**Use of Recovery Orders: August 2020**

1. The Director for Children’s Safeguarding & Care should be notified whenever  a  plan is made  to make a court application to obtain a Recovery Order.
2. The Director for Children’s Safeguarding & Care should also be notified about the outcome of the court application to confirm whether a Recovery Order has been granted with details about how and when it will be executed.
3. The Director for Children’s Safeguarding & Care will then notify the Director of Children’s Services who  will ensure the Leader, Chief Executive and Lead Member are also informed. A Need to Know notification should be used for this purpose.
4. The execution of a Recovery Order must be planned and include direct communication by the relevant Team Manager / Service Manager and include active oversight by the relevant Head of Service.
5. The planning should include all relevant parties including the Police, any secure transport providers, the identified foster carer/placement provider etc. Wherever possible and appropriate, parents and the child/young person should also be informed about the plans unless doing so may imperil the child/young person in any way.
6. The purpose of the planning activity is to ensure that each relevant party has a clear understanding about the assessed needs, risks and circumstances of the child/young person and how the Recovery Order will be executed. This includes a shared appreciation about who is going to do what, where, when and how so that there is a co-ordinated approach. Ideally some form of written confirmation should be provided, even if this is by email, to confirm what has been agreed between the relevant parties responsible for executing the Recovery Order.
7. If a Recovery Order is backed by Police powers to enter an address, it is imperative that no one else attempts to enter the address before the Police arrive and that once on site the Police are able to lead the physical recovery of the child/young person.
8. The channels of communication and command must be established between all relevant parties.
9. Where appropriate, the child’s allocated social worker and/or manager should be present for the execution of the Recovery Order but if this is unsafe or not advised by Police, the allocated social worker and/or team manager should be near-by at a safe distance or easily accessible by telephone so that they can provide verbal advice and guidance at any point. Ideally, the social worker / manager should be available to see and speak with the children/young person at the earliest opportunity following recovery.
10. Whenever there is imminent risk and the operational team have had to hand over to EDT out of hours to execute the Recovery Order, all of the expectations about planning, communication, being present or easily accessible still apply. In fact these issues become even more important to ensure that important issues concerning the child/young person are not overlooked, misunderstood or not given the weight that they require.