**Referrals to Central Placements Team**

Demand for placements is currently unprecedented and for each placement providers are receiving significant numbers of referrals therefore it is important to get that first referral right.

**A Good referral**

* An individual referral is needed for each child ie Mother and Baby, siblings
* Please send the referral as soon as possible and be clear when it is required.
* Help potential carers connect with the child (link to one page profile slide)
* Please provide context to any risk or behaviours ie aggressive behaviour – who towards, how often, triggers.
* Try to avoid limiting a placement search.
* Be clear about why the placement is needed.
* Only a very few children require a solo placement if this is being requested, please be clear why and ensure this is approved by the Locality HoS.
* All referrals require sign off by the team manager.
* CPT will provide advice if a referral requires more work to be effective

**The Search**

CPT, Fostering and Residential services will explore all in house vacancies first and only when these are exhausted then external search permissions will be provided by the Head of Service CIC

Section 12 of the referral provides updates to the progress of the search.

The first searches will be made within the D2N2 framework. These are quality assured and have regulated costs. If there are no suitable offers a non-framework search will be undertaken.

**Communication**

In the search for the right placement communication between the locality Social Work team and CPT is key.

Any interest or offers of placements need to be followed up immediately so it is important if you are not going to be available to ensure someone else is picking up this work.

All Placement offers need to be considered carefully please be realistic when declining offers or interest.

Setting up a team chat for a challenging placement search is always helpful. Please ensure you have all the relevant people included.

If circumstances change please inform CPT asap, this is where the chat can be helpful.

It is important the locality HoS is aware of placement searches and if there is a risk a child may not have a placement.

**Placement Approval forms (PAF)**

The PAF is required for all external placements fostering and residential. These can be found in the documents library and the placement cannot be secured until signed off by HOS CIC, HOS Locality and relevant member of LT/SMT.

Please note there is a specific PAF sign off for supported accommodation.