

## PLACEMENT SERVICE - 'KEY' PROCESSES BEFORE PLACING A CHILD

The entire Placement Search Process is important. It ensures that any child requiring a placement will gain a suitable placement that is safe and that can meet their needs.

However, there are some 'Key' processes which supports decisive and safe decision-making that **always** must be prioritised and adhered to at all times. However, these 'Key' processes **do not negate** any of the search processes required from being completed.

Before any placement offer is sent across to the social work team, and before a child is placed, the following 'Key' processes must have been completed:

### Matching a child to the most appropriate placement:

- Read through the referral and take full regard to the child's needs, such as their mental health. Read through the Pen Picture to understand the child better and note the risks identified within the risk assessment.
- Go back to the social work team if there are gaps, don't just assume or go ahead because of time restrictions.
- Ask the right questions of the carer/provider, such as who else is in the placement, and do they match with the child to be placed.
- Match the young person to the right Category.

### Review all placement offers against the current Portal Warnings:

- If a Warning is in place (Active or Inactive) know what that warning is, when was it put onto the portal and is it still relevant. If needs be, discuss what you have discovered with a manager and only offer a placement that has a Portal Warning with the agreement of a manager.

### Completing all background and safety checks on any proposed carer/provider:

- Complete background checks with the Commissioning Team
- Request feedback from other local authorities through the West Midlands Quality Assurance group.
- Review the Ofsted Reports and Ofsted Judgements.
- Read through all documents received back from carers and providers.

### Ensure all documentation has been received and checked before a child is placed:

- Service Provider Response forms
- Feedback from other local authorities
- **Fostering:** Form Fs and Carer Profiles
- **Residential:** Recent Ofsted Inspection Reports, Homes Statement of Purpose, URN, Ofsted Action Plan (if appropriate), Location Risk Assessments.
- **Supported Accommodation:** Pre-Placement Checklist, Young Persons Guide, Insurance Documentations, Placement Brief, Impact Risk Assessments

- **OOA placements:** Send template to hosting LA and discuss the placement/child needs.

**Ensure approval is given before a child is placed:**

- Head of Service or higher approval to be gained before placing a child.
- Director of Children's Services Approval (can be delegated) before placing a child out of Dudley MBC.