

# KINSHIP FLOWCHART

For a child in need who **MAY** require accommodation or placement

The first step is to arrange a Family Group Conference (FGC) or A Family Meeting (if no time for a FGC)

The social worker will ask the person with Parental Responsibility (PR) to agree to an FGC or a Family Meeting and identify any family or friends they would wish to be assessed to care for their child if they are unable to do so.

If a decision is taken to accommodate/place a child

The following process **must** be followed in all cases where a family member or friend may be assessed to look after the child.

## Screening

Completed by the Child's Social Worker (can be desk based, but may require a visit) – ensure initial ICS and/or police checks are requested and record outcome of these. Complete the questions on the assessment template giving as much detail as possible on suitability of the carers and their relationship to the child/ren involved.

If this is satisfactory and the plan is to continue to a viability assessment, contact the Kinship Team within 72 hours.

## Viability or Reg24

**Planned Placement- Viability:** A joint home visit (viability) of the potential carers will be undertaken by the child's social worker and kinship social worker. The viability assessment will then be completed by the kinship social worker. (Please note: we cannot complete the viability visit without having received the screening prior)

**Immediate Placement (Reg24):** If it is an immediate placement and the child is being considered to be moved as soon as possible then the Reg24 form must be completed by the child's social worker prior to making the placement. This must be signed off by the Agency Decision Maker.

### Planned Placement

If the viability is positive then a full kinship/SGO assessment should be completed.

Kinship team to complete a full kinship/SGO assessment to meet court timescales. These to be agreed prior to assessment being allocated.

If in proceedings all assessments will be filed with the Court.

The child's social worker will complete parts 2 and 3 of the assessment form, child's information and parent's information. This must be seen and signed off by the CSW team leader before sending to the kinship social worker.

### Immediate Placement (Reg24)

If a child needs an immediate placement with the Kinship carers, Regulation 24 can be used (arrangements for the temporary approval of a connected person as a foster carer) to allow an immediate placement. This can only go ahead following agreement from the Agency Decision Maker.

A Regulation 24 placement must not exceed 16 weeks before the full assessment is taken to the Foster Panel for approval.

The kinship team will complete the full kinship/SGO assessment. The child's social worker will complete parts 2 and 3 of the assessment form, (child's information and parent's information). This must be seen and signed off by the child's social work team leader before sending to the kinship social worker.

Planned

Immediate

**Screening**

Screening form,  
Checks ICS/Police etc  
Completed by the Child's Social Worker

**Screening**

Screening form,  
Checks ICS/Police etc  
Completed by the Child's Social Worker

If positive email the Consultant Social Worker for the Kinship Team with the initial Screening – as early as possible discuss timescales for further assessments.

**Reg24**

Child's Social Worker to complete Reg24 form, seek ADM approval.

**Viability**

Joint home visit with  
Child's Social Worker and Kinship  
Social Worker

Kinship Social Worker will then  
complete the viability assessment

If positive: Full Kinship /SGO  
Assessment recommended

Child's Social Worker to record  
ADM approval on LCS and send a  
copy of this (same day) to the  
kinship team & Resource Service  
Business Support, showing date of  
ADM approval.

Kinship SWkr convenes Kinship  
Co-ordination Meeting (KCM) and  
timescales agreed.

Kinship Team then have up to 16  
weeks to complete full assessment  
and present to fostering panel.  
(may request an extension of up to  
8 weeks from ADM in exceptional  
circumstances).

**Full Kinship/SGO Assessment**

Completed by Kinship Team  
Child's Social Worker to complete  
sections 2 and 3 of the report  
relating to the child and parents  
within agreed timescale.

**Recommendation**

**KCM review if required**

**Fostering Panel & Agency  
Decision Maker**

**Recommendation and Approval**

**Court**