| **SOCIAL WORKER CHECKLIST FOR CHILDREN COMING INTO CARE** | | | |
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|  | **Task** | **Guidance notes** |
| **Before a placement is made** | HoS approval for child to become looked after | Decision by HoS responsible for child makes decision. HoS should seek legal advice re appropriateness of s20 where relevant |
| HoS approval for placement search to start and type of search | Mosaic placement request form – Gill Cox to approve but operational HoS must have given view first |
| HoS approval of identified placement (IFA or residential) | Mosaic placement request form – Gill Cox |
| Facilitate child / young person and their parents to visit the placement | Visits should be facilitated wherever possible unless there is a clear reason not to (agreed by the team manager) |
| Share a carer profile with the child / young person and parents | Available from Placements team |
| Hold a placement planning meeting | Wherever possible this should be held before the placement starts, attended by social worker, child / young person, parents, foster carers, fostering social worker |
| Consider child / young person’s belongings and how these will be transported | Ensure they have sufficient clothes and toiletries and personal items  Contact the Participation Team for a suitcase if the child does not have one available to them |
| Consider practical arrangements and items | Ensure you are meeting legal requirements for car seats and whether you need more than one vehicle / practical / emotional support from a colleague (a qualified social worker must place the child) |
| **Supported accommodation** | [Annex A checklist](https://proceduresonline.com/trixcms1/media/7022/ofsted_supportedaccommodation_annexachecklist.docx) to be completed and uploaded to placement request form when request is made | Supported accommodation can only be considered for young people aged 16+ who do not have care needs. The Annex A checklist is a tool to support the assessment of need. If a young person has care needs they must be placed in a regulated placement i.e. foster care or residential home. |
| Unregulated risk assessment | Must be completed prior to placing in an unregulated placement. Placements team complete first section and send to social worker to complete second section. |
| **Kinship only** | Gain consent to, and carry out, police and local authority checks to be made as soon as possible of all adults living in the proposed placement | Police checks by completing MOPI request form and sending to [mopi.hereford.ppu@westmercia.pnn.police.uk](mailto:mopi.hereford.ppu@westmercia.pnn.police.uk) |
| Checks of placement – home conditions and sleeping arrangements | Must be a social worker |
| Fostering ADM approval of Reg 24 placement | Fostering ADM is Gill Cox, Regulation 24 / viability assessment is a step in Mosaic, accessed from the adult carer’s Mosaic record  See guidance notes in the form for limited sections to be completed under Reg 24  See also guidance: [Interim Approval of Placements of Looked After Children with Connected Persons](https://www.proceduresonline.com/herefordshire_children/p_place_conn_pers.html)  ADM approval must be confirmed before any court hearing applying for an interim care order and before placement can be made |
| **Day of placement – enlist support from your colleagues and / or duty worker!** | [Consent to placement and medical treatment form](https://proceduresonline.com/trixcms1/media/5714/form-s20-consent-to-placement-and-medical-treatment-form.doc) – including child and parental consent to initial health assessment | Take and sign 2 copies leaving 1 copy at placement, then upload into child’s documents |
| Obtain basic information about routines and care needs | From primary caregiver, e.g. bedtime, preferred foods, health needs – esp. for babies e.g. nappy size, formula type |
| Ensure suitability of placement for the child upon arrival, including bedroom – record as a statutory visit | Particularly supported accommodation and residential placements – consider any evidence of inappropriate restrictions to liberty such as locks on doors |
| Share any immediate information required to meet child’s needs | E.g. allergies, medication, contact details for professionals including EDT |
| Notify parents that child has arrived safely in placement | Share placement contact details with parent(s) unless there is a justified reason not to (which must be agreed by a team manager) |
| Delegated authority | Word document to be completed, signed and uploaded into the delegated authority step |
| Update the child’s front screen: addresses, contact details for placement, professional relationships (if in house fostering / in house supported accommodation) | Go to Mosaic – Person Details |
| Ensure child’s school / nursery / other education provision details are accurate and amend as appropriate | Go to Mosaic – Person Details |
| Case note on date child is accommodated | Mark as a significant event |
| Arrange placement planning meeting if it has not already taken place prior to placement | Attended by social worker, child / young person, parents, foster carers, fostering social worker  To be held within 5 working days |
| Commence ‘looked after child first time record’ | Completion of this step leads to:  Care plan; statutory visits; notification to looked after child health team; notification to IRO service; PEP (this notifies the Virtual School); Placement plan; care package / codes (Placements team); Initial health assessment |
| School transport | Refer to [schooltransport@herefordshire.gov.uk](mailto:schooltransport@herefordshire.gov.uk) where transport to / from school is required |
| Refer to Family Links service if supervised family time is required | [Family Time referral form](https://www.proceduresonline.com/herefordshire_children/local_resources.html) only if supervised family time is required at South Meadow |
| **Out of county placements** | Consider educational needs | Liaise with Virtual School as soon as possible |
| Approval of ‘at distance’ placement, approved by DCS | Co-ordinated by Placements Team using the Placement Request form, social worker to complete information on the child’s wishes and feelings; why the placement has been chosen; consultation with parents/partner agencies; any specialist services needed. |
| Consider contextual safeguarding risks | Placements team will obtain a “location risk assessment” if the placement is residential/ supported accommodation. Social worker should contact Contextual Safeguarding team for information sharing with their equivalents in the placement area, to inform placing decision and risk management planning. |
| **Within the first week** | Placement planning meeting, if this has not already been held prior to placement starting | Must be held within 5 working days, social worker records in Mosaic placement plan |
| Statutory visit | Must be completed within 5 working days of placement, step in Mosaic |
| Complete Part A initial health assessment | Mosaic step |
| Give pack attack box to child or young person | Social worker to collect from store in Plough Lane, there are different packs for different ages. Pack Attack is a box put together by care experienced young people containing items a child / young person might find helpful or comforting when they first become looked after as well as leaflets about their rights and what they can expect to happen. |
| Make contact with the IRO |  |
| Keep contemporaneous records of placement move for life story work | Consider and record information while it’s fresh, case note it with title ‘life story material’ and mark as a ‘significant event’ |
| Update the child’s Case Summary | Mosaic Step |
| Update the child’s chronology | Mosaic Step (already open) |