Standard Operating Procedure

Name Bristol, North Somerset and South Gloucestershire IHA Process Social Care

|  |  |
| --- | --- |
| Version: | 1 |
| Name of originator/author: | Adele Fortuna |
| Name of executive lead: |  |
| Date ratified: | October 2023 |
| Review date: | April 2024 |
| To be read in conjunction with |  |

Applicable to executive Summary Version Control

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Updated  By | Updated  On | Summary of changes from previous version |
| 1 | Adele Fortuna | 7.11.2023 | Changes to documents sent and time lines. |
|  |  |  |  |
|  |  |  |  |

Initial Health Assessment

Local Authority:

Notify the children in care and adoption team via [sirona.cicadminbnssg@nhs.net](mailto:sirona.cicadminbnssg@nhs.net) as soon as the child/young person becomes looked after.

By the 5th working day or sooner of the child / young person becoming looked after, the following supporting information to be emailed to [sirona.cicadminbnssg@nhs.net](mailto:sirona.cicadminbnssg@nhs.net)

* + Fully completed Cram BAAF Part A signed by social worker with the name of the person giving verbal consent ( if the child / young person has been placed outside of the BNSSG area and resides within another Local Authority area, Sirona will require consent signed by either parents or young person if over the age of 16)
  + Chronology

Supporting information received No supporting information received by the 5th working day

Children in Care admin to:

* arrange appointment with the carers
* Appointment letter to be sent to the Foster Carer and Social worker

NB: If interpreter required see below

Children in Care admin to:

* Admin to send email to the local authority chasing for the supporting information to be completed and returned and escalation process to be followed

Interpreter required.

Children in Care admin to:

* arrange appointment with the carers
* Book interpreter through language lines. If not able to get an interpreter to contact Social worker for support with arranging.
* Appointment letter to be sent to the Foster Carer and Social worker, confirming appointment time and location

Please note:

Children in Care team will not be able to proceed with booking an Initial Health appointment until all supporting information has been received. This may delay the time frame in which we are to see the children within 20 working days as per the national guidance.

Time frame for Initial health assessments

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Child / Young person comes in to care | Local Authority to notify and send Coram BAAf form part A, chronology, and consent | Children in care team to arrange appointment | Assessment to have taken place | Paediatrician to complete health action plan within 48 hours of appointment and send to admin | Report to be health action plan to be sent to the Local Authority |