep.

The Manager will receive the request **CS Manager: Please review and authorise**. They will need to complete the following steps:

- Click on the **Incoming Request** – CS Manager: Please review and authorise: SC **Placement Disruption Meeting Request**
- **Resume** the workstep
- Review the information added in Section 1
- Towards the bottom of Section 1, **Authorised by** – the Manager will **Find** and select their own name
- **Date** – Enter the date authorised
- Tick **Manager's E-signature**

- The clipboard will be highlighted in red, click on it and access the **CS Manager: Please review and authorise** request.
- Tick **Completed**
- Click **OK**

Once authorised, the Manager needs to send a Notification to the Safeguarding and Review Team to inform them of the meeting request.

- Clipboard Request – click on the clipboard and click **Send request**
- Select **Required CS Notification of disruption meeting request**
- **Pass to Worker** – Select **CS Placement Disruption – Meeting** from the dropdown
- Click **OK**

- Click on **Section 2. Next actions**
- Click **Add**
- Select **SC Proceed to Placement Disruption Meeting (SGO)**
- **Pass to Worker** – Select **Assign To Me** as the IRO will complete the next step
- Click **Add and Close**
- **Finish** the workstep

The Safeguarding and Review Team will receive a notification from the carer(s) and child's step.

The IRO will have two **Placement Disruption Meeting** steps in their Incoming Work. The Disruption Meeting steps will be matched by the dates inputted.

Multiple Placement Moves for a Child in Care – Completed by the Social Worker and Practice Supervisor

When a Placement Disruption meeting is required due to multiple placement moves, the Social Worker must open the Placement Disruption Meeting Request on the Child in Care workflow.

Adding the Placement Disruption Meeting Request
- **Start** the **SC Child in Care Visit**
- Click on **Section 3. Next actions**
- Click **Add**
- Select **SC Placement Disruption Meeting Request**
- Click **Send Immediately** to access the Request when the Visit is saved
- Use the **Assign To Me** button to allocate to the Social Worker
- Click **Add and Close**
- **Save** and **Close** out of the Child in Care Visit step

Completing the Placement Disruption Meeting Request
- **Start** the **SC Placement Disruption Meeting Request** and the form **SC Placement Disruption Request C1352** displays
- **Section 1. Disruption Request Details - Type of Placement Disrupted** – select **Fostering (Child)**
- The Valuing Care Tool will map through to this workstep from the last completed version. In order for the correct version to pull through, the step containing the Valuing Care Tool will need to be finished before opening the Placement Disruption Meeting Request.
- Complete the rest of Section 1 as applicable, ensuring all mandatory fields are entered up to the **Authorised by** section which is for the Practice Supervisor to complete.

- Clipboard Request – click on the clipboard and select **Required CS Manager: Please review and authorise**
- **Pass to Worker** – Find the **Practice Supervisor**
- Click **OK**
- **Save** and **close** the workstep.

The Practice Supervisor will receive the request **CS Manager: Please review and authorise**. They will need to complete the following steps:

- Click on the **Incoming Request** – **CS Manager: Please review and authorise: SC Placement Disruption Meeting Request**
- **Resume** the workstep
- Review the information added in Section 1
- Towards the bottom of Section 1, **Authorised by** – the Practice Supervisor will **Find** and select their own name
- **Date** – Enter the date authorised
- Tick **Manager's E-signature**

- The clipboard will be highlighted in red, click on it and access the **CS Manager: Please review and authorise** request.
- Tick **Completed**
- Click **OK**

Once authorised, the Practice Supervisor needs to send a Notification to the Safeguarding and Review Team to inform them of the meeting request.

- Clipboard Request – click on the clipboard and click **Send request**
- Select **Required CS Notification of disruption meeting request**
- **Pass to Worker** – Select **CS Placement Disruption – Meeting** from the dropdown
- Click **OK**

The Safeguarding and Review Team will contact the Social Worker outside of Mosaic to find out the details regarding the meeting.

- Click on **Section 2. Next actions**
- Click **Add**
- Select **SC Proceed to Placement Disruption Meeting (Fostering)**
- **Pass to Worker** – Select **CS FGC Placement Disruption - Inbox** from the dropdown
- Click **Add and Close**

Please note: Other actions such as **SC Update Child and Family Assessment** can be added from this step if applicable.

- **Finish** the workstep

The Family Group Conference (FGC) Team will receive the **SC Placement Disruption Meeting** step into their Virtual Worker inbox for a manager to allocate to a worker. The worker should have two steps for the disruption, one for the child and another for the carer/s. The Disruption Meeting steps will be matched by the dates inputted.

Child in Care – Completed by the FGC Practitioner and Manager

When a Placement Disruption meeting is required for a Child in Care, the FGC Practitioner must initiate the Placement Disruption Meeting Request from the Start menu on the child's record.

Adding the Placement Disruption Meeting Request on the Child
- From the **Person summary** page, on the left-hand side bar, click **Start**
- The **Start** menu appears, select **SC Placement Disruption Meeting Request**
- The **SC Placement Disruption Meeting Request** will display in a new window, please see the Completing the Placement Disruption Meeting Request section below for further guidance.

Completing the Placement Disruption Meeting Request
- Once the SC Placement Disruption Meeting Request has been initiated as above the **SC Placement Disruption Request C1352** displays
- **Section 1. Disruption Request Details - Type of Placement Disrupted** – select **Fostering (Child)**
- The Valuing Care Tool will map through to this workstep from the last completed version. In order for the correct version to pull through, the step containing the Valuing Care Tool will need to be finished before opening the Placement Disruption Meeting Request.
- Complete the rest of Section 1 as applicable, ensuring all mandatory fields are entered up to the **Authorised by** section which is for the Manager to complete.

- Clipboard Request – click on the clipboard and select **Required CS Manager: Please review and authorise**
- **Pass to Worker** – Find the **Manager**
- Click **OK**
- **Save** and **close** the workstep.

The Manager will receive the request **CS Manager: Please review and authorise**. They will need to complete the following steps:

- Click on the **Incoming Request** – **CS Manager: Please review and authorise: SC Placement Disruption Meeting Request**
- **Resume** the workstep
- Review the information added in Section 1
- Towards the bottom of Section 1, **Authorised by** – the Manager will **Find** and select their own name
- **Date** – Enter the date authorised

- Tick **Manager's E-signature**

- The clipboard will be highlighted in red, click on it and access the **CS Manager: Please review and authorise** request.
- Tick **Completed**
- Click **OK**

Once authorised, the Manager needs to send a Notification to the Safeguarding and Review Team to inform them of the meeting request.

- Clipboard Request – click on the clipboard and click **Send request**
- Select **Required CS Notification of disruption meeting request**
- **Pass to Worker** – Select **CS Placement Disruption – Meeting** from the dropdown
- Click **OK**

- Click on **Section 2. Next actions**
- Click **Add**
- Select **SC Proceed to Placement Disruption Meeting (Fostering)**
- **Pass to Worker** – Select **CS FGC Placement Disruption - Inbox** from the dropdown
- Click **Add and Close**
- **Finish** the workstep

The Safeguarding and Review Team will receive a notification from the carer(s) and child's step.

The Family Group Conference (FGC) Team will receive the **SC Placement Disruption Meeting** step into their Virtual Worker inbox for a manager to allocate to a worker. The worker should have two steps for the disruption, one for the child and another for the carer/s. The Disruption Meeting steps will be matched by the dates inputted.

Completing the SC Placement Disruption Meeting – Completed by the IRO or FGC Practitioner

The meeting will be completed by either the IRO or the FGC Practitioner depending on the status of the child and carers. The Placement Disruption Meeting step is called slightly different for the child (**SC Placement Disruption Meeting**) and carers (**SC Carers Placement Disruption Meeting**) but the fields the step contains are the same. There will be one step for each assigned to the IRO or FGC Practitioner. Both the child and carer's meeting step will need to be completed with the relevant information.

Completing the Placement Disruption Meeting

- **Start** the **SC Placement Disruption Meeting** on the child and the form **SC Placement Disruption Meeting C1092** displays
- Alternatively, **Start** the **SC Carers Placement Disruption Meeting** on the carer(s) and the form **AF Placement Disruption Meeting C0331** displays
- **Section 1. Meeting Details – Person Details** and **Disruption Details** all pull through from the Request step.
- **Preparation Record – 1** – This can be used to record any contacts with Social Workers, Carers or children.
- **Insert Section** should be used to add further contacts.
- **Manager's Discussion – 1** – This can be used to record any conversations with a manager.
- **Insert Section** should be used to add further contacts.

Please note: This step can be saved at any time using the save icon and closed until further contacts need recording. The step would be in **Incomplete Work** and can be **Resumed** at any time.

- **Will invitees be recorded on this record? –** If answered **Yes**, a table will appear where the attendees can be added. If it is decided to record the invitees, you do not necessarily need to add to both the child's and carer's step. Answering **No**, will not reveal the table.
- **Date of Meeting –** Mandatory field, enter the date of the meeting which then calculates the **Days since disruption** in the field below.
- **Venue of Meeting** – Mandatory free text box to enter the location of the meeting.
- **Please confirm that the full minutes have been attached to this workstep** – The Meeting Support Assistant will email the minutes to the IRO or FGC Practitioner. The IRO/FGC Practitioner will then use the view document icon to attach the minutes and tick this box to confirm they have been added to the step.
- **Actions –** The Actions table would contain any actions agreed from the meeting and will be specific to the child or carer's depending on whose meeting step is being completed. Use the **Add** button to enter actions into the table. Use **Add** if further entries need to be added or **Add and Close** once completed.
- Once Section 1 has been completed, the IRO or FGC Practitioner will tick the **Worker completing form** to add their e-signature.
- Clipboard Request – there are two optional clipboard requests that can be used if required - **CS Please action** and **CS Notification of completed disruption meeting**

If there are actions from the meeting, the IRO or FGC Practitioner can add the response step and assign to the Practice Supervisor.

- Click on **Section 2. Next actions**
- Click **Add**
- Select **SC Placement Disruption Meeting Response (assign to PS)**
- **Scheduled Date** will prepopulate to 4 weeks time but can be amended
- If completing on a carer group, **Applies to** – tick **Select All**
- **Pass to Worker** – Find and Select the **Practice Supervisor** of the Social Worker or Supervising Social Worker
- Click **Add and Close**
- **Finish** the workstep

If there are no actions from the meeting, the IRO or FGC Practitioner can end the workflow.

- Click on **Section 2. Next actions**
- Click **Add**
- Select **SC Disruption Meeting Completed, No Response Required (NFA)**
- If completing on a carer group, **Applies to** – tick **Select All**
- Click **Add and Close**
- **Finish** the workstep

The second Placement Disruption Meeting step relating to the same meeting will need completing in the same way as above.

Completing the SC Placement Disruption Meeting Response – Completed by the Practice Supervisor

If there were actions from the Placement Disruption Meeting, the Practice Supervisor will be assigned the response step to record the completion of the actions. The Placement Disruption Meeting Response step is called slightly different for the child (**SC Placement Disruption Meeting Response**) and carers (**SC Carers Placement Disruption Meeting Response**) but the fields the step contains are the same.

Completing the Placement Disruption Meeting Response
- **Start** the **SC Placement Disruption Meeting Response** on the child and the form **SC Placement Disruption Response C1385** displays
- Alternatively, **Start** the **SC Carers Placement Disruption Meeting Response** on the carer(s) and the form **AF Placement Disruption Response C0332** displays

- **Section 1. Manager's response on actions from Disruption Meeting** – **Actions from disruption meeting** will pull through from the previous step.
- The edit icon 🖊 displays at the end of each action row. Clicking on that symbol allows the Practice Supervisor to enter the **Completion Details** and **Save Changes** can be used to enter the information into the table.
- Once all the completion details have been entered, **Additional Comments/Reflections** can be used to enter any other information.

Please note: This step can be saved at any time using the save icon 💾 and closed until further information needs recording. The step would be in **Incomplete work** and can be **Resumed** at any time.

- **Date** – enter the date the form was completed
- **Electronic Signature** – mandatory tick box to enter signature once form is completed

- Click on **Section 2. Next actions**
- Click **Add**
- Select **CS No Further Action**
- If completing on a carer group, **Applies to** – tick **Select All**
- Click **Add and Close**
- **Finish** the workstep