

Unregulated Placement Process Map

Unregulated Family Arrangement
 Where a child is 'placed' with a family member without permission, agreement or them being recognised as a Looked After Child
 (This happens when a 'family arrangement' with restrictions on a return home is mistaken for a 'family arrangement' without being recognised as a 'LAC Placement')

Unregulated Connected Carer
 Where a child is placed in a Reg 24 carer (connected carer) placement and either there has not been approval to extend beyond 16 weeks (for a further 8 weeks) or the Form F assessment has taken longer than 24 weeks

Unregulated Setting
 Where a child under 16 years old is placed in an unregistered setting

Practice Note
Important Note – July 19
NO child can be placed with a relative as a looked after child without a Directors approval either at DRP or outside DRP in an emergency

Unregulated Placement Notification

- Complete 'Notification of Unregulated Form' (on Tri-X)
- Refer to Unregulated Placement Guidance (on Tri-X)
- Email form to OM
- Update IRO
- Timescale: Same day as placement
Resp: TM

Placements Team notifies

- SW and Team that placement is unregulated
- Timescale: before placement is made
Resp: Placements Team

Unregulated Placement Notification OM Sign Off

- Comments on form & quality assurance
- Email form to HoS
- Timescale: Same day as placement
Resp: OM

HoS Sign Off

- Comments on form and quality assurance
- Email form to Director of Operations
- Timescale: Same day as placement
Resp: HoS

Director Sign Off

- Comments on form to complete notification approval
- Email form to HoS/OM/TM
- Timescale: Same day
Resp: Director of Operations

Practice Note

- Situations where children are in unregulated placements should not happen.
- Everything needs to be done to avoid these situations arising.
- Everything must be done to ensure that the unregulated placement becomes regulated or the child moves.

Notification Form on file

- Notification of Unregulated Placement form scanned in and placed in 'Documents'
- Case Note- referencing that the form is signed off, and action plan in place to manage risk
- Timescale: within 24 hours
Resp: TM

Unregulated Placement Visits

- Visits must be made weekly for the duration of the unregulated placement
- Record visits on Stat Visits form on LCS
- Timescales: weekly
Resp: SW

Unregulated Placement Tracker

- Tracker is on Children's 'Shared Drive' in folder 'shared performance trackers'
- Add in weekly date of review (based on date of case record 'mgt oversight review')
- Change status if applicable from unregulated to regulated
- Add comments re why this is now regulated

Unregulated Placement Visits- Review

- Unregulated Placements must have a management review weekly
- Case note in "Management Oversight Review"
- Review to include management oversight of risk, partners, visits whether the placement is now regulated
- Update Unregulated Placement Tracker (see practice note)
- Update IRO/HoS
- Timescales: weekly
Resp: OM

Unregulated Placement Tracking

- Review unregulated placements tracker on all unregulated placements
- Circulate to Director/ CMT
- Timescale: weekly
Resp: HoS

Placement no longer unregulated

Placement continues to be unregulated

Continue with Care Plan/ Planning for child
 (See LAC Review process map)

