

## **CPT: Quick Guide to Placement Seeking**

Please follow this process for all children that are new entrants to care and require a placement or are already in care and require a placement change.

### **1. Approval to seek to accommodate or make a placement change**

- 1.1 The child's social worker to complete a CPT referral form and send it to their team manager. Do not copy in CPT at this stage.
- 1.2 The team manager to quality assure (QA) the CPT referral form to ensure provides a balanced view of the child in relation to their needs, strengths and known risks.
- 1.3 The team manager to discuss and seek agreement from their Head of Service (HOS).
- 1.4 The social work team to send CPT referral form to Geraldine O'Donnell (HOS) and Nji Oranu (HOS) for approval to start placement search. Approval to start the placement search will be made with 24 hours. The CPT referral may be returned to the social worker if further information is required, to update before approval can be given.
- 1.5 Where a placement is required in an emergency on the same day – the social work team must call Geraldine or Nji (HOS) to seek approval within one hour. The referral form must follow at the earliest opportunity and within 24 hours. If the referral form has been completed the SWT must call Geraldine or Nji within 30 minutes to seek approval.
- 1.6 The above process must be followed for a placement search to start. Email requests or notifications to CPT will not be processed until approval has been given.

### **2. Placement Finding and CPT Standards**

- 2.1 The Social work team to send CPT referral and search approval email confirmation to: Childrens Placement Team [CPT@towerhamlets.gov.uk](mailto:CPT@towerhamlets.gov.uk) and copy in CPT Team Manager to start the search.
- 2.2 CPT will upload the referral form to mosaic and confirm receipt of referral within 24 hours or within one-hour for emergency placements.
- 2.4 CPT will always explore in house foster carers first and only source carers from external fostering agencies when there is no availability in house or the child's needs cannot be met or matched.
- 2.5 CPT will places children with Ofsted rated good or outstanding external fostering agencies or residentials and review providers documents: Statement of Purpose, Carers Form F, annual review, and profile.
- 2.6 CPT try to match children to carers that can meet their holistic needs, keep siblings together and maintain their education and family/ community networks where possible.
- 2.7 All Semi-Independent placements – nationally are unregulated for 16- and 17-year olds. CPT have a preferred provider list and have recently joined Children's Cross Regional Arrangements Group (CCRAG) who are leading on coordination and QA of providers nationally.
- 2.8 CPT will try and source accommodation? locally unless there is identified risk. If there is no local availability, CPT will find placements in neighbouring boroughs.

- 2.9 CPT to ensure all Semi-Independent providers adhere to our minimum bedroom size requirement of 70 SQ. FT and have a communal space.
- 2.10 Any urgent placement request that are not made before 17:00 will need to go through EDT.

### **3. How Can Social Work Teams Support Placement Finding?**

- 3.1: Plan and start placement seeking process early to avoid having to place in an emergency. Planned referrals should be sent at least two weeks in advance to allow sufficient time for placement search, appropriate matching and allows the child and SW time to visit the placement prior to any move, promoting a planned transition.
- 3.2 Ensure single assessment has been completed, the child has a clear Care Plan and placement request is in line with this and IRO is consulted as part of any change of placement and care plan.
- 3.3 All respite requests should be explored with fostering SSW in house or agency – a referral to CPT is not required for respite.
- 3.4 Ensure all LAC 17.5 are referred to the housing panel to explore post 18 accommodation options.
- 3.5 Complete a concise and relevant referral form which brings the child to life, provides analysis of behaviours within the context of the situation, and supports the matching process. Something about balance, so capturing child strengths too, interests and known positives.
- 3.6 Where a placement has broken down ensure a disruption meeting is held to sustain the placement where possible and avoid a placement change.
- 3.7 Discuss the placement with the child and prepare transition to placement
- 3.8 Review the foster carers Form F, annual review, and providers SOP to ensure that they can meet the child's needs.
- 3.6 Follow up and respond to providers with information or assessments/plans requested as soon as possible and within 24 hours to avoid losing potential placement offer
- 3.7 Confirm with CPT that you want to proceed with the placement offer within 1 hour to avoid losing the placement offer. The social work team is not to confirm placements or costings with providers.
- 3.8 Where a child is not utilising their placement or has left the placement, please alert CPT

### **4. Confirmation of placement**

- 4.1 CPT will negotiate any placement cost with providers and seek HOS approval
- 4.2 CPT will confirm with social worker that the placement has been approved and provide details to proceed with carer or provider
- 4.3 Where a retainer has been agreed with a provider to hold the placement a clear and timely transition plan needs to be in place. This can lead to the Local Authority funding two placement costs.
- 4.4 CPT will raise PO for placement costs only inclusive of subsistence if agreed at start of placement. Any other costs e.g., taxi, equipment, travel, clothing allowance will need to be request via the S23 process.

4.5 All high-cost placements will be monitored and reviewed via the Independent, Placement, Overview Panel (IPOP)