 **Children Services**

**Children Looked After Checklist**

IROs are qualified social workers with at least five years’ experience, and who have acquired the right skills to carry out this role.

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| **Name of Social Worker** | |  | | |
| **Name of child** | |  | | |
| **Date child became CLA** | |  | | |
| **Task** | | | | **DATE COMPLETED** |
| **Prior to placement commencing:** | | | | |
| Agreement given by Access to Resources Panel, slot booked following emergency agreement by Service Lead | | | |  |
| Placement referral sent to Placement Finding Team | | | |  |
| S20 parental consent or legal order obtained and on file | | | |  |
| Parental consent to medical treatment obtained | | | |  |
| Once placement identified Social Worker agrees arrangements for placement with Foster Carer’s Supervising Social Worker | | | |  |
| Care Planto be discussed with child and parent (separately where appropriate) | | | |  |
| **Becoming Looked After** | | | | |
| Placement Plan to be completed prior to placement or within 5 working days; including safety plan | | | |  |
| Child’s Social Worker liaises with Foster Carer and Supervising Social Worker to arrange a Placement Planning meeting (within 72 hours of placement being made) | | | |  |
| Delegated authority confirmed (Placement Planning meeting) | | | |  |
| Contact arrangements (SW before child placed or at Placement Planning meeting) | | | |  |
| Transport arrangements (SW - before child placed or as part of Placement Planning meeting) | | | |  |
| Change of Circumstances (SW sends email to Placement Finding Team (PFT) within 24 hours of child becoming looked after (and PFT notifies Independent Reviewing Service , Virtual School with change report)). For out of county placements PFT send notification to Health, Education and Safeguarding service in local authority child is placed | | | |  |
| Notification to Key Professionals e.g Health Visitor, School, CPA - within 24 hours of CLA status | | | |  |
| Arrange PEP meeting with school.  Ensure the PEP is completed prior to the first review (within 20 working days) and the report is available 3 days in advance (consultation with Virtual School - SW) Social Worker to be present, parents will be given opportunity to attend where appropriate | | | |  |
| Complete and submit an IHA form (MOSAIC) including parental consent within 4 working days of child becoming looked after | | | |  |
| Ensure that the IHA is completed within 20 working days to inform the 1st review . Social Worker is to be present, and parents will be given opportunity to attend where appropriate | | | |  |
| Notification of CLA to other local authority if placed out of West Sussex – by Placement Team | | | |  |
| Dental registration (SW – check at Placement Planning meeting | | | |  |
| Register with GP (SW – check at Placement Planning meeting) | | | |  |
| Initial Care Plan to be completed prior to placement or prior to the 1st CLA Review | | | |  |
| Request for Legal Gateway within ten days of s20 accommodation unless legal action is required sooner, in which case legal advice should be gained immediately to ensure the child’s safety (SW) | | | |  |
| Child's Social Worker must visit the child in the placement within 5 working days of the placement being made – (**see CLA Visiting Schedule for specific placements)** | | | |  |
| Social Worker goes through ‘welcome pack’ with child within 5 working days of the placement being made | | | |  |
| Permanency Planning - If child is Sect 20 first Permanency Planning meeting to be held within 4 weeks of child becoming looked after and then 6 weekly until child achieves permanence.  For children made subject to care proceedings the initial PPM must be held within 7 days of commencement of care proceedings and then 6 weekly until permanence achieved | | | |  |
| **Additional Checklist for Connected Persons Placements:** | | | | |
| Viability assessment completed on MOSAIC and sent to ADM for Fostering for Regulation 24 approval | | | |  |
| Regulation 24 assessment (where relevant – must be completed within 16 weeks. An extension can be granted for a further 8 weeks if presented to Fostering Panel which must be booked well in advance of the expiry of the Regulation 24 approval). | | | |  |
| **Signed by manager** | Name: | | Date: | |

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| **Review / Contacts / References** |  |
| Document title: | Reg 24 Notification process for Senior Managers |
| Date approved: | 2 July 2020 |
| Approving body: | Policy & Practice Steering Group |
| Related internal policies, procedures, guidance: |  |
| Document owner: | Corporate Parenting AD |
| Lead contact / author: | Barry Kirkwan |