

# Children first and at the heart of all we do

## DUDLEY MBC CHILDREN'S SERVICES

### Viability Assessments - Flowchart (September 2024)

Child in Need of Protection who may require accommodation or placement

#### Referral Routes

Ideally, decision to complete a viability assessment should be made following a:

Family Group Conference / Family Network Meeting / Permanence Planning Meeting / PLO Pre-Proceedings Meeting / Legal Gateway Panel / Emergency decision for a child to come into care e.g. following Police Protection

If a decision is taken to accommodate or place a child

The following process must be followed in all situations where a family member or friend may be assessed to look after the child

Screening

The **Screening** tool should be completed by the **Child's Social Worker**. Complete the questions on the screening tool, giving as much detail as possible on suitability of the carers and their relationship to the child/ren involved within **the first working day [Day 1]**.

Screening with a negative outcome

Screening with a positive outcome

VERSION 1 – DECEMBER 2024



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Child's Social Worker discusses outcome of screening with their Team Manager to enable way forward to be planned in terms of the care planning for the child.

**Save the Screening tool in the Child's LCS record.**

Child's Social Worker discusses outcome of screening with their Team Manager. Team Manager will make the decision to progress to Initial viability assessment in collaboration with the Fostering Recruitment and Assessment Team Manager.

**Save the Screening checklist in the child and prospective carer's record (carer record is created by business support in the childcare team).**

### Viability Assessment

#### Planned Placement

Child's Social Worker to complete the child's section in the Viability Assessment and send to Fostering Team Manager by **end of working day (Day 1)**.

Fostering Team manager to allocate a Fostering Social Worker by the **end of the next working day (end of Day 2)**.

Joint Visit to be completed by the Child Social Worker and the Fostering Social Worker **by Day 5**.

Fostering Social Worker to complete their written assessment **by the end of Day 6** and send to the Child Social Worker for their views.

Child Social Worker to update their views and return to the Fostering Team Manager **by the end of Day 7**.

#### Immediate Placement (Regulation 24)

Child's Social Worker to complete the child's section in the Viability Assessment and send to Fostering Team Manager **on the same day (Day 1)**.

Joint visit by the child's social worker and the Duty Fostering Social Worker to be completed on Day 1. During that visit consent to be obtained by the social workers to PNC checks on all members of the household who are over the age of 18.

Child Social Worker to complete PNC Checks of the applicant and any family member who is aged 18 in the household immediately after the joint visit and send to West Midlands Police Information Sharing inbox **on the same day (day 1)**.

Duty Fostering Social Worker to re-check LCS and EHM (initial check will have been done by the Child Social Worker during completion of the screening tool).



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Fostering Team Manager to add their comments and sign off the assessment **by the end of Day 9.**

Fostering Social Worker to share finalised assessment with the carers and get their signatures **by the end of Day 10.**

Fostering Team Manager will record management oversight on the **Child's LCS file.**

**Fostering Social worker will save the finalised and signed assessment onto the child's LCS file and onto the carer's file.**

The Duty Fostering Social Worker must complete the second part of the Viability Assessment on **Day 2** and send to the Child Social Worker for their comments **on the same day.**

Child Social Worker to complete their comments and send to the Fostering Team Manager **on Day 2.**

The Fostering Team Manager will sign off the Viability Assessment on either **day 2 or 3** and send this to the Nominated Officer to sign off and consider Regulation 24.

The Nominated Officer will sign off the Assessment between day 2 or 3 and send the outcome to Fostering Service Team Manager and Child's Team Manager and Social Worker. **The Nominated Officer will save the signed off Viability Assessment in the Carer's LCS file and record the Regulation 24 Approval in LCS, as well as Management Record in the Child's LCS file.**

