

## Quick guide for when a child comes into our care

This guidance is a quick 'check list' about what you need to do as the child's social worker for the child. Full procedures are here –

<https://bradfordchildcare.proceduresonline.com/contents.html#>

When a Child becomes Looked After there are certain processes that need to be followed

- LCS processes. This includes making the child Looked After on LCS, which triggers all necessary forms and plans, resolves payments to carers, addresses out of authority notifications (as required), updates the legal status for the child/young person and triggers the allocation of an IRO.

See: [Children's Department Shared Area\LCS\Guidance\CLA](#)

**If the plan for the child is a planned move, then a Placement Planning meeting should take place before the child is placed.**

**If the placement is required in an emergency the Placement Planning meeting should be organised within 72 hours of the child coming into care.**

**The Placement Planning meeting is an opportunity to ensure all the information in the Placement Plan is correct and to agree make specific arrangements for the child.**

### Placing the child

Take time ensure that the child/young person has all the important belongings including clothing and important keepsakes to ensure the child is as settled as possible.

Ensure you take a copy of the **Placement Plan** to the child's new place where they will be living; at the very least this should have basic information and have the medical consent section signed when the child arrives.

If the child is cared for under Section 20 this **must be signed by the parents or by the young person if aged 16 or over**, evidencing consent to S20 and medical consent (2 separate sections).

Provide the carers with as much information as possible this includes but is not exhaustive to copies of assessments, risk assessments and the Philomena protocol and well as the immediate needs of the child/young person i.e. have they eaten, their night time routine.

### Placement Planning Meeting

This should involve the child if appropriate, the carer, their social worker, carers, school and health where appropriate. Wherever possible this should involve parents.

This is an opportunity to complete the Placement Plan fully, to ensure the carer has all the background information they require, so that they understand the child's routines and any special requirements, and make plans for family time. It will also clarify what delegated authority the carer has for the duration of the placement.

The **Initial Health Assessment (IHA)** must be arranged for all children coming into care. To do this send the completed and signed part (in medical consent section) of the placement plan to the Child In Care health team ([CIC@bdct.nhs.uk](mailto:CIC@bdct.nhs.uk)) within 5 working days of the child coming into care.

See: [protocol-regarding-health-assessments-november-2021.pdf \(proceduresonline.com\)](#)

A **Personal Education plan** must be arranged for all children coming into care. The Virtual School will contact you to ensure this is booked in within 10 days of the child coming into care. It should be completed within 20 days of the child coming into care.

The Placement Planning meeting is also the opportunity to ensure **initial Family Time** arrangements are clear for the carers, the child, the parents and others. Family time should be in line with Court agreed arrangements or, where the Court is not involved; assessed in line with the needs of the child/young person.

**The Placement Plan must be completed in full within 5 working days with the signed copy added to the form on LCS.**

### **Visits to the child**

You must visit the child within a week of them coming into care, and then at least every 6 weeks (unless this is an unregulated foster placement), and you must visit weekly until the first review.

### **28-day Child in Care Review**

The IRO will arrange the first review within 28 days of the child coming into care.