**ONE MINUTE GUIDE TO TIMESCALES FOR CHILDREN NEW INTO CARE**

There are tight timescales that need to be met when a child first comes into care and it is important for their care planning that these are met. Hopefully this guide will help you to complete the necessary forms and hold the relevant meetings in good time. Days are counted as working days and will exclude bank holidays as well as weekends.

**Day One (or within 24 hours of child/young person being placed or taken into police protection)**

Notify @ CPT@towerhamlets.gov.uk and

CPTOrdersandInformation@towerhamlets.gov.uk of the day the child care episode started, legal status, placement details, and name of allocated social worker. Even though the placement may have been identified by CPT, it is important that this is still done so that the care episode is opened with the correct dates and legal status and for the first review workstep to be tasked to the allocated social worker. There can sometimes be a delay in the BSO in CPT receiving the information to input on mosaic which can affect some of the timescales below.

Notify @ Shirley.quashie-dunne@towerhamlets.gov.uk , IRO Group Manager, so that an IRO can be allocated and arrangements made for the first child in care review.

Notify @ Donna.glynn@towerhamlets.gov.uk with the name and ID of the child/young person, social worker, and date they came into care for the initial health assessment forms to be sent to the social worker to complete and return so that an appointment can be offered for the assessment.

All the above can be done through the email to CPT confirming the placement with everyone copied in.

Please also notify the Virtual School @ Helen.murphy@towerhamlets.gov.uk or Fadumo.Said@towerhamlets.gov.uk so that the arrangements for the PEP meeting can begin.

**Day Three**

Legal planning meeting for any child or young person who has been police protected.

**Day Four**

Initial health assessment forms to be returned to Donna Glynn.

**Day Five**

Initial health assessment forms sent to Mile End Hospital so that an appointment can be offered within 20 working days of the child/young person coming into care.

Placement meeting to take place and Placement Information Record/Placement Plan to be completed.

IRO to be allocated.

First statutory visit to take place within three days of the child being placed. The placement meeting and taking the child/young person to the placement do not count as statutory visits. Visits must be recorded on the appropriate form in mosaic.

**Day Ten**

Care plan to be completed and should include the voice and views of the child/young person, who should also be given a copy of their care plan before their meeting. Once completed the care plan should be tasked to the team manager who should read and QA it before authorising it within the first review workstep, and before the date of the first review.

PEP meeting arranged with Virtual School for children not in school.

**Day Fourteen**

Legal Planning meeting for children and young people accommodated under Section 20.

**Day Twenty**

First child in care review to be held.

PEP meeting to be held for children currently in school.

**Twelve Weeks**

Review Legal Planning meeting for children and young people still accommodated under Section 20.