**Checklist for Accommodating a child /young person**

**(including under S20)**

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|  | I have obtained authorisation from Head of Service for an agreed plan to accommodate a child / young person and agreement to search for a placement. |
|  | I have obtained authorisation from Head of Children’s Care Services & Children’s Commissioning or the Service Director to agree funding for the placement. |
|  | If a child is accommodated under **S20** I have got the **parents signed consent** and their **signed delegated authority** for the child’s initial health assessment and any emergency medical treatment whilst they are looked after. <https://proceduresonline.com/trixcms/media/6309/section-20-consent-form-2020.docx>  I have saved this on Content Server. |
|  | I am clear about the child’s legal status and the implications for **parental responsibility.** I will check with my manager if not clear. |
|  | I have sought legal advice to initiate care proceedings and secure the legal status of the child, where necessary. |
|  | I have considered the 16–17-year-old protocol where relevant. Noting the protocol [Homeless Young People’s Protocol](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fproceduresonline.com%2Ftrixcms%2Fmedia%2F7062%2Fbuckinghamshire-council-homeless-young-peoples-protocol-final-version-261121.pdf&data=04%7C01%7Calison.munt%40buckinghamshire.gov.uk%7Ce5e5afc1ddaa469f23f908da010e0d17%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637823458783010539%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=F0lU1NWyXpt%2Fay5WkpMXpHfMsB1VEyhxZqzS7zIHkpM%3D&reserved=0) and [the guidance](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fproceduresonline.com%2Ftrixcms%2Fmedia%2F6998%2Fpractice-guidance-homeless-16-to-17-year-olds.docx&data=04%7C01%7Calison.munt%40buckinghamshire.gov.uk%7C334ab8330ce040979ed408d9e0b7164e%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637787899261113081%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=XAIGMykEOSKoNR5JvhIgcTMWAmv12r2OjcUsWi8YPrA%3D&reserved=0) |
|  | I have presented the case to Legal Planning and New Admissions Panel as soon as consideration is being given to accommodating the child / young person so that it can be planned to minimise distress for the child / young person and their family and secure the best outcome should it become necessary. Panel arrangements are set out [here](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fproceduresonline.com%2Ftrixcms%2Fmedia%2F6664%2Fpermanency-tracking-for-looked-after-children-buckinghamshire-april-2021.docx&data=04%7C01%7Calison.munt%40buckinghamshire.gov.uk%7C334ab8330ce040979ed408d9e0b7164e%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637787899261269307%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=Q5j70H%2BzHDgfSqEJZ4XgtQMiMdS4uMdZcsco7OlQ9Ow%3D&reserved=0). |
|  | I have discussed the benefits of coming into care as well as the expectations from the Local Authority for young people coming into care. |
|  | I have they ensured that they have appropriate bags to move their belongings. |
|  | I have presented a case where the child has been accommodated in an emergency (out of hours, court remand, police protection) to Legal Planning and New Admissions Panel and Resource Panel at the next available panel. |
|  | If I have not been the child’s social worker at the point they come into care, I have been in touch with the child and their parents to inform them I am their named social worker, how to contact me and the contact arrangements for the team in my absence. |
|  | I have considered family time arrangements for the child with family members. Where this needs to be supervised, I have discussed this with the Family Time Service and made arrangements prior to the child becoming looked after. |
|  | I have checked the procedures if a child’s route into care is one I am not familiar with, for example, a young person **remanded into care**. |
|  | I have completed an initial placement request form and worked with the **Access to Resources** Team to secure the best placement for the child. If I am in the Access to Resources Team, I have recorded the efforts made to secure the best placement on the child’s record. |
|  | If the placement is planned, I have had a placement planning meeting and recorded it on the LCS placement plan form before the child is placed and done everything I can to support the child to settle well in their placement. I have made expectations about savings, pocket money and clothing allowance clear in the placement agreement. |
|  | If I have placed the child in an emergency, I have made sure the carers have the information they need to care for the child in placement and have arranged a full placement planning meeting with the child, carers and parents (unless it is not in the best interests of the child to do so) **within 48 hours / 2 working days** of the child being placed and recorded it on the placement plan on LCS |
|  | I have informed my Team Business Support Officers immediately that a child has become looked after so they can initiate payments, send out statutory notifications and notify Child Benefit. |
|  | **I have updated the child’s legal status on LCS.** |
|  | **I have updated the Personal Details screen on the child’s record and the Case Summary.** |
|  | **I have updated the child’s placement details.** |
|  | **I have sent the Initial Health Assessment paperwork within 2 working days of the child becoming looked after from a secure mailbox to:** [**buc-tr.LACBucks@nhs.net**](mailto:buc-tr.LACBucks@nhs.net) |
|  | **I have alerted the Reviewing Service within 24 hours of the child becoming looked after to arrange the initial CLA Review;** |
|  | **I have alerted the Virtual School within 2 days of the child becoming looked after.** |
|  | **I have visited the child at their placement on the day they become looked after and again at their placement within 5 working days of the start of the placement. Then within one month and a minimum of six weekly thereafter.** |
|  | I have seen the child alone and seen their bedroom during visits. Visits are recorded on the correct case note on LCS within 24 hours of the visit taking place. |
|  | I have helped the child to understand **why they are in care** and when they will see their family. I have listened to them and recorded their **wishes and feelings** and where possible made changes to their **care plan** in response. |
|  | I have made sure **family time** between the child, their family and friends has been actively promoted and facilitated, provided it is in the best interests and in accordance with the child’s care plan. |
|  | I have made every effort to minimise disruption to the child’s **education** and made sure their teacher and school know they have been accommodated. |
|  | I have worked in partnership with the **Virtual School** to ensure a **Personal Education Plan** is in place **no later than 28 days** from the date a child aged 3-16 years is accommodated. |
|  | I have **informed all relevant agencies** involved with the child that the child has become looked after and shared the plan with them.  If placed out of county I have sent the formal notifications to the relevant Local Authority, Education Department and Health Services. |
|  | I have made sure the child’s needs are being met in relation to their **race, ethnicity, language, communication, disability, gender and sexuality.** |
|  | I have worked with the Reviewing Service to make sure the **1st CLA Review is held within 20 days** of the child becoming looked after. |
|  | I have updated the **Child and Family Assessment and Chronology** to show that the child is subject of a Care Plan and made it available to my manager for quality assurance and sign off at least **5 days before the 1st CLA Review.** |
|  | I have **shared the updated Child and Family Assessment with the parents and the child at least 2 days before the review.** |
|  | I have arranged to **meet with the IRO 5 days before the child’s review** to provide an update. |
|  | I have encouraged and assisted the child to attend their review, share their views and talked to them about whether they would like to have an advocate. |
|  | I have made sure the **voice of the child is heard in the review** if they choose not to attend. |
|  | I have **uploaded all significant documents** to the child’s record in Content Server, including any **court and legal documents**. I have added a case note signposting the reader to where documents are located on Content Server. |
|  | I have collated any information relevant to the **child’s life story** that can be used to explain their journey into care. |
|  | I have made sure there is a full and **accurate genogram** on the child’s record. |
|  | I have obtained a copy of the child’s **birth certificate**. |
|  | I have arranged for the child to have a **passport**. |
|  | I have completed a **Missing Persons risk management assessment and plan** including an uploaded photograph. |
|  | I have used other relevant tools to support my understanding of the child – Strengths and Difficulties Questionnaire (SDQ); Child Sexual Exploitation Risk Assessment. |