**PLACEMENT PLANNING MEETINGS**

- The Placement Planning Meeting is a forum to discuss any issues relating to the child; background, day to day care, medical issues and safe caring. It is also the place to track Lac Documents that the Foster Carer should have.

- It is the Social Worker who should arrange the meeting, but it is generally the Fostering Officer who does this.

- The Delegated Responsibility Tool should be e-mailed to the child’s social worker so they can complete this with parents.

- Placement Planning Meetings should take place before or within 5 days of the placement being made.

- The Placement Planning Meeting is generally held in the Foster Carers home, parents can be invited to the meeting if it is felt appropriate. Consideration should also be given to whether it is appropriate for the child to also be part of the meeting.

- If parents wish to attend the meeting and the placement has a protected status, an alternative venue will be required.

- The Placement Planning Meeting Tool should be used to assist in the discussion and should be completed by the Fostering Officer.

- There are four Placement Planning Meeting Tools; a generic one to use for all placements, one that covers education, one that looks at long term placements and one for unaccompanied asylum seekers.

- All parties in attendance at the Placement Planning Meeting should sign the Placement Planning Meeting Tool and should receive a copy.

- The Fostering Officers copy should be kept on the foster carers file under section 4.