

Education and Childrens Services

SOCIAL CARE AND EARLY HELP

Placement Planning Meetings

Practice Guidance

2017

OUR MISSION:

‘To improve children and young people’s lives by working in partnership to raise aspirations, build achievement, and protect the most vulnerable’

Placement Planning Meetings

Placement Planning Meetings should be convened as part of the process of identifying and placing a child/young person. Placement Planning Meeting should be held before the placement or, where this is not possible because of the urgency of the situation, within 72 hours of the placement.

Before the child is placed, the Placement Team will liaise with the relevant registered manager to provide details of the child/young person's immediate child care needs and to arrange an Introduction Planning Meeting when and where possible. The meeting will usually be held in the child/young person's new placement.

It is important that the placement be supplied with information in reference to the following:

- how day to day parenting tasks will be shared between the carer and the responsible authority
- clarity about financial arrangements
- issue of contact
- circumstances leading to child/young person becoming looked after
- long term care plan for the child/young person
- length time placement is needed
- objectives of the placement as it relates to the care plan for the child/young person

Purpose and Meeting Format

The purpose of the Placement Planning Meeting is to finalise the Placement Plan and the details of the child/young person's needs in the placement including the daily routine and discuss the Care Plan. The Placement Plan provides clarity for the child/young person and carer.

The Placement Planning Meeting will involve a discussion of the child/young person's needs, including their personal history, religious persuasion, cultural and linguistic background and racial origin, their health and education needs and how these are to be met. It will also include the arrangements for registering the child/young person with local health professionals (GP, dentist and optician).

Further Placement Planning Meetings should be held at intervals agreed with the manager of the residential home or the foster carers and their supervising social worker - or as required for example where there are issues to be resolved in relation to the day to day arrangements for the placement. These meetings may be needed to clarify any changes to the care plan and/or issues that arise in the placement.

The chairperson should ensure that the child/young person, parent(s) and others who have been asked to contribute understand the purpose of the meeting, how it will be conducted and are given the opportunity to put their views and suggestions.

The people listed below should contribute to the meetings:

- The child/young person's social worker and/or other professional associated with the child e.g. Personal Adviser or advocate;
- The child/young person;
- The child/young's parents (as appropriate);
- For children/young people in residential care, the child/young person's link worker/keyworker and, where appropriate the home manager;
- For children/young people in foster care, the foster carers and their supervising social worker.

Before any meeting, the chairperson should obtain or be updated on the following, if available:

- The child/young person's Placement Plan (recorded on the Placement Information Record on Liquid Logic);
- Any work which has been undertaken in supporting the child/young's placement;
- If relevant: the child/young person's Care Plan, Personal Education Plan and Pathway Plan.

The views of the following should be considered:

- The IRO
- The Guardian (as appropriate)

Where the proposed placement has the effect of disrupting the arrangements made for the child's education and training, the child/young person's allocated social worker must notify the virtual school to ensure appropriate planning for the child/young person.

It is important that all relevant details of the meeting be recorded on the child/young person's Liquid Logic and EDRMS file. The allocated social worker or personal advisor will be responsible for ensuring all those involved with the child/young person are update in respect of the outcomes of the meeting.

Support and Monitoring of Placements

The child/young person's social worker must visit the child/young person in the placement within one week of the placement and then at a minimum as set out in within Leicester City Council procedures.

Where there are concerns in relation to the progress of the placement, consideration should be given to seeking additional resources to assist the placement.

Where there are any changes to the child/young person's placement and/or legal status during the placement, the child/young person's social worker must update the child/young person's Liquid Logic files.

Ending of Placements

The child/young person's social worker must notify the Placement Officer when a placement ends who will ensure that notice is served on the placement and the Placement Officer will inform the relevant finance officer so that any payments to the provider will cease. The social worker will also inform those notified when the placement was made of the ending of the placement. If there is a planned end date for a placement, the social worker must inform the Placement Officer as soon as possible.

Where the placement ends in an unplanned way, consideration should be given to holding a Disruption Meeting.