**NEWHAM TIMELINE and WORKFLOW**

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

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.**

2. This Timeline will only apply to a small number of older children who become looked after but are unlikely to enter the Court arena and have clear care plans, for example:

(i) young people who are unaccompanied asylum seekers and who will remain living in semi-independent accommodation to age 18, or

(ii) young people who become looked after aged 16/17 and proceedings will not be issued due to their age.

3. Most children who become looked after and all sibling groups (irrespective of the age range of the children) will follow the process set out in **Timeline & Workflow – Permanence Planning for Children Looked After** (see Documents Library).The decision as to which Timeline will be followed will be agreed at Permanency Planning Panel.

4. This timeline starts from the point a young person becomes looked after (LAC). If the young person was open to Children’s Services before they became looked after, care planning should already have started ie through 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.

5. The young person’s Independent Reviewing Officer (IRO) must be involved in the permanence planning process and will continue to monitor and scrutinise the young person’s care plan through the Looked After Children Review process.

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 the meeting, and the administrative arrangements (Documents Library).

 **Week 1**

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| * A young person becomes looked after under s.20 Children Act 1989
* The Practice Lead (PL) and Social Worker (SW) confirm the young person’s interim care plan and agree the actions to be undertaken to progress their permanence plan (including contingency planning); this will be recorded as a Supervision note in Forms, and all activity will be given timescales
* The SW will book a Looked After Children Review (LACR) with the Plans & Reviews Service
* The SW will ask the parent(s) to confirm any family members or friends they would like assessed as potential alternative carers for their child
* The SW will make a referral for a Family Group Conference if this has not already been held
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**Weeks 1- 2**

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| * The SW completes and submits the **Permanence Planning template** to the Panel Administrator 2 working days prior to the next scheduled Permanency Planning Panel for circulation to attendees
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**Week 2**

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| * The young person is reviewed by the **Permanency Planning Panel** (PPP) which is chaired by the Service Manager Children Looked After.
* A decision will be recorded that the young person’s permanency planning process can be managed by the case holding Practice Lead through Supervision and permanency planning / professionals meetings, and monitored and scrutinised through their LAC Reviews
* The young person’s PL will agree the date of the initial Permanency Planning Meeting which should be held within two weeks of the PPP
* Family / placement finding will be triggered if this is required
* Consideration will be given as to whether the case should transfer to the Children Looked After Service, with indicative dates for Transfer Panel / case transfer
* PPP members must include the young person’s PL, and Service Manager if the case is not held in CLA, and a representative from the Placements Service
* Brief discussion points and actions will be recorded on the Permanence Planning template and this will be stored in Documents
* The SM for CLA and IRO’s will be required to submit quarterly reports to the Permanency Planning Panel regarding the progress for children and young people who were accommodated as S20.
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**Week 4**

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| * A Permanence Manager will chair the **initial Permanency Planning Meeting** **(IPPM)** and will notify the SW beforehand if they are required to update the Permanence Planning template prior to the meeting
* The IPPM will:
1. confirm the young person’s identified needs
2. confirm any Assessments / referrals to be undertaken with timescales
3. confirm the young person’s care plan including contingency planning
4. confirm the date of Transfer Panel if case transfer is required
* The Fostering / Placements Team will confirm the progress of family / placement finding if applicable
* IPPM attendees will include the young person’s SW and PL, the Fostering / Placements Team and the IRO
* The Chair will record brief discussion points and actions on the Permanence Planning template and this will be stored in Documents
* The Chair will agree the date of the next PPM if this is required dependent upon the permanence plan and assessed needs of the young person
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**Ongoing**

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| * PLs will decide when to convene further **PPMs / professionals meetings** on a case by case basis depending upon the changing needs of the young person
* Further PPMs will be chaired by a PL (Child care or Fostering / Placements Teams) unless the complexity of the case requires Service Manager involvement or a Permanence Manager.
* SWs will only be required to submit an updated Permanence Planning template prior to a meeting if the Chair requests this, eg if there has been a change of circumstance or it is felt it would be helpful to inform the planning process, but PLs should use the template to record the Minutes of the meeting and these will be stored in Documents
* PLs will decide who should attend subsequent permanence meetings but this should include a member of the Fostering / Placements Team, and the IRO if the care plan may be changed
* Any proposed change to the care plan must be discussed with the IRO if they are not at the meeting, and their views must be recorded
* The young person’s care plan must be updated on Azeus
* PPMs can be convened until the young person ceases to be looked after
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**Week 16 and thereafter every 6 months**

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| * The young person’s second **LAC Review** will be held within 4 months of their becoming looked after; LAC Reviews will continue to be held every 6 months thereafter until the young person ceases to be looked after
* The young person’s permanence plan will be reviewed at each meeting and the IRO will identify any areas of concern including drift or delay, this could result in escalation to the Service Manager and Strategic Head of Service, particularly if the young person’s care plan is unclear or is not meeting their assessed needs.
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