

**Placement
Process**

**Placement referrals for
needing accommodation
Placements
Team in two
planned placement move,
team to work with the
young person and family
and the internal/external**

arrange a robust transition plan. However, this is not always the case in situations where a same day placement is required this would be considered an emergency placement which would have an escalated process to follow. Both circumstances are outlined below as an overview and can direct to where to find more information.

	Action/Date
Title/Status-	Placement Planning Process
New document or revised	Revised
Date approved SMT	
Responsible Head of Service	Liz Perfect
Date review	July 2020
Date SMT approved.	

Planning

**young people
can come to the
Commissioning
circumstances. A
which allows the
social worker,
where appropriate
markets to**

Planned

- Senior Placement commissioning officer will review external placements and direct placement commissioning officers if a quality assurance visit is required on a case by case basis using the annual monitoring schedule for reference.

Emergency

- 'Placement Matching' step received into placement commissioning officer's workflow in Mosaic, Please see Mosaic guidance – Accompanied by alert form child social worker. The name of the young person, need of the placement and Mosaic Number will be added to the action list which can be found in the placements 2016 f: drive which allows real time updates on each case.
- Placement commissioning officer will make contact with team around the child duty worker to alert them there is an emergency accommodation request being sent to the Mosaic work flow with identified carers from the out of hours rota which is stored in familyplacementteam@leics.gov.uk folder
- Please see team around the child duty process.
- Once appropriate carer has been identified this information is shared with the child's social worker
- Placement commissioning team to confirm placement arrangements with CSW email FPSCompliance@leics.gov.uk with relevant carer details.
- At this time the Application for Funding Tab is completed along with the Information of New Placement Tab with relevant carer details and sent to the social care team manager for sign off via Mosaic.
- Placement is added onto the 'Placement Duty Tracker' Which can be found on the Placements 2016 f: drive. Please see Introductory Guide to Using Placements Duty Tracker for further details. Placing officer will contact foster carer support line to arrange curtesy call. Please see Foster carer support line process for further details on this.
- Placement commissioning officers will be liaising with child social worker during all of this to start the planned placement process if the emergency placement cannot sustain for the duration of the young person's time in care.