**NEWHAM TIMELINE and WORKFLOW**

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

Date of publication: 28th September 2020

Date of review: 30th September 2021

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 Tracking Panel.

4. This timeline starts from the point a young person becomes looked after (CLA). 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, and 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 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 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 and all activity will be given timescales
* An IRO is appointed within 5 days of a child becoming looked after. The date for the first review will be confirmed with the SW
* 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 Permanence Manager is alerted at the time of the allocation of the IRO and a Permanence Planning Meeting will be arranged within 4 weeks.
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**Week 4**

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| * A Permanence Manager will chair the **initial Permanency Planning Meeting** **(IPPM)**.
* 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
* The 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. The chair will consult with the IRO ahead of the review.
* 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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| * The Permanence Manager working with the child Practice Lead 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 the Permanence Manager unless the complexity of the case requires Service Manager involvement..
* 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. Minutes of the meeting will be stored in Documents
* The Permanence Manager and child’s Practice Lead will decide who should attend subsequent permanence meetings.
* Any proposed change to the care plan must be discussed with the IRO, and their views must be recorded. The looked after review will endorse any changes to the care plan
* The young person’s care plan must be updated on Azeus
* PPMs can be convened until the young person ceases to be looked after or has been presented at Permanency Tracking Panel and the permanence plan has been confirmed and agreed.
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**Week 6 or beyond depending on circumstances**

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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 also track all adolescent children in care under section 20 placed in unregulated placements and have overview and confirm if that is the appropriate long-term plan.
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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 Head of Service, particularly if the young person’s care plan is unclear or is not meeting their assessed needs.
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