**Process Map: Placement Search Requests and the Care Episode Gateway (CEG)**

Social Worker completes anonymised placement search request in Mosaic, quality assured by their Team Manager, then sends approval request to their Service Manager

Service Manager authorises placement search request in Mosaic (if in agreement) and workstep can be ‘finished’

ART Placements receives incoming Placement Request. Placements Officer quality assure the request and discuss additional information / clarification with social worker if required

Placement is required in an emergency, before the next CEG meeting

Placements Officer sends copy of Placement Request to CEG Coordinator

CEG Coordinator adds request to the next CEG agenda, social worker invited to CEG

Placements Officer adds signed Placement Approval Form to child’s documents in Mosaic and sends to CEG Coordinator if placement made in an emergency

Review date identified as determined by CEG Chair

Placement Approval Form completed by Placements Officer and approved by relevant manager as per Scheme of Delegation

Placement identified

If placement search agreed

Placements Officer commences search within authorised remit (Scheme of Delegation)

CEG Coordinator completes Decision & Actions Record and adds to child’s case notes in Mosaic

Social worker presents request to the CEG for oversight and decision making, including for emergency placements where search has already started / match agreed