**SCHEDULE 4 FRONT SHEET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Prospective Connected Carer/s** | | | |
| **Main Carer - Name** |  | **PID** |  |
| **Reg 24 Child/ren** | | | |
| **Name/s** |  | **PID** |  |

**Head of Service** MUST give agreement before any child can become Looked After

**Section 20 Agreement** MUST be signed before child is placed or child must have a legal status of ICO/CO.

**Book into Accommodation Panel** via Team21.AdminChild@sunderland.gov.uk

**PVP** (Immediate Police Checks) – MUST be completed on all 16+ adults in the home - any trace MUST be explored with applicants in full

**Part A** (MUST be signed by both applicants when placing child)

**Regulation 24 - Schedule 4 Viability Assessment** must be completed in full

**Bank Mandate** – Cannot be Post Office Account (Now contained within Viability report – MUST BE COMPLETED)

**Authorised by Strategic Service Manager**

**Email Authorised Schedule 4 Paperwork** to [Placements@sunderland.gov.uk](mailto:Placements@sunderland.gov.uk)

Arrange **Placement Agreement Meeting** within 72 hours of placement by contacting Fostering Duty Line: 5612223