A logo with a person's head

Description automatically generated

|  |  |  |  |
| --- | --- | --- | --- |
| **Version number** | **Date updated** | **Updated by** | **Review date** |
| 1 | June 2023 | Rachel Bovingdon | June 2024 |

**UNPLANNED ENDING OF A CHILD’S PERMANENT HOME**

**Please note: Adoption disruption pre and post Adoption Order is managed by Adopt South West.**

**The unplanned ending meeting does not replace the formal review of foster care status, the care planning, or the managing allegations against foster carers process.**

Contents

[**1.** **Definition and Purpose** 2](#_Toc143252906)

[**2. Referral** 2](#_Toc143252907)

[**2.** **Timing the meeting and arrangements for chairing the meeting** 2](#_Toc143252908)

[**3.** **Who participates in the meeting** 3](#_Toc143252909)

[**5. Information required prior to the meeting** 3](#_Toc143252910)

[**6. Agenda for all unplanned endings meetings** 4](#_Toc143252911)

[**7. Future Actions for all unplanned endings meetings** 4](#_Toc143252912)

[**8. Distribution of minutes** 4](#_Toc143252913)

[**Appendix:** 4](#_Toc143252914)

# **Definition and Purpose**

An unplanned ending meeting should be held for all children where a permanent foster home\* or special guardianship arrangement breaks down.

The purpose of an unplanned ending meeting is to focus on the best interests of the child to understand what happened in their home and to inform planning for their future. The meeting will include:

* Identifying significant factors leading to the unplanned ending;
* Enabling participants to share their information and views about what has happened. Fostering and Kinship should review the assessment and approval of carers to provide a permanent home and the matching process;
* Consideration to the quality of preparation and support offered to child, family and carers.
* Understand the current needs of the child to inform next steps for the child and future care planning.

The meeting should not attribute blame. It is an opportunity to identify learning, actions and areas of development for all agencies involved.

# **2. Referral**

Referrals for an unplanned ending meeting should be made to the Quality Assurance Service Manager via email to: [rachel.bovingdon@somerset.gov.uk](mailto:rachel.bovingdon@somerset.gov.uk) within 1 week of the ending taking place.

Referrals for an unplanned ending meeting will need to be sent by the Child Looked After or Kinship Team Manager. It is also the responsibility of the Independent Reviewing Officer (IRO) to share this information with the Quality Assurance Service Manager.

The email should include the child and carer’s LCS ID; type of permanent arrangement; date the child left the home and social worker for child and carers.

# **Timing the meeting and arrangements for chairing the meeting**

The timing of the meeting may vary. It can be helpful for there to be a period of ‘cooling off’ and reflection before the meeting is held. The meeting should be held no later than 42 days **calendar month is this working days?** after the child has left the home; it is acknowledged there maybe some circumstances where this timescale is longer. These circumstances may include where there is an investigation relating to a foster carer or an appeal. The meeting would be more beneficial post investigation or appeal.

Following the referral, the Quality Assurance Service Manager will allocate an IRO to convene the meeting.

* The IRO will identify an appropriate venue, date and time for the meeting to be held.
* The IRO will have a pre-meeting consultation with the child and carer’s social workers to ensure all participants are identified and meeting invites can be sent out.
* The IRO will contact the area CLA business support and request for invites to be sent for the meeting.

# **Who participates in the meeting**

Participants may vary depending on the nature of the ending. This may include;

* Child’s Social Worker and Team Manager
* Carers Social Worker and Team Manager
* Child’s carers
* Child’s IRO
* Child
* Route 1 Advocacy
* Designated Teacher
* Appropriate health representative
* Other professionals as appropriate

Participants who are unable to or do not wish to attend will be invited to share their views in writing to the Chair before the meeting.

If the child is unable or does not wish to attend their social worker or independent advocate must seek their views prior to the meeting.

# **5. Information required prior to the meeting**

Written reports will be required from the following people:

* Child’s social worker
* Carer’s social worker
* Child’s IRO
* Any other agency that is agreed at the pre-meeting consultation

The Chair of the meeting will be able to review:

* Child’s CLA review minutes
* Carer’s assessment form
* Matching information
* Support plans and minutes of meetings for the home
* Special Guardianship support episodes
* Fostering logs
* Foster carer reviews if necessary

At the end of this document there are embedded forms which will assist you in providing necessary information to the Chair ahead of the meeting. These reports must be provided 5 working days before the meeting.

# **6. Agenda for all unplanned endings meetings**

The Chair will follow the attached agenda for the meeting to ensure all views are obtained.



# **7. Future Actions for all unplanned endings meetings**

The Chair will complete the recommendations and lessons learnt template – attached below.



This template will be sent to the Quality Assurance Service Manager and monitored to enable learning for the whole service. The working group for learning from endings will meet quarterly to analyse the learning and distribute themes within the County Management group.

# **8. Distribution of minutes**

When the minutes have been approved they will be distributed to all those who were invited to the meeting. Meeting minutes will be redacted where participants have left the meeting.

Minutes must be uploaded to the LCS record of child and carer in the documents tab.

\*Foster home includes connected persons foster family.

# **Appendix:**

Below are template documents to complete (dependent on your role) ahead of the meeting:

Social Worker Professional Report:

****

Kinship Social Worker Professional Report:



Supervising Social Worker Professional Report:



Independent Reviewing Officer Professional Report:



Carer’s Views and Feedback Form:

****

Child’s Views and Feedback Form:

