**Prior to Child Becoming Looked After**

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| **If Local Authority is providing accommodation under S20 or S31 of Children Act** a child is deemed a **Child** Looked After | For children who are provided with **accommodation under S20** the social worker must be satisfied that:  The parents **understand** what they are agreeing to; have all the **relevant information**; be told they have **a right to take legal advice**; told they have a **right to withdraw their consent** AND it is **necessary** to provide accommodation.  Social Worker to generate S20 agreement form (Forms CLA Section 20 agreement)  Print off two copies and parents leaflet. Leave one signed copy with **parents** | | |
| **If care is provided by a connected person under Regulation 24** then approval **must** be given by the decision maker before the **child** is placed with the family. | If non-urgent stage 1 viability needs to be completed and sent to the Kinship Team  **STAGE 1-3 VIABILITY ASSESSEMENT**  Written outline of support to be provided and agreed by carer/social worker/**parent** to include status of the placement | If urgent stage 1-3 viability to be completed **and Reg 24 approval to be obtained**  **STAGE 1-3 VIABILITY ASSESSEMENT**  Written outline of support to be provided and agreed by carer/social worker/**parent** to include status of the placement | |
| **If private arrangement** | **Child** is supported under existing plans | | |
|  | Note: Tasks that Business Support Undertake |  | |
| **PAPERWORK** | **SOCIAL WORK ACTIONS/MEETINGS** | | **MULTI-AGENCY ACTIONS** |
|  | **FROM DAY 1 TO DAY 5** | |  |
| Complete referral for IHA and get signed consent form from **parent** or **child** 16+ - send via secure e’mail to [wnt-tr.childservicesdroveroad@nhs.net](mailto:wnt-tr.childservicesdroveroad@nhs.net) and attach recent assessment and chronology.  Send BAAF form M/B to hospital where **child** born  Complete BAAF form PH with **parent** and send to Drove Road  Social Worker must contact school/college to arrange a PEP date. Social Worker to inform school that PEP’s are generated through an electronic service called Welfare Call and they will receive notification. The system will not provide a date, SW and school need to agree this date before 20 days.  Complete delegated authority agreement  Complete Placement Plan | Notify Decs Desk – [cpr@n-somerset.gcsx.gov.uk](mailto:cpr@n-somerset.gcsx.gov.uk)  Update LCS  Begin words and pictures narrative  **FIRST CLA STATUTORY VISIT**  Contact IRO to discuss care plan and arrange 1st CLA review – see IRO guidance/timeline  Contact **child’s** school to book PEP meeting  Go through delegated authority papers with **parent** in preparation for placement planning meeting  **IHA APPOINTMENT** (to include Social Worker/**Parent**/Carer)  **PLACEMENT PLANNING MEETING** (to include: Social Worker/Supporting Social Worker/**Parent**/Carer/**Child**)  Make arrangements for **parent** to attend IHA/PEP/1st CLA review | | 1st Review booked  PEP meeting arranged  IHA appointment made, sent to carer and e’mail to [cfs.wecampusbusinesssupport@n-somerset.gcsx.gov.u](mailto:cfs.wecampusbusinesssupport@n-somerset.gcsx.gov.uk)k |
| **The Care Plan must be completed and the following meetings must take place before day 19** | | | |
| Business Support at [cfs.wecampusbusinesssupport@n-somerset.gcsxc.gov.uk](mailto:cfs.wecampusbusinesssupport@n-somerset.gcsxc.gov.uk) to e’mail IHA appointment to social worker/team leader | **CARE PLAN** (must include information about the **Child**/care connect/contact/health/education)  **PEP MEETING** (to include: Child/Social Worker/Teacher/SENCO/**Parent**/ Carer) | | School to chair PEP meeting |
|  | **Day 20** | |  |
| NI Number/Bank Account/ID  **PATHWAY PLAN PART 2**  **PATHWAY PLAN PART 1** | Begin Life Story Work  **1ST CLA REVIEW**  **Child** aged 15.5 plus  **Child** aged 16 plus | |  |
|  | **Child** aged 17 plus  **UPDATE CARE PLAN AND DISTRIBUTE** | |  |