

**Accommodation Approval Form**

The Accommodation Approval Form is required in all instances when a child or young person is moving to externally commissioned accommodation for the first time, or they are moving to different accommodation. 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 cost, type and location of the accommodation, as set out in the Scheme of Delegation and Sections 6-10 of this form. The approving manager should be aware of all viable options (Provider Expressions of Interest) put forward and the discussions that have taken place to arrive at the preferred option.

All accommodation requestsfor children new into Care and requests for a change in accommodation must have approval from the Care Episode Gateway (CEG). In an emergency where the accommodation is required before the next CEG can meet, approval is only valid until the next available CEG and then must 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 accommodation for children and young people. These views are gathered through discussions at the CEG. If the accommodation is required in an emergency, before the next CEG can meet, the child’s Independent Reviewing Officer and the Virtual School must still be consulted before the preferred option can be confirmed. Provider Expressions of Interest are also shared with the Virtual School and the Independent Reviewing Officer for their views to be provided and included.

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Sections 1 to 4 are completed by ART | | | |
| 1 | **Type of Request** | | |
| a | First accommodation | | YES / NO |
| b | Change of accommodation | | YES / NO |
| c | Planned request? Confirm date the request was heard at CEG | | Date: |
| d | Emergency request? Confirm the request was forwarded for CEG agenda | | YES / NO |
| e | Urgency of request – Same Day, 1-3 days or 4 days + | |  |
| f | Date accommodation search started | | Date: |
| 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 |  | |

|  |  |  |
| --- | --- | --- |
| 3 | Proposed Accommodation Details | |
| a | Proposed accommodation start date |  |
| b | Provider name |  |
| c | Accommodation type (IFA, Residential, Parent and Child, Supported Accommodation or Residential School) |  |
| d | Ofsted rating |  |
| e | Carers’ names (if applicable) |  |
| f | Accommodation address (including post code) |  |
| g | Local authority area of accommodation address |  |
| h | Miles from Bournemouth and estimated travel time |  |
| i | Is this accommodation Out of Area (in a local authority area that borders BCP: Dorset or Hampshire) | YES / NO |
| j | Is this accommodation At Distance (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 a Service Director) | YES / NO |
| l | Anticipated / likely change of educational setting |  |
| 4 | **Proposed Accommodation Costs** | |
| a | Total weekly accommodation cost |  |
| b | Breakdown of weekly accommodation 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) |  |

|  |
| --- |
| Section 5 to be completed by the Virtual School and child’s Independent Reviewing Officer |

|  |  |  |
| --- | --- | --- |
| 5 | Views of other professionals | |
| Date IRO’s views provided | |  |
| Officer name | |  |
| IRO’s views | |  |
| Date Virtual School views provided | |  |
| Officer name | |  |
| Virtual School views | |  |

|  |  |  |
| --- | --- | --- |
| Sections 6 to 10 are completed by the case responsible approving managers, dependent upon the total weekly accommodation cost (including enhanced / additional costs) and as per the Scheme of Delegation | | |
| 6 | **Rationale for accommodation request – to be completed by the Team Manager**  *The Team Manager must provide a rationale for this accommodation being necessary including: case summary / history; current circumstances for the child and reasons why this accommodation is required; what attempts have been made to prevent this accommodation being required eg family network meetings and assessment of family members; and an explanation for selecting this preferred option.* | |
|  | | |
| 7 | **Team Manager**  *If the accommodation 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,* ***unless the accommodation is Out of Area or At Distance*** | |
| Date: | |  |
| Signature: | |  |
| Print Name: | |  |
| Rationale: | |  |
| 8 | Service Manager  *If the accommodation 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,* ***unless the accommodation is At Distance***  *Service Manager approval is required for* ***Out of Area accommodation*** *(BCP neighbouring authorities: Dorset and Hampshire)* | |
| Date: | |  |
| Signature: | |  |
| Print Name: | |  |
| Rationale: | |  |
| 9 | Service Director (if required)  *All requests for* ***residential accommodation*** *and accommodation* ***At Distance*** *(beyond BCP’s neighbouring authorities’ borders) must be approved by a Service Director. In addition, if the accommodation is required in an emergency before the next Care Episode Gateway, all requests for accommodation where costs exceed £1500 per week, must be approved by a Service Director. A Service Director can approve costs of up to £35,000 per week.* | |
| Date: | |  |
| Signature: | |  |
| Print Name: | |  |
| Rationale: | |  |

|  |  |  |
| --- | --- | --- |
| 10 | Director of Children’s Services (if required)  *All requests for use of Unregistered Provision must be approved by the Director of Children’s Services.* | |
| Date: | |  |
| Signature: | |  |
| Print Name: | |  |
| Rationale: | |  |