

**Placement Approval Form for changes in Care placement and new placement requests**

The Placement Approval Form is required in all instances when a child or young person is being placed in an externally commissioned placement for the first time, or they are changing placements. This form summarises key information regarding the child / young person, information about the provider, setting, the nature of the support, and costs. Approval is required from case responsible managers at the appropriate level, according to the Scheme of Delegation.

**The approving manager should be aware of all viable placement options (Provider Expressions of Interest) put forward and the discussions that have taken place to arrive at the preferred option, as set out in the Placement Approval Form**.

All placement requestsfor children new into Care and requests for a change in placement must have approval from the Care Episode Gateway (CEG). In an emergency where the placement is required before the next CEG can meet, approval must still be sought from the CEG retrospectively, in accordance with the agreed procedure. Please refer to the CEG Process Map.

The views of the Independent Reviewing Officer and Virtual School are an important part of decision making regarding the suitability and matching of placements for children and young people. These views are gathered through discussions at the CEG.

**Unregistered provision** – all placements for children in Care must be registered with Ofsted. Following new legislation introduced in April 2023, this includes all supported accommodation providers for young people aged 16 and 17. Children must not be placed in unregistered provision. In extremely exceptional circumstances where this is no other option, use of unregistered provision must be approved by the Director of Children’s Services and requires very regular monitoring and review. In addition to the Placement Approval Form, the Unregistered Provision Notification must also be completed, and approved by the Director of Children’s Services.

Completed and signed Placement Approval Forms (and Unregistered Provision Notifications where applicable) are returned to ART Placements who will save the form(s) to the child’s / young person’s documents in Mosaic.

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| Sections 1 to 4 are completed by ART Placements |
| 1 | **Type of Request** |
| a | First Placement | YES / NO |
| b | Change of Placement | YES / NO |
| 2 | **Child’s Details** |
| a | Child’s Mosaic ID |  |
| b | Child’s Name |  |
| c | Date of Birth |  |
| d | Age |  |
| e | Legal Status |  |
| f | Current Education Provision |  |
| g | SEN Status |  |
| h | Social Worker  |  |
| i | Team Manager |  |
| j | Service Manager |  |
| k | Urgency of placement required – Same Day, 1-3 days or 4 days + |  |

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| 3 | Proposed Placement Details |
| a | Proposed placement start date |  |
| b | Provider name |  |
| c | Placement type (IFA, Residential, Parent and Child, Supported Accommodation or Residential School Placement) |  |
| d | Ofsted rating |  |
| e | Carers’ names (if applicable) |  |
| f | Placement address (including post code) |  |
| g | Local authority area of placement address |  |
| h | Miles from Bournemouth and estimated travel time |  |
| i | Is this an Out of Area Placement (in a local authority area that borders BCP: Dorset or Hampshire) | YES / NO |
| j | Is this an At Distance Placement (in a local authority area beyond BCP’s neighbouring authorities) | YES / NO |
| k | Is this Unregistered Provision (Unregistered Provision Notification must be completed and approved by DCS) | YES / NO |
| l | Anticipated / likely change of educational setting |  |
| 4 | **Proposed Placement Costs** |
| a | Total weekly placement cost |  |
| b | Breakdown of weekly placement costs |  |
| c | Description of enhanced / additional costs |  |
| d | Any other information related to expenditure (e.g. retainer payments including agreed time period; agreed timescales to review enhanced / additional costs) |  |

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| Sections 5 to 7 are completed by the case responsible approving managers, dependent upon the total weekly placement cost (including enhanced / additional costs) and as per the Scheme of Delegation |

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| 5 | Team Manager*If the placement is required in an emergency before the next Care Episode Gateway, a Team Manager can approve costs up to £750 per week without more senior manager approval* |
| Date: |  |
| Signature: |  |
| Print Name: |  |
| Views: |  |

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| 6 | Service Manager*If the placement is required in an emergency before the next Care Episode Gateway, a Service Manager can approve costs up to £1500 per week without more senior manager approval* |
| Date: |  |
| Signature: |  |
| Print Name: |  |
| Views: |  |

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| 7 | Service Director (if required)*If the placement is required in an emergency before the next Care Episode Gateway, a Service Director must approve costs exceeding £1500 per week* |
| Date: |  |
| Signature: |  |
| Print Name: |  |
| Views: |  |