

## **Placement Planning Meeting Agenda and Prompts**

This document is used as guidance for holding and recording the **Placement Planning Meeting** that must be held **within 5 days** of a Child being placed in a new placement or admitted to care for the first time.

Ideally the placement meeting should take place before the child is placed/moved. If this is not possible (e.g. in an emergency) then within 5 days of the child being placed. (Social Workers are responsible for visiting the child in the first week after new placement to see how they are settling). Birth family, foster carers and children (subject to their age and understanding) should attend this meeting.

A copy of the minutes should typed as a word document, signed then scanned and uploaded to the current **Care Planning and Review Episode** on the case record for the Child or Young Person. The placement plan should then be received as part of the child's Statutory Review.

### **The meeting agenda and minutes should include:**

1. Date of Meeting
2. Name of Meeting Chair (usually the Service Manager)
3. Participants – Name and Role / Relationship to Child or Young Person with Contact Details
4. Confirmation all sections of the Care and Placement Plan is up to date - noting any actions still required and by whom.
5. Confirmation a copy of Care and Placement Plan has been provided to the carers- noting any actions still required and by whom.
6. Confirmation a signed current medical consent has been given to carers and copy uploaded to the case record - noting any actions still required and by whom.
7. Confirmation consent to accommodation (the placement agreement) has been given to carers and copy uploaded to the case record - noting any actions still required and by whom.
8. Confirmation a Change of Circumstances episode been completed including CA4, CA6; CA6b and Out of County Notifications have been completed as appropriate. - noting any actions still required and by whom.
9. Confirmation Placement Codes and LAC / Non LAC Legal Status has been entered correctly on the Case Record - noting any actions still required and by whom.

10. Confirmation any Health assessments required have been undertaken or are arranged.
11. Description of how the Child or Young Person is settling into placement and a summary of their wishes.
12. Confirmation of the arrangements for
  - Health Include GP Registration, Medical Consent, Health and Dental Assessments; and associated delegated responsibilities to carers.
  - Education Include Personal Education Plan (PEP) and School Transport arrangements
  - Initial Clothing and equipment/resources
  - Foster Carer Equipment
  - Specialist Equipment
13. Confirmation the Carer has all the information they require; noting the information still required and who is to provide this, and by what date.
14. Confirmation that delegated responsibility form has been agreed and completed.
15. Confirmation that the Social Worker has read and signed the Foster Carer Charter.
16. Confirmation of the statutory visiting arrangements
17. Confirmation the Contact arrangements with family have been arranged.
18. Confirmation of the review arrangements, including date of first review, or next review for placement moves.
19. Confirmation the Service Manager, Social Worker, IRO and Fostering Support Worker names and contact details has been provided to the carer.
20. Any other relevant detail, comments.
21. Any areas of sensitivity or areas of dissent.
22. Summary of all action points to be completed
23. Date Minutes written; and who copies have been provided to.
24. Signature of Manager writing the minutes.
25. See good practice guide to delegate responsibilities and procedures for placement planning meeting in Tri X.