**NEWHAM TIMELINE and WORKFLOW**

**PERMANENCE PLANNING FOR CHILDREN SUBJECT TO CARE PROCEEDINGS BUT NOT LOOKED AFTER**

1. This document should be read in conjunction with Newham Children’s Service online procedures **Care and Supervision Proceedings and the Public Law Outline** and **Permanence Planning Guidance**, and **Pre-proceedings Public Law Outline Timeline and Workflow and Guidance** (Documents Library)**.**

2. This timeline starts from the point that Court proceedings have been issued but the child does not become looked after. Alternatively, practitioners should refer to the **Timeline and Workflow – Permanence Planning for Children Looked After.** (Documents Library).

3. If the child was open to Children’s Services prior to proceedings being issued, care planning should already have started ie through pre-birth assessment and planning, a child protection (CP) or child in need (CIN) plan, or through pre-proceedings Public Law Outline(PLO). This may have included identifying potential alternative carers (which should be considered at the earliest opportunity) and convening a Family Group Conference.

4. A Legal Planning Meeting (LPM) will have been held to confirm that the threshold is met to issue proceedings. The LPM should agree the child’s initial care plan and identify the assessments and referrals that are required, with timescales. The Adoption Team must be invited to all LPMs for children aged 10 and under, or if they are part of a sibling group with younger children.

5. If a child was subject to pre-proceedings PLO, planning for the child will have been monitored every two weeks by the PLO Tracker Panel. When the PLO Tracker Panel decides that proceedings should be issued, the Panel will have overseen the preparation of the Court Statement (within two weeks of the decision to issue) and then referred the child to Permanency Planning Panel. Proceedings must be issued within 5 working days of the Statement being received by Legal Services.

6. Practitioners and managers should refer to the **Terms of Reference** for Permanency Planning Panel, Permanency Planning Meetings and Permanency Tracking Panel to clarify the purpose and functions of these meeting and the administrative arrangements (Documents Library).

 **Week 1**

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| * Care proceedings have been issued but the child has not become looked after
* The case holding Practice Lead (PL) and Social Worker (SW) confirm the child’s interim care plan and agree the actions to be undertaken to progress the child’s permanence plan (including contingency planning); this will be recorded as a Supervision note in Forms, and all activity will be given timescales
* The SW asks the parent(s) to confirm any family members or friends they would like assessed as potential alternative carers for their child
* The SW will book a Family Group Conference if this has not already been held
* If the child is subject to a CIN Plan, CIN meeting dates should be scheduled into the child’s timeline every 6 weeks or, as is more likely, the dates that have been set for CP Conferences
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**Weeks 1- 2**

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| * The SW discusses the child with the Adoption Team if they are aged 10 or under or if they have younger siblings, to ensure a parallel plan for adoption commences in a timely way
* The timetable for actions relating to the adoption process will be agreed and recorded on LCS, and the Adoption Team will attend all future planning meetings
* The SW completes and submits the **Permanence Planning template** to the Panel Administrator 2 working days prior to the next scheduled Permanency Planning Panel and this is circulated to attendees
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**Week 2**

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| * The child is reviewed by the **Permanency Planning Panel** (PPP) which is chaired by the Head of Service CLA
* A decision is recorded that monthly Permanency Planning Meetings (PPM) must be held to progress permanence planning for the child, and this will be overseen and monitored by the Permanency Tracking Panel
* The allocation of a family finder for adoption or long term foster placements will be triggered
* The PPP will consider whether the case fits the criteria for transfer to the Court Team and will agree an indicative date for Transfer Panel / case transfer
* PPP attendees must include the child’s PL and Service Manager, and a representative from the Fostering and Adoption Service
* Brief discussion points and actions will be added to the Permanence Planning template and this will be stored in Documents
* The PPP will set the date for the initial PPM to be held within 2 weeks
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**Week 4**

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| * The **initial Permanency Planning Meeting** (IPPM) is held and will be chaired by a Permanence Manager.
* The SW will update and submit the Permanence Planning template to the Chair 3 working days prior to the meeting for circulation to attendees
* The IPPM will:
1. confirm the child’s identified needs
2. confirm the Assessments / referrals to be undertaken with timescales
3. start to record a timeline of activity tracking back from the Final Hearing
4. confirm the child’s primary care plan and contingency planning ie there could be parallel or multiple plans at this stage
5. clarify whether the case has / is due to transfer to the Court Team with indicative dates
* If a **long term foster placement** could be required the Fostering Team will agree the timeline for creating a profile for the child, and family finding
* If an **adoptive placement** could be required the Adoption Team will
	1. agree the timeline for completion of the Child Permanence Report (CPR), parental Health forms, parent’s consent to access their health records and Form M/B
	2. agree to request an Adoption Medical within 4 weeks of the CPR completion date, or seek direction from the Court if the parent’s refuse to agree to the Medical
	3. consider whether the Court should be asked for permission to advertise for the purposes of family finding during the Court process
* IPPM attendees must include the child’s SW, PL and Service Manager, the Fostering Team (even though the child is not looked after), the Adoption Team depending upon the child’s age, and Legal Services
* Brief discussion points and actions will be added to the Permanence Planning template and this will be stored in Documents
* The child will be referred to the Permanency Tracking Panel Administrator and added to the Permanency Tracker
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**Week 6**

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| * The child is presented to the **Permanency Tracking Panel** (PTP) which is chaired by the Head of Service Children Looked After
* The SW will update and submit the Permanence Planning template to the Panel Administrator 3 working days prior to the Permanency Tracking Panel for circulation to attendees
* The PTP will:
1. review the progress of permanence planning for the child including family finding
2. ensure there is a clear contingency plan which is also being progressed
3. confirm that the planning timeline agreed by the IPPM is being adhered to
* PTP attendees must include the child’s PL and Service Manager, Fostering and Adoption Team representative(s), and Legal Services
* Brief discussion points and actions will be added to the Permanence Planning template and this will be stored in Documents
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**Weeks 8, 12, 16 and 20**

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| * **Monthly PPMs** will be chaired by a Permanence Manager (this can be from the Child care, Fostering or Adoption teams) unless the complexity of the case or lack of progress requires Service Manager involvement
* The SW will update and submit the Permanence Planning template to the Chair 3 working days prior to each PPM for circulation to attendees
* The Fostering Team, and the Adoption Team depending upon the age of the child, must attend all PPMs to confirm the progress of family finding
* PPMs will:
1. review the progress of the child’s permanence plan (including contingency planning) and family finding, and how this will meet the child’s assessed needs
2. agree urgent remedial action if timescales are slipping
3. escalate concerns to the child’s Service Manager or Strategic Lead
* Brief discussion points and actions will be added to the Permanence Planning template and this will be stored in Documents
* The child’s care plan must be updated on LCS
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**Weeks 10, 14 and 18**

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| * The child will be presented tothe **PTP** on a monthly basis to review the progress of permanence planning and family finding
* The SW will update and submit the Permanence Planning template to the Panel Administrator 3 working days prior to each PTP for circulation to attendees
* PTP attendees must include the child’s PL and Service Manager, Fostering and Adoption Team representative(s), and Legal Services
* Urgent remedial action will be agreed if timescales are slipping or the care plan is unclear
* Brief discussion points and actions will be added to the Permanence Planning template and this will be stored in Documents
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**Week 24 (or two weeks before final evidence is due to be filed, if earlier)**

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| * The **final PPM** (FPPM) will be held two weeks before the local authority is due to file its final evidence and will be chaired by a Permanence Manager
* The SW will update and submit the Permanence Planning template to the Chair 3 working days prior to the FPPM for circulation to attendees
* Attendees must include the child’s SW, PL, and Service Manager CLA/Safeguarding, the Fostering Team and Adoption Team depending on the age of the child, and Legal Services
* The FPPM will:
1. review the progress of permanence planning and family finding
2. agree actions prior to filing final evidence / final hearing with timescales
3. confirm the child’s final care plan
4. escalate any drift or areas of concern to the Head of Service
* Brief discussion points and actions will be added to the Permanence Planning template and this will be stored in Documents
* The child’s care plan must be updated on Azeus
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**Week 26**

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| **Final Hearing*** If the final care plan is for Adoption and this is not endorsed by the Court, the Agency Decision Maker must be informed.
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**Week 30 and thereafter every 4 weeks**

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| * **PPMs** will continue to be held every 4 weeks if a **Placement Order** has been granted but the child has not been matched with adopters
* PPMs will be chaired by a Permanence Manager
* PPMs will continue to be held until the child is matched or there is a decision from the ADM to change the care plan from adoption
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**Week 32**

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| * A child made subject to a **Placement Order** will be presented to the **PTP** until they have been matched with adopters and Life Story Work and Letter for Later Life have been completed
* The frequency to attend PTP going forward will be set by the Chair on a case by case basis

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**Week 34 and thereafter every 2 months**

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| * **PPMs** will continueto be held if a  **Care Order** has been granted but the child has not been matched with their long term carer(s)
* PPMs will be chaired by a Permanence Manager
* PPMs will continue to be held every 2 months until the child is matched
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**Week 38**

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| * A child made subject to a **Care Order** but not matched with long term carer(s) will be presented to **PTP** until they are matched and Life Story Work has been completed
* The frequency to attend PTP going forward will be set by the Chair on a case by case basis
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