**Checklist: Children we care for**

IROs are qualified social workers with at least five years’ experience, and who have acquired the right skills to carry out this role.

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| **Name of Social Worker** | |  | | |
| **Name of child** | |  | | |
| **Date child becomes cared for** | |  | | |
| **Task** | | | | **DATE COMPLETED** |
| **Prior to child’s placement commencing:** | | | | |
| Agreement given by Entry to Care Panel (following emergency agreement by Head of Service in some instances) | | | |  |
| If needing a placement or considering a placement, allocated Social Worker must initially call Placement Finding Team (PFT) Duty on 0330 222 2322 who will discuss placement options and log this call so that they are aware of the nature of potential searches required.  Placement referral sent to Placement Finding Team via MOSAIC: [Workflow for Children becoming looked after.](https://proceduresonline.com/trixcms1/media/6133/cf04-looked-after-children.pdf)  These guides below have been produced by PFT to support the completion of MOSAIC referral and the information that is required to match the child with best placement to meet their needs:   |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | | | | |  |
| Complete the Parental Consent Joint s20 Accommodation and IHA Consent Word document below if no legal order is currently in place.  At 16/17 years, the young person can complete the consent form themselves, if they do not consent to a health assessment then they need to sign the decline form below.  In line with [s20 Practice Guidance](https://proceduresonline.com/trixcms1/media/6684/s20-ca-1989-practice-guidance-v3-august-2020.pdf) refer to the [s20 Checklist](https://proceduresonline.com/trixcms1/media/5137/s20-checklist.pdf) to ensure the placement is legally compliant as a s20 placement and complete verification of s20 by Social Worker word document below.   |  |  |  | | --- | --- | --- | |  |  |  |   Or upload [Legal order](https://proceduresonline.com/trixcms1/media/9847/summary-guidance-on-recording-and-notifying-legal-status-changes-nov-2020.pdf)  on file if applicable | | | |  |
| Once child’s placement identified, Social Worker agrees arrangements for placement with Foster Carer’s Supervising Social Worker. | | | |  |
| Care Planto be discussed with child and parent (separately where appropriate) | | | |  |
| Ensure that the education provision and arrangements to access education has been fully considered and to contact Virtual School for advice and consultation if the child or young person’s education may be disrupted following placement. | | | |  |
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| **Child becomes cared for** | | | | |
| Placement Plan on MOSAIC to be completed prior to placement or within 5 working days; including safety plan | | | |  |
| Child’s Social Worker liaises with Foster Carer and Supervising Social Worker (or Manager of Residential Placement) to arrange a Placement Planning meeting (within 72 hours of placement being made) referring to the [Placement Agreement Meetings Practice Guidance](https://proceduresonline.com/trixcms1/media/9843/placement-agreement-policy-updated-201120.pdf) outlining the process and arrangements for the meeting. Supervising Social Worker or Residential Manager to chair meeting.  Template for meeting: | | | |  |
| Delegated authority confirmed at Placement Planning Meeting*. (Completed form CYP599 BAAF Delegated Authority Decision Support on MOSAIC within CLA Planning Ste*p) | | | |  |
| Transport arrangements for education and contact (*ideally before child placed or as part of Placement Planning meetin*g) | | | |  |
| Change of Circumstances (SW sends email to Placement Finding Team (PFT) within 24 hours of child becoming looked after (and PFT action change report which is sent to Virtual School, Health, IRO service)).  For out of county placements, the Child’s Social Worker is to complete MOSAIC out of county step when tasked by PFT through MOSAIC. Through completing this task, notifications will then be sent centrally by West Sussex to the Education and Safeguarding services in the local authority area that the child is placed. | | | |  |
| Notification to all Key Professionals for child e.g Health Visitor, School, CRO’s – within 24 hours of becoming cared for | | | |  |
| Arrange Personal Education Planning (PEP) meeting with school.  Refer to [PEP Guidance](https://proceduresonline.com/trixcms1/media/6907/pep-guidance-2020_.pdf) for specific arrangements and expectations for the meeting and recording of PEP.  Ensure the PEP is completed prior to the first looked after child review (within 20 working days) and the report is available 3 days in advance (consultation with Virtual School – SW). Social Worker to be present, parents will be given opportunity to attend where appropriate. | | | |  |
| With Embedded Co-ordinator support: Submit an Initial Health Assessment (IHA) referral form (MOSAIC step) including parental consent within 4 working days of when child becomes cared for. Follow [Step by Step Process for IHAs](http://teamspace.westsussex.gov.uk/teams/CSC/Learningfrpractice/Children%20We%20Care%20For/Forms/AllItems.aspx?RootFolder=%2Fteams%2FCSC%2FLearningfrpractice%2FChildren%20We%20Care%20For%2FHealth%20for%20Children%20We%20Care%20for%2FStep%20by%20Step%20Process%20for%20IHAs&FolderCTID=0x012000C74290938A69D641B029DE618B325032&View=%7bEC5EA40C-38C5-4015-A9BC-B70960701380%7d&InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence) on how to complete. | | | |  |
| Ensure that the IHA is completed within 20 working days to inform the 1st review (escalate to SW’s Team Manager if date not arranged by LAC Nurses). Social Worker is to be present, and parents will be given opportunity to attend where appropriate | | | |  |
| Dental registration (agreed as a SMART action for Foster carer or Residential Provider at Placement Planning meeting) | | | |  |
| Register with GP (agreed as a SMART action for Foster carer or Residential Provider at Placement Planning meeting) | | | |  |
| Initial Care Plan on MOSAIC to be completed prior to placement or prior to the 1st statutory Review | | | |  |
| Request for Legal Gateway made through MOSAIC within ten days of s20 accommodation unless legal action is required sooner, in which case legal advice should be gained immediately to ensure the child’s safety  Refer to [Legal Gateway Guidance](https://proceduresonline.com/trixcms2/media/3148/west-sussex-legal-gateway-guidance.pdf)  for further information | | | |  |
| Child’s Social Worker must visit the child in the placement within 5 working days of the placement being made – [(see CLA Visiting Schedule for specific placements)](https://www.proceduresonline.com/westsussex/cs/p_sw_visits.html) | | | |  |
| Social Worker goes through [New into Care “Welcome Pack”](https://proceduresonline.com/trixcms2/media/8346/new-into-care-guide-pdf-accessible.pdf)’ with child within 5 working days of the placement being made. | | | |  |
| Permanency Planning – If child is Section 20, the first Permanency Planning Meeting (PPM) to be held within 4 weeks of when child becomes cared for, chaired by social worker’s service manager, and then 6 weekly, with the team manager chairing until child achieves permanence.  For children made subject to care proceedings the initial PPM must be held within 5 days following the Legal Planning Meeting (LPM) and then a further held following the Case Management Hearing (CMH). No further PPMs are required during the care proceedings unless the timescale for proceedings exceed 26 weeks.  A useful [aide memoire](https://proceduresonline.com/trixcms1/media/9554/prompts-aid-memoire-re-ppms-guidance-workflow-updatedamended-2020.pdf) has been produced for managers chairing meetings.  Managers to consult with [Permanency Practice Guidance](https://proceduresonline.com/trixcms1/media/6683/permanency-practice-guidance-august-2020.pdf) | | | |  |
| **Additional Checklist for Connected Persons Placements:** | | | | |
| Viability assessment completed on MOSAIC, prior to placement commencing, and sent to ADM for Fostering, for Regulation 24 approval. | | | |  |
| Regulation 24 assessment undertaken by Connected Persons Fostering Team (where relevant – must be completed within 16 weeks. An extension can be granted for a further 8 weeks if presented to Fostering Panel which must be booked well in advance of the expiry of the Regulation 24 approval). | | | |  |
| **Additional Checklist for Placement with Parents:** | | | | |
| Ensure [Placement with Parents Guidance](https://proceduresonline.com/trixcms1/media/9842/placement-with-parents-regulations-nov-2020.pdf) is referred to and followed.  If the placement is a specific parent and child assessment placement ensure Parent and Child Assessment Guidance is followed and reviews set up accordingly: | | | |  |
| Complete MOSAIC step [Placement with Parents](https://proceduresonline.com/trixcms1/media/6150/cf19-placement-with-parents.pdf) | | | |  |
| **Signed by Manager** | Name: | | Date: | |

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| **Review / Contacts / References** |  |
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| Date approved: | 18 January 2024 |
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| Related internal policies, procedures, guidance: | Children we care for Practice Guidance |
| Document owner: | Vicky Richardson |
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