Sunderland City Council

**NEXT STEPS**

**CHILDREN UNDER 16 YEARS OF AGE**

**CEASING TO BE LOOKED AFTER**

Children’s Services

[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCM6Lv_XPg8kCFYX_Dgod5MwBxg&url=http://www.chroniclelive.co.uk/whats-on/family-kids-news/sunderland-illuminations-clock-ticking-down-10316430&psig=AFQjCNFCK-6I6nht4uDp6W_1b_Os_tLQxg&ust=1447168127353311)[](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCOfukabOg8kCFcIsDwodOzQMcA&url=https://en.wikipedia.org/wiki/St_Peter's_Church,_Monkwearmouth&psig=AFQjCNHqRMj9uNeyyImr8oQ3xaC-x_FVvg&ust=1447167731514995)[](http://www.sunderland.gov.uk/index.aspx?articleid=11081)[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCJWm-sjQg8kCFcN0DwodEJQNOw&url=http://www.viewphotos.org/england/images-city-Dalton-le-Dale-105.html&psig=AFQjCNH7hTUEd3coQKjGF7ijxyJ2P7NiAQ&ust=1447168363079644)

Children Under 16 Years of Age (Sunderland)

Ceasing to be Looked After (Section 20)

Task Checklist – Part 1

The aim of this checklist is to confirm that all of the tasks that require completion in preparation for ceasing a child’s Section 20 period have been achieved prior to seeking agreement to the decision from the Local Authority Nominated Officer. This document applies to children who have been Looked After for more than 20 working days. In instances where the Section 20 period is less than 20 working days, the Nominated Officer does not need to formally agree to the cessation of the Section 20; however, Team Managers in consultation with the IRO should use the checklist to ensure all risks are identified and mitigated.

Children who are Accommodated under Section 20 only cease to be looked after following the agreement of a Local Authority Nominated Officer – Regulation 39, the Care Planning and Fostering (Miscellaneous Amendments) (England) Regulations 2015. Applied from 1st April 2015.

Name of Child………………………………………………………………………………………..

Date of Birth…………………….…………….…CCM Number…..……………………………….

**Ceasing to be Looked After (Section 20) Tasks (Please Delete as Applicable)**

1. Have the views, wishing and feelings of the child been taken into account? **YES/NO**

(Please add comments on page 3)

1. Have the views of the parent, placement provider (foster carer/keyworker etc.), other professionals been ascertained? **YES/NO**

(Please add comments on page 3)

1. Has a statutory review (chaired by the child’s IRO) taken place and confirmed that the child should cease to be looked after? **YES/NO**
2. If a review has not taken place (because the child has not engaged, or wanted to attend) have the views of the IRO been sought and have they confirmed they are in agreement to the decision to cease the Section 20 period? **YES/NO**
3. Are they returning to live with a parent or person with parental responsibility? **YES/NO**

**Note:**

If the child is ceasing to be looked after due to a planned move to a long term permanence arrangement this checklist/form should not be used? This checklist/form should only be used where it is proposed that the child will cease to be Section 20 on returning to live with a parent/person with parental responsibility.

Name of Worker …………………………………..

Name of Manager …………………………………..

Date ..…………………………………

Children Under 16

Ceasing to be Looked After (Section 20)

Task Checklist – Part 2

|  |  |
| --- | --- |
| **Proposed Date of Ceasing to be Looked After**  **(Ceasing Section 20)** |  |
| **Date Risk Assessment Completed. (Mandatory)** |  |
| **Are there any risks associated with the decision to cease the child’s Section 20 period?**  **Please list:**  If there are risks, how will these be managed/mitigated, is the strategy for managing the risks set out in the child’s up-dated Risk Management Plan?  **Is there a Risk Management Plan in place?**  **\*Copy of the Risk Management Plan to be attached to this request.** |  |
| **What are the accommodation/housing arrangements on the child returning home?**  **Will the child have their own room?**  **Please list all household members.**  **What checks (i.e. CCM/SWIFT check, PNC check) have been completed on the adult and child occupants of the household (please list the result of the checks)?**  **Has the impact of the child returning to the household been assessed?**  **I.e. the impact on:**   1. The child 2. Any other children in the household 3. Adults living in the household |  |
| **What are the arrangements for the child to attend school?** |  |
| **What are the transitional financial support arrangements?**  **Are there any one-off payments required?**  **What is the date set for transfer of financial responsibility from Sunderland to parents? Parents to claim Child Benefit / Tax Credits (planned transfer of financial responsibility: 5-6 weeks after the return to the parent.**  The parent should submit a claim for child benefit & tax credits. A date should be set to cease the financial support from Sunderland; between 5 & 6 weeks after the return to a parent. HMRC who administer child benefit and tax credits require a specific date for the cessation of the financial support from the local authority; a new claim will take between 5 to 6 weeks to establish.  Consideration should also be given to the need for a one-off payment for specific items (bed, homework desk etc.) to ensure a successful return home and to parental support. |  |
| **What are the views and wishes and feelings of the child?** |  |
| **What are the views of the parent/s, placement provider (foster carer/keyworker etc.) and any other professionals involved?** |  |
| **Has the ‘Child in Need’ Plan been updated?**  Does the ‘Child in Need’ Plan set out all of the:   1. Practical arrangements? 2. Transition to parental financial support arrangements? 3. Risk management issues (if applicable)?   **\*Copy to be Child in Need plan to be attached to this request.** |  |
| **What is the Contingency Plan should the child’s return to the parent(s) not be sustainable or breakdown?** |  |

Requirements for Child Ceasing to be Section 20 and

Returning to a Parent or Person with Parental Responsibility

|  |  |
| --- | --- |
| **Completion of Need to Know Form if Ceasing to be Section 20 is Planned** | **NO** |
| **A Need to Know Form should be completed if a child returns to parent or person with parental responsibility before agreement to the ceasing to be Section 20 request is finalised and approved.** | **YES** |

Local Authority Nominated Officer

Authorisation

Social Worker to provide a summary of the case situation and set out the background to the request to cease the Section 20 period:

Social Worker to set out any outstanding actions required?

**Note:**

Should the decision to cease the Section 20 period be approved, a ‘Child in Need’ plan review should take place 6 weeks after the Section 20 period ends (or sooner) and the ‘Child in Need’ plan be updated.

|  |
| --- |
| The request to cease the Section 20 period is:   1. Agreed 2. Denied 3. Further Information is Required   (Delete as Applicable) for the following reasons: |
|  |
| Nominated Officer Name: |
| Nominated Officer Signature: |
| Date: |