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 quide but keep focused on your own timetable determined by the court.

aware of the

proceedings and have

Parents

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.

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

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.

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.

Week

1 -13

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arents	Friends and Family		
Ensure all parents are	Parenting	Viability Assessments	

Assessment:

Complete VAs on carers identified.

Full Kinship Assessment to be completed by F&F Team (weeks 1-12).

Adoption

Complete

forms and parental consent for

CoramBAAF Health

Sibling Assessment to Look at CPR be completed. proforma to know what information is needing to be

The ADM needs to take place before the date

Book SHOBPA.

1 -13	been served key papers	Consider:	identified.			consent for	needing to be	before the date	
	if not happened already	Recommendations of		Discussion with carer about		Adoption Medical	collected during your	for filing Final	
	(for example, if	and capacity		Special Guardianship.		and send off forms	Parenting	Care Plans but	
	identity/whereabouts	assessments and type				to the Adoption	Assessment sessions.	after the	
	previously unknown).	of assessment		Complete SGO Report and		Medical Bradford		Decision Making	
		bespoke to needs of		Support Plan – refer to		Children and	Collect life story	CiC Review.	
CMH review		family.		finance re matching		Families Trust	information during		
neeting is				allowances.		inbox.	the assessment		
neld between		The court filing date					process.		
he SW team,		for Parenting				To take place 4-6			
RO and		Assessment				weeks before			
CAFCASS at						SHOBPA.			
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Conclude Parenting Assessment with clear Kinship Assessment to be considered by Fostering Panel Complete Child Permanence Report (CPR) for SHOBPA (this should be completed 2 weeks prior recommendation about whether children can remain (prior to Decision Making CiC Review) to SHORPA booking date). The CPR might need to be submitted before or after the CiC review or return to parent(s) and if any order is required. depending on how the dates fall, but the ADM itself needs to be after the CiC review. Week 14 **SGO Report** and support plan to be considered by the Service Manager and Head of Service within the Final Care Planning meeting to agree SGO if applicable (Fostering Panel is not required for SGO). Final Care Planning Meeting with HoS, SM, TM, SW, Court Consultant, and allocated lawyer. This is where final care plans will be agreed and should take place prior to any assessment being filed with the court. Decision Making CiC Review: IROs will need to see your Parenting Assessment and draft Final Care Plan. CMH review meeting is held between the SW team, IRO and CAFCASS to review proposed final care plan. Attend Permanence Panel or SHOBPA to ratify the final care plan Final evidence: This should be filed with legal three days prior to the court filing date for the allocated lawyer to review and provide final legal advice. Final SWET (one per family) Final Care Plan (one per child) Week 16 Sibling Assessment Balance sheet **Updated Chronology** Placement Order Application (CPR) amended if required Parents file their evidence Week 17 **CAFCASS** file Final Analysis Week 18 Week 20 Issues Resolution Hearing (IRH) **Final Hearing** Week 26

Send all final evidence to the court consultant and TM for quality assurance one week before the Court filing date. The final care plan is agreed by the SM.