

**Guidance for Locality Teams, Central Placements Team and Commissioning & contract Support**

**D2N2 children In care framework- Independent residential & fostering care placements**

**FEBRUARY 2020 – 31 JANUARY 2024**

Background

The new D2N2 Children In Care Framework for Independent Residential and Fostering care placements will be implemented 1 February 2020. D2N2 Children in Care Framework is a collaboration between the local authorities that comprise the shire county areas of Derbyshire and Nottinghamshire, as well as the cities of Derby and Nottingham. The partnership local authorities and 60+ independent providers have entered into this contractual arrangement for the period 1 February 2020 – 31 January 2024 with potential to extend for a further 2 years.

A Contract Management role hosted by Nottingham City Council will be supporting all partner LA’s and managing the Framework providers. Nottinghamshire County Council will be the link local authority dedicated to manage the overall framework contract.

Our vision and aims:

* Local provision for local children which enables sustainable placements and positive outcomes
* Right placement; right location; right time; right price
* Develop relationships with providers to encourage investment in the market locally
* We are keen to ensure all stakeholders are able contribute to the new arrangements from the outset
* Greater flexibility of provision and commissioning, and explore alternative contract models

Service Specific Requirements

RESIDENTAIL CARE PLACEMENTS

The Provider shall ensure that the Placements will be compliant with Children's Homes Regulations including Quality Standards and be judged by Ofsted as '**good**' (for at least one home) or '**outstanding**' (with the exception of newly registered provision, which has an initial maximum Ofsted judgement)[[1]](#footnote-1).

The Provider shall use reasonable endeavours to ensure that Placements are made available within small group homes.

All residential placements must support attendance at required health assessments / appointments, and associated appointments including but not limited to dentist, optician appointments. Failure to attend must also be reported to the relevant Local Authority in a timely manner.

D2N2 expects all providers to support the timely completion of Local Authority questionnaires as requested, e.g. Strengths and Difficulties Questionnaire.

D2N2 have defined two broad categories of placement, and have defined the levels of care and the subsequent levels of cost accordingly as follows[[2]](#footnote-2);

**Standard Children’s Homes Placements**

The majority of children’s residential Placements required by Contracting Authorities through this contract will be Standard Childrens Home placements within the D2N2 area. The weekly price shall include all Core Services as detailed in Appendix 1 of this Specification, plus any additional services that are required (and the initial time frame for those services to be delivered), which will be agreed at the time the Placement is agreed.

The Provider must ensure all homes comply with the Children’s Home’s (England) Regulations 2015, including the 2015 Quality Standards or other relevant regulatory body e.g. Care Inspectorate Wales; Care Quality Commission

**Specialist Children’s Homes**

Refers to Children and Young People (CYP) who have a range of specialist and complex needs that may require additional services over and above those described in the core Children’s home offer description. These could include Emotional Behaviour Difficulties (EBD), Autistic Spectrum Disorder (ASD) with challenging behaviour with or without learning disabilities (LD) or low-level LD, moderate or severe LD, and Complex Health Needs

To meet the requirements of this category, Providers will need to evidence the additional experience, additional services, additional costs, training and qualifications of their staff team. Providers may wish to be considered for both standard provision and to deliver specialist services for children in accordance with their Statement of Purpose and Ofsted registration.

The weekly price for a Specialist Children’s Home Provision shall include all Services as standard homes plus supplementary services to reflect a specialist service as detailed in Appendix 1

Services and costs associated with a specialist service, over and above standard services, need to be detailed separately identifying the specialist services to be input and a cost breakdown in accordance with the menu of additional services submitted for this Framework (15.3)

**Staying Close**

Staying Close, references knowledge that some young people between the ages of 16 to 21 will be most comfortable living near their previous children’s home.  The expectation would be that if a Care Plan or Pathway Plan explicitly seeks ongoing support from a children’s home, that home will consider if and how it could continue support to a care leaver that was both a previous resident and continues to reside in that children’s homes vicinity.

**FOSTERING PLACEMENTS**

The Provider shall ensure that the Placements will be compliant with the appropriate Fostering Services Regulations according to the country in which the carers are based.  In England Independent Fostering Agencies should be judged by Ofsted to be 'good' or 'outstanding' (except for newly registered provision).

All fostering placements must provide skilled and well-trained foster carers who can provide a stable, loving, caring and welcoming family home for Children and Young People who may have experienced loss, separation, abuse, neglect or harm and may consequently have complex and challenging emotional and behavioural difficulties.

All fostering placements must support attendance at required health assessments / appointments, and associated appointments including but not limited to dentist, optician appointments. Failure to attend must also be reported to the relevant Local Authority in a timely manner.

D2N2 expects all providers to support the timely completion of Local Authority questionnaires as requested, e.g. Strengths and Difficulties Questionnaire.

**Standard Fostering**

Standard Fostering Placements will be required for Children and Young People who have not been assessed as having significant complex and specialist needs and who are not in need of intensive intervention.  This will be most fostering placements required through this contract.  The weekly price shall include all Core Services as detailed in Appendix 1 of this Specification, plus any additional services that are required, which will be agreed at the time the Placement is agreed.

It is likely that some Children or Young People will have been exposed to poor parenting, had several Placement breakdowns, have difficulties in forming positive and healthy attachments. Children and Young People may have been exposed to domestic violence or have parents struggling with substance misuse.  They may have mild conditions or disabilities such as ASD, learning disability, health needs or physical disabilities that are manageable in a standard fostering environment with the correct skills, training and support.

Children and Young People with challenging behaviours may require carers to provide consistent boundaries and may require a highly managed and structured environment in all areas of their life to feel safe and to begin to trust.

**Specialist Fostering**

Specialist Fostering Services will be required for Children and Young People assessed as having more significant complex and/or specialist needs and should include all that is included in Standard Fostering, plus additional services and support as detailed in Appendix 1

Children and Young People may have moderate to severe or profound conditions or disabilities such as ASD, learning disability, health needs or physical disabilities; they may require support in relation to significant attachment issues, substance misuse, offending or sexualised behaviour, or may themselves be at risk of exploitation. These children and young people may be in crisis and may be presenting with behaviours that are outside the norm for them as individuals, such as significant self-harm, risk taking and challenging behaviour or mental health difficulties.

It is expected that carers providing Specialist Fostering placements will receive regular additional training and support, minimum of 21 days respite and an opportunity for increased respite allocation (additional service menu) if necessary to stabilise a placement, as well as access to therapy to support their emotional and mental well-being and resilience. To meet the requirements of this category, Providers will need to evidence the additional services, additional costs, training and qualifications of their carers and Supervising Social Workers, and details of the active support package around carers.

**Staying Put**

Staying Put, refers to the arrangements where-by Young People aged 18 and older that were previously looked after remain living with their former foster carers. The expectation would be that where this is in the best interest of the Young Person, foster carers will give proper consideration to facilitating Staying Put in accordance with the Contracting Authority’s policy and procedures.

Lots & Categories:

The new D2N2 Children In Care Framework differs to the previous East Midlands Regional Childrens Frameworks in that we now only have 2 placements Lots and 2 placement categories:

Categories are only Standard (covers what were the previous EMRCF cats .1 to .3) or Specialist (covers what were the previous EMRCF cats .4 to .5)

Our Framework Contacts (referrals) spreadsheet has filters to select providers that have said they can deliver any of the following to further refine the search and send referrals only to relevant providers:

* Emergency (same day),
* Urgent (within 48hrs),
* Planned.
* Inside D2N2
* Outside D2N2

Lot 1. Independent Residential Care Homes.

* Standard Children’s
* Specialist Children’s Homes

Further detail relating to service inclusions for the above categories are attached as Appendix A and Appendix B

Lot 2. Fostering Services.

* **Category 2.1** Standard Fostering Provision
* **Category 2.2** Specialist Fostering Provision

Further detail relating to service inclusions for the above categories are attached as Appendix A and Appendix B

**\*\* please note: The majority of placements can be categorised as Standard provision or Standard provision plus additional service input rather than Specialist provision \*\***

**\*\* Specialist provision reflects significant challenging behaviours and and/ or complex needs only \*\***

See Appendix C for the additional services menu.

Placement Sourcing Options:

* Call-Off for Individual Placements

## **Placement Referral Process**

* Referrals will only be made via the Contracting Authorities Placement teams’ and not directly from social care teams using a common referral process and document for all D2N2 referrals. The exception to this is that emergency placements may be made by the emergency duty teams of the Contracting Authorities
* The Contracting Authorities’ social care teams are responsible for completing placement request and risk assessment forms that provide an accurate and comprehensive account of the reason for placement, the child’s presenting needs and expected placement outcomes.
* Whilst each child’s social worker will make the decision on preferred placement from the options available it is the placements team who liaise with Providers to confirm the placement and who will issue the IPA.
* **Social workers and Social Care Team Managers do not have the necessary authority to procure a placement or to agree additional funding**; all financial negotiations must be via the Contracting Authorities Commissioning Team and appropriate Senior Management sign off secured.
* Failure by Providers to ensure that all costs are negotiated via the appropriate route may result in non-payment for goods or services delivered.

PROCESSES AND RESPONSIBILITIES:

Localities:

Operational colleagues in localities will be responsible for:

Obtaining the relevant authorisation for an independent placement search and placement:

* Independent Fostering placement search and placement of CYP within Derbyshire or neighbouring local Authority boundary: Head of Service (Locality).
* Independent Fostering placement search and placement of CYP at a distance : Strategic Director. The necessary placed at a distance form will need to be completed.
* Independent Residential Placement search and placement of CYP (all boundaries): Strategic Director. The necessary placed at a distance form will need to be completed.
* Ensure the placement category requirement for your CYP is confirmed with your Service Manager or Head of Service – Locality
* Child Placement Request Episode within Mosaic is completed by the Social Worker, signed off by Service Manager or Duty Manager. This will trigger task to Central Placements Team to enable a placement search to be undertaken. Provide additional information:
* Where appropriate a risk assessment.
* Additional reports or information as necessary.
* Ensure information and decision requests made from Central Placements Team are responded to promptly.
* Ensure document and further information requests made by the Commissioning and Contracts Support Team are responded to promptly:
  + Individual Placement Agreement information: regarding chosen placement and longer term outcomes.
  + Boundary forms are completed to enable the relevant senior management ‘sign off’ to be secured.
  + Placement review enquiries and service step down requests made by Commissioning and Contract Support Team.
  + Formal notice/placement end requirements.
* Please ensure that operational teams/allocated workers DO NOT engage in discussions with providers, placement settings or carers regarding placement fees. These discussions/ queries are to be referred to the Commissioning and Contract Support Team who will discuss directly with the Provider/Agency.

Central Placements Team: [central.placements@derbyshire.gov.uk](mailto:central.placements@derbyshire.gov.uk)

The Central Placements Team will be responsible for:

* Sourcing both residential and fostering care placements from 1 February 2020.
* Submitting placement requests information to framework providers.
* Referral form/CYP profile
* Where appropriate a risk assessment
* Additional reports or information as necessary
* Collating, assessing and evaluating the responses received.
* Providing the localities with recommended placement options.
* Providing the Commissioning and Contract Support Team with all relevant confirmed placement information.

Commissioning & Contract Support Team:

[cs.contractschildrenincare@derbyshire.gov.uk](mailto:cs.contractschildrenincare@derbyshire.gov.uk)

The Commissioning and Contract Support Team will be responsible for:

* Raising Individual Placement Agreements and sourcing key detail from localities following receipt of placement confirmation from Central Placements Team.
* Issuing the finalised Individual Placement Agreements to Independent providers for signature to confirm the placement arrangement.
* Reviewing Independent provider placements with localities regarding placement timescales, costs etc. and negotiating these with providers.
* Issuing formal notice to end placements in accordance with locality instruction and the identified notice period requirements of the Framework.

Some Key Features of the Framework:

**Placement Types:**

Emergency (same day)

Urgent (within 48 hours)

Planned

Short term

Long term

Permanent

Sibling

Solo

Parent and baby or babies,

Staying Put

Staying Close

Placement Retainer Periods:

The Contracting Authority may request that a Provider retain a suitable and available place for a Child or Young Person for a period of time.

If the Contracting Authority requests Providers to retain a place the Provider will:

* Hold a planned admissions place for a specific Child or Young Person for up to 14 days. This may include visits and overnight stays as is the expectation of any Placement preparation and will incur no cost. If, however, the placement does not go ahead following the 14 days because of a decision by the Contracting Authority and no other authority within D2N2 are able to utilise for an alternative Child or Young Person then a retainer fee of 50% of the Framework Weekly Price will be paid.
* Retainer periods that exceed 14 days will be paid at a price agreeable to the Contracting Authority and the Provider
* Foster care Providers should pay their carers a fee that is at least proportional to the percentage of the Weekly Price agreed by the Contracting Authorities as a retainer fee,

If the Contracting Authority wishes to hold the Placement during periods of Absence, then the Provider will continue to have responsibility for the child or young person’s welfare and will continue to offer appropriate support services. During Absent periods the agreed Price as outlined in the IPA without Additional Support Services will be paid.

As appropriate, Additional Support Services during absent periods will be reviewed, and negotiation may take place to reduce prices depending on the circumstances. A retainer fee will be agreed with the Contracting Authority for these circumstances after 7 days.

**Placement Notice Periods**

Providers must not give notice of their intention to terminate an IPA without having formally explored and discussed all available options to resolve any difficulties with a Placement.

If following these discussions either party still decides to terminate the Placement, the relevant party must give the notice and reasons in writing to the other party. When the Child or Young Person leaves the care of a Provider, at a Provider’s instigation, the Contracting Authority will stop paying the Provider with immediate effect. The Contracting Authority or Provider can give notice in writing of their intention to terminate an IPA, if a Placement does not finish as expected, after having formally explored and discussed all available options to resolve any difficulties with a Placement.

The Contracting Authorities are not required to give notice if a young person is prevented from remaining at, or returning to, a specific placement due to Police or Court decision.

|  |  |
| --- | --- |
| **Duration of Placement** | **Minimum Notice period (days)** |
| More than 12 calendar months | 28 |
| More than 12 weeks but less than 12 calendar months | 14 |
| Up to 12 weeks | 7 |

**Transport**

All travel and transport within 20 miles one direction, up to a cumulative total mileage of 300 miles per week. This includes transport in private vehicles as well as accompanying on public transport for safety and supervision as appropriate to the child’s needs and development.

When justified additional mileage will be paid at prevailing HMRC mileage allowance rate per mile.

If the Contracting Authority agrees to provide alternative transport, for all our part of the total requirements, Providers will credit the Contracting Authority on a pro rata basis at prevailing HMRC mileage allowance rate per mile

**Discounts**

No discounts included as part of tender process / pricing submission.

Contracting Authorities to agree appropriate discounts with individual providers at the time the provider makes an offer in response to a referral (or at an appropriate point during the placement in the case of long-term discount).

Aspects likely to be negotiated in relation to discounts are:

* Sibling group placements
* Long term placements (placements)
* Permanency

D2N2 Commissioning & Contract Officer to negotiate on behalf of combined D2N2 LAs other discounts with providers such as:

* Placement volume (Cost-Volume)

**Service inclusions**

All services to be included within the weekly placement cost are detailed within the individual category service specifications: Attached as Appendix A and Appendix B.

The attached Appendix C refers to additional services over and above the inclusions of core offer and associated costs. These may be commissioned to meet the specific needs of each CYP. Should any additional be required, these need to made clear to Central Placements Team at the time of placement search request to enable this detail to be included within the placement search request issued to providers.

# **Appendix A: Childrens Placements Core service requirements.**

## **Standard Provision Minimum Core Service Offer**

All services shall include the following Services as a minimum within their provision and it will be included within weekly price. Contracting Authorities may commission additional services which will be eligible for additional fees.

|  | **Standard Provision Minimum Core Service Offer** | **Fostering Provision** | **Residential Children’s Home** |
| --- | --- | --- | --- |
| 1 | Full compliance with the regulatory body appropriate to the legal operation of the service e.g. Ofsted and/or Care Quality Commission | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 2 | Full compliance with all requirements in the Framework agreement and the Child/Young Person’s assessed needs in their plan | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 3 | 24-hour care and accommodation:   * Clean, well maintained and well presented, adequately heated accommodation, sufficient healthy food and good care in a safe environment (including all dietary needs and all school lunches) to comply with each Child or Young Person’s needs, for example environment, resources and diet applicable to heritage needs * 24-hour support within the unit and additional on call Service * A homely environment and personalised room | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 4 | 14 days (Within each 12-month period from date the placement commenced) Respite for Carers included in the weekly price. Contracting authorities may choose to commission additional respite days, to support placement stability, as additional services | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |  |
| 5 | Clothing & school uniforms (Summer & Winter)[[3]](#footnote-3):   * All day-to-day clothing including general sports activity clothing. * All clothing should be of good quality, in good repair and Children and Young People should have sufficient changes of clothing * Any replacement special clothing requirements, e.g. unusual sizes or for Children or Young People with disabilities | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 6 | Equipment and resources:   * Individual sports or hobby equipment, within reason, such as tennis racket, football, cricket bat, music, along with schoolbooks and other equipment. * Attendance fees for interests, hobbies and activities * Children or Young People of school age shall have access to a computer in the home that is principally for education and homework. It can be shared but it shall be connected to the internet, appropriately safeguarded and located in a quiet Child and Young Person focused area. * Resources relating to religious and heritage needs * Resources and equipment, within reason, to support the Child or Young Person develop their talents and life chances * Equipment for a disabled Child or Young Person | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 7 | Health checks:   * Eye tests minimum of once a year * Dental checks minimum twice a year * Prioritising Health checks, as required * Statutory Children or Young Person’s looked after health checks | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 8 | Holidays:   * Holidays should be facilitated as appropriate at a recommended minimum of 2 weeks per year. | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 9 | Initial and on-going assessment and reporting:   * General assessment of needs (full report to be provided after 4 weeks of Placement commencing) * Monthly written progress reports/assessment reports on individual Children or Young People for the Case Accountable Worker, and for planning and review meetings, or more frequently if required * Attend meetings and reviews at the Home or at ‘the Contracting Authority’s’ premises to cover all Placements * Record keeping, includes keeping records up to date and Providers ensuring all previous records are accessible * Utilising recording systems and pro-formas as required by the Contracting Authority | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 10 | Schooling:   * Support to the education provision of the child, including providing transport, encouragement and clear expectations in relation to attendance * Support with homework assignments and extra-curricular activities * School books & educational equipment where required to supplement learning, for example through home tuition * Day school outings and visits and overnight trips * All home to school transport * Attendance at Personal Education Plan (PEP) meetings * Attend parents evening, sports days, etc… | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 11 | Telephone calls:   * Children and Young People should be able to call family members, significant others (as agreed in the Care Plan) or the Contracting Authority * Appropriate use of telephone calls to other friends is to be included in the cost of care * Unrestricted access to call relevant professionals and Services, for example social workers, and unrestricted access to ‘Childline’ and OFSTED | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 12 | Toiletries and Cosmetics:   * All toiletries and cosmetics, including skin and hair care products, as appropriate * Regular hair cuts | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 13 | Transport:   * All travel and transport within 20 miles one direction, up to a cumulative total mileage of 300 miles per week. This includes transport in private vehicles as well as accompanying on public transport for safety and supervision as appropriate to the child’s needs and development. * When justified additional mileage will be paid at prevailing [HMRC mileage allowance](https://www.gov.uk/guidance/rates-and-thresholds-for-employers-2018-to-2019) rate per mile. * If, after discussions with potential providers prior to agreeing a placement, the Contracting Authority agrees to provide alternative transport, for all or part of the total requirements, Providers will credit the Contracting Authority on a pro rata basis at prevailing [HMRC mileage allowance](https://www.gov.uk/guidance/rates-and-thresholds-for-employers-2018-to-2019) rate per mile for a maximum of 300 miles per week. | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 14 | Prepare for independence:   * Individual programmes of work/assistance/preparation for independent living/preparation for a family Placement * Provide support to the Child or Young Person to prepare for independent living, as described in their Pathway Plan, working along-side other organisations to support the personal development of the Child and Young Person * Teach and support the Child or Young Person to develop their life skills and ability * Set up bank accounts * Assist them to manage their finances appropriately * Transport to and from college, training courses, apprenticeships and/or work * Assist them to search for suitable jobs, and access further training and education * Support the Child and Young Person, in conjunction with the Contracting Authority, to find suitable accommodation when they leave care | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 15 | Contact visits;   * Support the LA to undertake supervised contact visits to family members and appropriate others as identified in Care Plan | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 16 | Missing and Unauthorised Absence:   * Collect and return the missing Child or Young Person to Placement * Support the LA to undertake an independent return to home interview is undertaken within 72 hours as defined in the ‘DfE statutory guidance on children who run away or go missing from care 2014’ * Comply with the Contracting Authority’s missing from care policies and procedures | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 17 | Offending:   * Take all reasonable steps to avoid the criminalisation of the Child and Young Person * Attend court * Ensure appropriate attendance at Police stations as required | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 18 | Pocket Money /Savings / Allowances / Holiday Payments  The figures below are the minimum amounts expected to be spent on Children and Young People, and the Contracting Authority would expect as the Young Person reaches 11, they would be given more responsibility with their own money as part of the move towards independence. Therefore, Providers should use their discretion, so they are increasingly entrusting the young person, to decide how they spend this money, either on a weekly basis, or as required by the Young Person. | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 19 | Pocket money:   * Provide pocket money weekly as the Contracting Authority’s agreed savings protocol and review this in the regular IPA meetings * Owning and operating a mobile phone should be funded from any pocket money allowance, if the Care Plan states this to be appropriate * All such payments are to be included and agreed to at the time of Placement or at subsequent IPA review meetings, and they shall not be less than the Contracting Authority’s recommended amounts | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 20 | Savings:   * Each Child or Young Person must have a bank account in their own name– initial Placement must set up account within six months if a Child or Young Person does not have one already and deposits back dated to the start of the Placement * Each Child or Young Person must have a savings account (which may be an ISA) in their own name– initial Placement must set up account within six months if a Child or Young Person does not have one already * Make sure each Child or Young Person saves no less than the Contracting Authority’s recommended weekly savings allowance * Savings must travel with Child or Young person, in a timely manner | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 21 | Birthday and Festival:  This is the minimum amount to be spent on the celebrations, including presents, party, etc, and applicable for each Birthday and religious festival (e.g. Christmas, Diwali, etc.). This will be limited to one religious festival per year or divided between one or more if required and agreed with the Case Accountable Worker. | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 22 | Holiday Payment:  This is the total amount recommended to be spent on the holiday(s), including the cost of the holiday, spending money, etc…Holiday expenses are in line with the Contracting Authority’s specified amounts, within a twelve-month period. | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 23 | Providers must have adequate insurance to cover the personal belongings of the Child / young person placed. This would usually be covered by contents insurance. We recommend speaking to your insurance company / broker to ensure the cover is adequate. | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Age | Pocket Money  Weekly | Savings  Weekly | One Birthday and One Festival Payment Per Year | Holiday Payment  Per Year |
| 0 to 4 |  | £5.00 | £130 | £260 |
| 5 | £3.50 | £2.00 | £130 | £260 |
| 6 | £4.00 | £2.00 | £130 | £260 |
| 7 | £4.50 | £2.00 | £130 | £260 |
| 8 | £5.00 | £2.00 | £130 | £260 |
| 9 | £5.50 | £2.00 | £130 | £260 |
| 10 | £6.00 | £2.00 | £130 | £260 |
| 11 | £6.50 | £3.00 | £190 | £260 |
| 12 | £7.00 | £3.00 | £190 | £380 |
| 13 | £7.50 | £3.00 | £190 | £380 |
| 14 | £8.00 | £3.00 | £190 | £380 |
| 15 | £8.50 | £3.00 | £190 | £380 |
| 16 | £9.00 | £4.00 | £190 | £380 |
| 17 | £9.50 | £4.00 | £190 | £380 |
| 18 | £10.00 | £4.00 | £190 | £380 |

The Placing Authority would also expect there may be some discretion required when allocating pocket money and savings to Children in the 0 – 5 bracket. As Providers will see from the table above, the Placing Authority has combined the pocket money figure, with the savings figure, for these Children, although as long as the minimum saving of £2.00 per week is made for the Child, there is no reason why pocket money could not be given if it is felt appropriate

# **Appendix B: Childrens Placements Core service requirements.**

## **SPECIALIST Provision Minimum Core Service Offer**

Specialist Provision shall include all services from the Standard Core Service offer in addition to the following Services as a minimum within their provision and it will be included within the weekly price. Contracting Authorities may commission additional services which will be eligible for additional fees.

|  | **Specialist Provision Minimum Core Service Offer** | **Fostering Provision** | **Residential Children’s Home** |
| --- | --- | --- | --- |
| 23 | Providers will provide appropriate specialist resources to meet the needs of specialist placements relevant to the presenting needs of the individual Child or Young Person; these resources are in addition to existing mainstream or specialist NHS and Contracting Authority funded Services already available to young people, which are free at point of delivery | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 24 | Appropriately qualified and experience staff will receive a high level of supervision | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 25 | 21 days (Within each 12-month period from date placement commenced) Respite for Carers included in the weekly price. Placing authorities may choose to commission additional respite days, to support placement stability, as additional services | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |  |
| 26 | Flexible staffing who can step up and step down when and as necessary |  | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 27 | Flexible staffing who can respond to individual child or young person’s needs as necessary; e.g. responsive supervising social workers provide increased intensive support when required; there is a robust and accessible pool of consistent support carers that can provide responsive additional support care at short notice to stabilise placements if required | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |  |
| 28 | Employees and carers who are trained in the specialism specific to the cohort of children/young people in their care; e.g. Autism; CSE; high level of emotional health needs, and this is reflected in the training and qualifications of employees and managers | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 29 | Work closely with NHS including CAMHS | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 30 | Improving and effectively managing behaviour; the provider uses evidenced-based approaches to do  this effectively, with input for employees and carers from behaviour management therapists/specialists | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 31 | The provider adapts to the needs of the Child or young Person and always puts needs-led strategies in place to demonstrate improvement in outcomes | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 32 | High levels of structure and routine, including providing a high level of activities accessed daily | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |
| 33 | Except in exceptional circumstances, the provider will work with young people to ensure that they are not criminalised in order to address damage/anti-social behaviour. This should include applying the CPS ’10 Point Check’ and the ‘Reasonable Parent Test’ when determining whether to involve the police, that is; if the incident occurred within a supportive caring family environment, would a reasonable parent involve the police? | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png | C:\Users\ALobley\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KFV6SU7C\Check_mark_23x20_02.svg[1].png |

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## **Appendix c - Services Additional to Core Service Offer**

Where appropriate Contract Authorities may require additional service, above and beyond the core service offer, for both Standard and Specialist Provision. These additional services will be at additional cost to the Core offer weekly prices. Providers will be required to quote prices for these additional services if requested (based on the tendered prices they submitted as part of their tender). Additional service includes, but not exclusively, the following:

|  | **Additional Services** |
| --- | --- |
|  |  |
| 1 | Care Support Staff / Residential Care Support Worker / Extracurricular Activity Staff / Travel Escorts |
| 2 | Education |
| 3 | Counselling services |
| 4 | Health Care Assistant (HCA) / Clinical Support Worker |
| 5 | Interpreters – British Sign Language (BSL) |
| 6 | Occupational Therapy – Sensory Profile |
| 7 | Psychologist assessment |
| 8 | Psychological Therapy (direct work with child) |
| 9 | Psychological Therapy (work with carers / staff) |
| 10 | Speech and Language assessment |
| 11 | Speech and Language Therapy |
| 12 | Sleep-in Registered Clinical Social Worker |
| 13 | Training costs for Child/Young Person specific needs |
| 14 | Travel (beyond reasonable expectation of up to 20 miles included in core price) |
| 15 | Waking night Registered Clinical Social Worker |
| 16 | Additional support to Foster Carers (provider to specify nature of support) |
| 17 | Other additional support (provider to specify) |
| 18 | Solo placement enhancement (to compensate if additional capacity cannot be used) |
| 19 | Respite (additional) days |



1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)