a) SW within 24 hours of child coming into care   
 to ensure completion of the following forms:-

1) **Record of Decision to Accommodate**   
 (on Mosaic and Care Director)

2) **Consent Form**   
 (on Mosaic and Care Director – legal form)

SW to send within 48 hours of child coming into care **ALL** completed forms to:- [**DHC.Dorsetcichealth@nhs.net**](mailto:DHC.Dorsetcichealth@nhs.net)

**All forms MUST be signed off as correct by the TM/ATM**

**Scanned Forms in pdf/word format will be accepted. Photographs of forms WILL NOT be accepted.   
Electronic Parental signatures will be accepted.**

b) **CORAM Form PH** to be completed in the initial visit. If this is not possible leave form with parent and explain it should be returned within 5 days to the SW. The SW to return form to [IHA@BCPCOUNCIL.GOV.UK](mailto:IHA@BCPCOUNCIL.GOV.UK) as soon as they receive it

Health will notify SW, placement and ART of the date of the IHA (average appt date is between 10 and 15 days)

Best practice is for the SW to attend the IHA.   
If the SW cannot attend the IHA they must provide details in writing of the health of the birth parent and child.

**ABOVE INFORMATION MUST BE SENT BEFORE THE IHA OR THE IHA WILL NOT TAKE PLACE**

Health details send to:-

[**DHC.Dorsetcichealth@nhs.net**](mailto:DHC.Dorsetcichealth@nhs.net)

(In exceptional circumstances Medical Advisor may be able to make arrangements for the SW to be contacted on the day of the IHA in order to verbally get this info)

Health to provide the IHA report to the SW 5 days after the date of the IHA

**CHILDREN SOCIAL CARE**

**At 48 hrs of child coming into care**

1. ART will receive from Health any forms they cannot accept due to incorrect information or not completed correctly
2. ART work with SW /TM to complete correctly asap
3. If not sent within 48hrs Service Manager to be notified
4. ART to provide Placement of the Child to health

**ART to check with the SW the parent received**

5) the Coram PH form and if it has been returned

Coram PH Form to be provided to Medical Advisor (MA) by the date of the IHA if returned

(Acknowledged it’s difficult to get this returned, need as evidence requested as best practice)

6) ART to complete section A of the M and B Coram BAAF forms and send to the hospital of birth (to Safeguarding Midwife)

Allow 4-6 weeks for return of M&B forms and then ART to send to [**POH-TR.LAC@NHS.NET**](mailto:POH-TR.LAC@NHS.NET)

**Placement changes for CIC**

1. For change in placement or ending of CiC status ART to notify [**DHC.Dorsetcichealth@nhs.net**](mailto:DHC.Dorsetcichealth@nhs.net) of placement details on a weekly basis.

**Monitoring and Tracking**

ART maintain the IHA spreadsheet which detail the timeliness and issues with each IHA through the process. Health support this through the provision of weekly information on appointments

**Note to Children’s Social Care** - Please contact [IHA@bcpcouncil.gov.uk](mailto:IHA@bcpCOUNCIL.GOV.UK) if you require support of have an issue with meeting the standards within this process . Katherine Kemp /Jane Petrarca will be happy to help .

ART to record date of IHA and if it is within timescales.

**ART**

**Support the IHA process through business administration and tracking**

ART to record when the RHA is to be completed and notify SW one month before