

**WEST BERKSHIRE CHILDREN AND FAMILIES
PERMANENCY PLANNING PROCESSES
(for children/young people aged 15 and under)**

1. PRIOR TO THE FIRST LAC REVIEW

The Social Worker will:

- Record the LAC episode on RAISE within 24 hours
- Refer to the Family Placement Team via e-mail within 14 days of the child becoming LAC

The Family Placement Team will:

- Allocate a family finder who will attend the first LAC review
- The case will be added to the permanency spread sheet to monitor progress

2. AT THE FIRST LAC REVIEW

The Social Worker will:

- Present a parallel plan to progress permanency alongside assessing the birth family which will include :
 - The plan for assessments of the parents
 - A plan for an FGC to explore support options within the family network
 - The plan to assess family, friends or a Connected Persons
 - Complete sibling assessments where appropriate using the BAAF checklist
 - Consider other permanent options

The Family Finder will:

- Attend the first LAC review
- Book a permanency planning meeting within 3 weeks

3. THE PERMANENCY PLANNING MEETINGS (PPMs)

The Family Placement Manager will:

- Chair and organise the meeting
- Include parent/carers, foster carers, Social Worker, Social Work Manager when appropriate and Family Finder
- Through the meeting, clarify the needs of the individual child being cared for
- Hold monthly PPMs to ensure a high level of review of progress in all cases

- Distribute minutes within five working days, including the IRO and Social Work manager whether or not in attendance, with an expectation that the manager will ensure that actions allocated to the Social Worker will be completed within the time-frame allocated

The Social Worker's manager will:

- Attend the first PPM when there are particular complexities
- Escalate when actions have not been achieved within agreed time-scales

The Social Worker will :

- In all cases ensure that all actions agreed are completed within the specified time scale

4. ACTIONS DEPENDING ON PLACEMENT OPTION

4.1 Placement with Family or Connected Person

If the plan is to place the child immediately with a family member or Connected Person:

- Complete a viability assessment under Regulation 24
- Complete a written agreement setting out parameters and expectations of placement
- Obtain temporary approval from the Head of Service within 48 hours
- Notify the FPT who will pick up the carers' full assessment and arrange payment to the carers
- Plan for permanence in parallel either through a Special Guardianship Order, Child Arrangement Order or Adoption depending on the age and needs of the child

4.2 Adoption including Fostering to Adopt

- Refer the case to Adopt Berkshire
- Arrange with Adopt Berkshire to hold a PPM within 3 weeks
- Arrange a pre adoption medical
- Refer to Berkshire Adoption Advisory Service for birth parent counseling
- Refer to BAAS for Best Interest (book date)
- Plan life journey work/book
- Plan to write the later life letter
- Ensure the parents are given the adoption memorandum
- Plan Letter box contact
- Complete Child Permanence Report
- Obtain Agency Decision Maker's decision
- Make Placement Order Application
- Attend Adoption Panel for match

4.3 Long term Fostering

- Complete matching criteria at first PPM: Social Worker and Family Finder
- Complete child's profile : Family Finder (FF)
- Arrange permanency medical : Social Worker
- Complete CPR or Form E: Social Worker
- Refer to fostering panel for best interest: Social Worker and FF
- Attend fostering panel: Social Worker and FF
- Plan life journey work/ book: Social Worker

5. PRIOR TO OR FOLLOWING THE FINAL ORDER BEING GRANTED

FPT Social Worker will:

- Complete the Connected Persons Report (carers' section only)
- Take the matter to the Fostering Panel for full approval
- Liaise with the Post Adoption Support Worker
- Complete the SGO report if required (carers' section only)
- Ensure a Special Guardianship support plan has been completed and agreed

The Social Worker will:

- Completed the Connected Person's Report (Child and family sections)
- Attend the fostering panel for the carers' full approval
- Liaise with the Post Adoption Support Worker
- Complete the SGO report if required (Child and family sections)
- Ensure a Special Guardianship support plan has been completed and agreed

If the plan is for adoption:

The Social Worker will:

- Liaise with Adopt Berkshire to progress the plan for adoption
(Please refer to Adoption procedures section 4 Children for Whom Adoption is the Plan)

If the plan is for long-term fostering (once a placement has been identified):

The Family Finder will:

- Arrange a linking meeting
- Book the match into fostering panel within a month
- Complete the carers' profile on the Fostering Placement Report
- Liaise with agency if the foster carers are with an IFA
- Ensure the carers' section of the Fostering Placement Report has been completed
- Ensure the support plan is completed and identifies resources needed
- Co-ordinate all the paperwork for the match
- Attend Fostering Panel

The Family Placement Team Manager will:

- Chair the linking meeting
- Complete the matching criteria section of the Fostering Placement Report
- QA the fostering panel papers

The Social Worker and Family Finder will:

- Take any cost implications to Accommodation and Resource Panel
- Complete the child's section of the Fostering Placement Report
- Up date the CPR or form E if required
- Attend Fostering Panel for the match

Once a match has been agreed by the fostering panel and ratified by the ADM an introduction meeting will take place to plan the move. This should include the plan of introduction and review, frequency of visits and a date for the next LAC review.

If a suitable match has not been identified then family finding reviews will be held every 6 weeks. The family finder will be responsible for booking these meetings with the Family Placement Team Manager

6. CHILD MATCHED AND PLACED OUT OF AREA

The Social Worker will ideally prior to placement or within 48 hours of placement if an emergency:

- Notify the local authority in which the child is placed
- Notify the area health authority
- Notify education department

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