

## Children's Services Quick Guide

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### Accommodating a child who is not currently in a placement

**Decision on Significant Information (Open SC Case)** is available as a Next Action from all visit steps. This is used to record the reasons when there is a need to accommodate the child and make him/her a child in care.

In some teams, this step may be completed by the Team Manager and not the Social Worker.

- Social Worker to complete the first part of Section 1
- Add **Next Action** of **Decision to Seek Accommodation and SC Placement Purchase Request** – this can only be assigned to the CS Fostering Duty - Inbox Virtual worker
- Send a Clipboard request to TM/PS for authorisation
- TM/PS would receive this in their **Incoming Requests** for authorisation
- TM/PS would complete the second half of Section 1 and check the **Next Actions** then **Finish**

**Decision to Seek Accommodation** – ideally completed prior to the placement being made but can be recorded retrospectively in cases where emergency placements are made.

**This step will be used to request a placement if the child is not currently accommodated.**

- Decision to Seek Accommodation - Sections 1-3 completed by the Social Worker. If the manager is completing the step, they will also record their authorisation in Section 4.
- Clipboard Notification of **CS Business Support: Please prepare initial Health Assessment paperwork** should be sent to Business Support
- Clipboard Request of **CS Please action** to be sent by the Social Worker to their Manager. This can be ignored if a manager is completing the workstep.
- Next Actions of **SC Placement Request, SC Child in Care Planning** and **SC CiC Placement Planning** to be added ticking **Send Immediately** and assigned to the Social Worker.
- If the young person is of school age, the **SC Complete Initial PEP** can be added also as a **Send Immediately** action.

- Manager to receive the **CS Please Action** request through **Incoming Requests**, complete the request and Section 4.
- Manager to send the mandatory clipboard request **Required CS Service Manager: Please approve request to accommodate** to a Service Manager
- Service Manager will receive the request; record their authorisation within **Section 4. Decisions** and Finish the workstep.

**Please Note:** Connected Persons Placements are recorded in the **Decision to Seek Accommodation**. There is a clipboard request that can be sent to the Duty Desk of **CS Notification of a Child Placed under Reg 24**. The Duty desk will add the carers to the register to enable them to be paid.

**Placement Request** – Completed by the Social Worker to request a placement be found. If this step has been completed previously, information will prepopulate into this step and will need checking and updating.

- **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 editing using the edit icon  to enter the person's initials and the gender they identify as. 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 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 requests for the Duty Desk 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.

**Child in Care Planning** – Completed by the Social Worker. This step is completed in conjunction with the Child in Care Placement Planning step

**Before finishing this step, the Social Worker needs to make sure all the next actions they need have been added.**

- **SC Child in Care Plan** – this is completed by the Social Worker and creates the 1<sup>st</sup> version of the Care Plan. In Section 1, tick **SOCIAL WORKER: For Child in Care Planning / to complete SW Report for Review. Section 2 Social Worker's Update** is where the Child in Care Review report is completed.
- Once the Care Plan has been completed, the remaining Child in Care Next Actions can be added and assigned to the appropriate teams/workers.
- Mandatory Request – **Required CS Manager: Please review and authorise** is sent to the manager for authorisation
- Mandatory Notification – **Required CS Please arrange for CiC Review** is sent to Safeguarding and Review team to notify them that a CiC Review will be required.
- Optional Notification – **CS IRO: Notification of CiC Care Plan update** sent to the IRO by the manager so that they are aware the Social Workers report for the Review has been completed

**CiC Placement Planning** – Completed by the Social Worker. This step is completed in conjunction with the Child in Care Planning step. This workstep has two mandatory forms.

**Before finishing this step, the Social Worker needs to make sure all the next actions they need have been added.**

- **SC Placement Plan** – this form is completed to record all the essential information that is shared with the carer.
- **SC Delegated Authority Support Tool** – this form is completed to record authorised consents. This form contains electronic signature boxes that enable parents to sign directly into the Mosaic form when a tablet is used.
- Mandatory Request – **Required CS Manager: Please review and authorise** is sent to the manager for authorisation
- Once completed a Next Action of **SC Placement Planning** would be added so that the forms can be reviewed and updated if the child changes placements or circumstances change

Once a placement has been identified, a second address – **Placement Address** – should be added to the child's record to reflect the location of the placement.