

# Flowchart for Timetabling & Effective Multi-track Planning in Care Proceedings

**Early Permanence Placement**

In situations where previous children have been removed contact One Adoption ASAP to highlight potential for adoption with siblings or EPP if needed. This will allow time to assess siblings' adopters for EPP if suitable.

*Within proceedings we need to parallel plan for different permanence arrangements – e.g. with parent(s), family members, long-term fostering and adoption. The weeks down the left of the chart provide a guide but keep focused on your own timetable determined by the court.*

Care Planning meeting with Head of Service

Documents needed include:

- Chronology and genogram
- Parenting Assessment/Pre-birth Assessment
- Sibling Assessment
- Family Group Conference
- Viability Assessments of Family Members

Legal Gateway Panel

If agreement to issue at LGP and make contact with the allocated lawyer and complete:

- Initial SWET (per family)
- Interim Care Plan (one for each child)

Pre-CMH meeting between the SW team, IRO and CAFCASS takes place following the initial court hearing but prior to the advocates meeting.

**Case Management Hearing (CMH):**

Go prepared with dates to complete assessments, dates for panels such as fostering panel and SHOBPA to ensure realistic timetabling. **Assessment plan with timescales agreed with parents and Cafcass.**

**Viability Assessments:**

All viability assessments should be completed as soon as possible. Potential carers should have been identified within CP planning or PLO through a FGC or family meeting.

When the plan is to place children with family immediately complete the Viability Assessment prior to issuing proceedings.

For Positive Viability Assessments the registration form needs to be completed immediately, signed by the carer, and given to Business Support to complete the checks.

Head of Service sign off on LCS is needed to place children under Reg 24.

Once VA is completed transfer to the kinship team to give maximum time for the full assessment to be completed.

For Negative Viability Assessments, send a copy to applicant with a letter (template on tri-x) informing them of this and why and advising them to seek legal advice asap if they wish to challenge the recommendation.

Week  
1 -13

**CMH review meeting** is held between the SW team, IRO and CAFCASS at **week 13** to review progress.

	Parents	Friends and Family	Adoption
	<p>Ensure all parents are aware of the proceedings and have been served key papers if not happened already (for example, if identity/whereabouts previously unknown).</p>	<p><b>Viability Assessments</b></p> <p>Complete VAs on carers identified.</p>	<p>Complete <b>CoramBAAF Health forms and parental consent for Adoption Medical</b> and send off forms to the Adoption Medical Bradford Children and Families Trust inbox.</p> <p>To take place 4-6 weeks before SHOBPA.</p>
	<p><b>Parenting Assessment:</b></p> <p>Consider: Recommendations of and capacity assessments and type of assessment bespoke to needs of family.</p> <p>The court filing date for Parenting Assessment</p> <p>Filing time of any other expert report, incl. hair strand testing</p>	<p>Full Kinship Assessment to be completed by F&amp;F Team (weeks 1-12).</p> <p>Discussion with carer about Special Guardianship.</p> <p>Complete <b>SGO Report and Support Plan – refer to finance re matching allowances.</b></p>	<p><b>Sibling Assessment</b> to be completed.</p> <p>Look at CPR proforma to know what information is needing to be collected during your Parenting Assessment sessions.</p> <p>Collect life story information during the assessment process.</p>
			<p><b>Book SHOBPA.</b> The ADM needs to take place before the date for filing Final Care Plans but after the Decision Making CIC Review.</p>

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