

We recognise that sometimes people's health and wellbeing are likely to be improved if they are living closer to their support network, friends, and families and in some cases, this might be outside of Croydon. After undertaking an assessment under the Care Act and support planning, it might be agreed with the local authority, client and or their representatives that their needs are best met in a placement outside of the Borough. Whilst there may be several reasons why out of area placement is being considered for a client, practitioners should work with the placement team to establish that there are no local services available that could meet the needs of the person.

These procedures are to be used in circumstances where a client is being considered for or when they are in a placement outside of the Borough of Croydon.

Out of area services can be arranged when:

- a. There are no appropriate services locally; or**
- b. In the case of a permanent placement, the person has made a request that has been agreed under the Wellbeing principle; or**
- c. The person lacks capacity and an out of area placement has been agreed as in their best interests**

Before arranging an out of borough placement, the client must have an assessment or re-assessment to identify their needs and a care and support plan that will help in finding the most suitable placement for the client. When carry out the assessment, the social worker must consider the statutory duties in relation to use of advocates and Relative Person's Representative (RPR) under the Care Act 2014 and the Mental Capacity Act 2005.

After completing the assessment and support plan, the request for an out of borough placement must be work flowed on LAS to the Placements Team. The Placements Team will work with the allocated social worker and liaise with their partners in the other local authority areas being considered to collect local intelligence about the placements they are considering for the client. Additionally, the Placements Team will make use of other determinations of quality including recent and historic CQC inspection reports as well as contracting arrangements. CQC information will normally show both inspection results as well as any inspections underway, both planned and/or in response to concerns. The Placements Team

will call the host authority to check if there any safeguarding concerns in the home or if they are in their local provider concerns process. The gathering of this local intelligence will help to inform the commissioning decision for the client. The social worker should record on LAS the outcome of all intelligence gathering enquiries as this might give an indication of why a particular placement may or may not be suitable for a client.

Pre-Placement Funding Agreement:

It is the responsibility of the social worker to ensure that once the Placements Team has identified a suitable placement for the client, that they complete the panel funding paperwork and attend panel for a funding decision. A clear record of the funding outcome should be kept on LAS. As soon as possible after the outcome, a case note should be created with the outcome. Once the panel has returned the formal document, this should then be indexed as part of the client's documents on LAS.

Preparing for out of borough placement:

Once the panel decision has been made, the social worker should inform the Placements Team, communicate with all the relevant people, and agree a move in date for the client. The Placements Team will contact the agreed placement and complete all the relevant placement contracts and liaise with the local authority in which the client has been placed to let them know of the placements arrangements and provide full contact details of the local authority in the event that there are concerns about the provider. Where this information cannot be sent in advance of the client going to the placement, it should be done as soon as is practicable. The social worker should ensure that they have updated the client's record on LAS with the placement details and GP details.

Reviewing Out of Borough Placements:

Croydon Local Authority retains statutory duties for meeting the clients eligible care needs are therefore responsible for the review and the ability of the placement to continue to meet those needs. The social worker should ensure that after the client has moved in, that they arrange for a review to take place within 4-6 weeks. As far as possible, the social worker should try and arrange for the review to take place face to face. The review must take into account statutory duties in relation to use of advocates and the relevant person's

representative (RPR) under the Care Act 2014 and Mental Capacity Act 2005. The social worker should obtain the views of the client, family, friends, advocate and/or relevant person's representative (RPR) of the person (where appropriate/relevant) for about the service and where possible, also invite any specialist service supporting the client. The social worker should provide relevant information around how to contact the local authority if there are any concerns or change in need/s for which the client might need their review before the scheduled annual review.

When carrying out the reviews and during all contact with the placement, social workers should maintain professional curiosity and if there is evidence of inadequate support to the client/s, for example, in delivering on the care and support plan for the client, this should be acted upon by reporting to the Commissioners who will alert CQC and the local authority in which the client is living. Where there are safeguarding concerns, these should also be reported to the Commissioners along with the following the procedures for out of borough safeguarding and Croydon Local Authority may make decisions under its contract monitoring procedures relating to its contract with the provider, including suspension of placements with the provider.

Out of Borough Safeguarding:

These out of borough safeguarding procedures compliments other existing procedures and should be used alongside the procedures on: Responding to Safeguarding Concerns, Provider Concerns, Provider Failure

Where safeguarding adults' concerns are raised, the local authority where the risk is posed is responsible, under Section 42 of the Care Act, for ensuring that enquiries are undertaken.

Where Croydon is responsible for placing a client in a placement outside of the borough, the local authority will contribute to any safeguarding enquiry and maintain overall responsibility for the client, including carrying out care act assessments and care and support planning.

If information is firstly received by Croydon, for example, when carrying out the review or from intelligence received from the client, friends, family, RPR or other professional, the social worker will act to immediately notify the local authority in which the placement is about the safeguarding concern.

Whether Croydon is notifying the local authority in which the client lives or if they have notified Croydon, the safeguarding concern should be recorded on LAS and the procedures for dealing with safeguarding concerns followed. This should provide an accurate record of the concern and outcome following discussion with Team Manager/SAM.

The social worker will check to ensure that the placement continues to meet the client's need in a safe environment by liaising with all the relevant people, for example, the lead coordinator carrying out the safeguarding enquiries, CQC, Commissioners. The social worker should maintain communication with the lead coordinator with regards to the conduct of the sc42 enquiry and keep a record of all communication on LAS.

If necessary, the social worker will work alongside the Placement Team and Commissioner to find an alternative placement, whilst ensuring that the current provider has made adequate provision for the immediate protection and meeting of the client's care needs until the move takes place, liaising with the local authority in which the client is living as appropriate.

If a change of placement becomes necessary, wherever possible, the client and their family, advocates and RPP should be involved in the process. The social worker will also need to seek funding from the panel for any new placement arrangement.

Where required, the social worker alongside other relevant professionals, such as, Commissioner, Placement Representative, Team Manager, from Croydon Local Authority will attend planning meetings and complete actions and provide information as required for the enquiry.