**UNREGULATED SETTINGS - FLOWCHART**

NO PLACEMENT IDENTIFIED – RISK OF UNREGULATED - INFORM AD/HoS

AD ALERTS DIRECTOR OF PRACTICE

UPLOADED TO ECLIPSE PLACEMENTS SEARCH & RESPONSE FORM (TO PROVIDE AUDIT TRAIL)

COMPLETE PLACEMENT CHRONOLOGY (PLACEMENTS SEARCH)

VERBAL APPROVAL OBTAINED

FOLLOW COMPLEX PLACEMENTS GUIDANCE

INITIAL CARE PLANNING MEETING TO DISCUSS OPTION OF UNREGULATED (Chair Area HofS)

RECORDED ON CASE FILE & FORM UPLOADED

ACCOMODATION IS SEEN PRIOR TO PLACEMENT – CHECKLIST COMPLETED

IRO INFORMED BY S/W (& REGULARLY UPDATED) IRO TO ESCALATE TO Director of Commissioning

S/W TO COMPLETE DECISION AGREEMENT FORM & FORWARD TO DIRECTOR OF PRACTICE FOR APPROVAL OF UNREGULATED PLACEMENT

HofS (PLACEMENTS/ COMMISSIONING MAINTAINS OVERSIGHT

PLACEMENTS FINALISE PAPERWORK & SEND NOTIFICATION TO COMMISSIONING & RAP

& sen

PLACEMENT SEARCH REMAINS OPEN

S/W ACCOMPANIES CHILD TO PLACEMENT

TM/HofS AGREE FREQUENCY OF VISITS TO THE YOUNG PERSON (Min of 2 x per week initially and co-ordinate with other visits if possible) TO BE REVIEWED IN CARE PLANNING MEETINGS

QA VISIT TO BE UNDERTAKEN BY QA OFFICER WITHIN 24-48 HOURS - VERBAL REPORT IMMEDIATELY SHARED WITH AREA SW Team, HofS, AD, & HofS PLACEMENTS. FOLLOWED UP WITH WRITTEN REPORT & UPLOAD TO ECLIPSE (WITHIN 48 HOURS OF VISIT)

PLACEMENT SEARCH REVIEWED & REFRESHED ON PORTAL (PLACEMENTS TO UPDATE AREA)

CARE PLANNING MEETING (WITHIN 72 HOURS) & WITHIN 7 DAYS IF PLACEMENT ONGOING – AT LEAST MONTHLY THEREAFTER(CHAIRED BY HofS)

S/W COMPLETES RISK ASSESSMENT/ACTION PLAN WITHIN 24 HOURS OF THE PLACEMENT (SIGNED OFF BY HofS)

COMMISSIONING TO FOLLOW UP/TRACK SHORTFALLS IDENTIFIED & LIAISE WITH AREA (ONGOING)

S/W TO NOTIFY; TM/HofS/AD/DoP/DoC/DCS/IRO IF PLACEMENT CONTINUES BEYOND 72 HOURS

COMMISSIONING TO FOLLOW ROUTINE QA/DUE DILIGENCE PROCESS

ALL UNREGULATED PLACEMENTS TO BE REVIEWED IN AD’s MEETING (fortnightly)

(FORTNIGHTLY)

SOCIAL WORKER /AREA COMMISSIONING PLACEMENTS AD/M’GT OVERSIGHT