**Court Proceedings Parent and Child Placements Process**

1. Decision is made to apply to court for an order and this decision and the search for either a baby only or parent(s) and child foster placement is endorsed by the Assistant Director (AD) and/or at panel.
2. The Total Placement Service (TPS) cannot search for a placement without a fully completed Liberi placement plan. The allocated worker must select the Parent and Child (P&C) option on the placement plan to ensure the correct referral is completed.
3. SW submits Liberi placement plan to TPS being clear what searches are required including:
* type of placement required
* type of search e.g. baby only, parent(s) and child(ren) and any and all variations for the placement that are required
* date placement is required by
* relevant authorisation
* any geographic or other limitations and requirements
1. When searching for a P&C foster placement TPS will search for both in house and IFP foster placements.
2. TPS provide an introductory e mail on P&C placement finding process and steps to SW, TM, SM and will forward any further e mails e.g. expression of interest or placement offers from providers to the SW, TM and SM detailing next steps and timescales to be undertaken. Below is the sequence of e emails used and what they represent:
3. **Introductory Parent and Child e mail** – an overview of the roles and processes of placement finding
4. **IFP/Residential Family Centre (RFC) Queries** – details of requests from providers to further the initial interest they have expressed
5. **IFP/RFC Placement SW Choice** – the requirement for the allocated worker to complete a table to support the choice and matching of a proposed placement
6. **IFP/RFC AD approval** – details of the proposed placement including costs and SW choice/matching sent to the AD for approval for the placement to be purchased
7. **IFP/RFC Confirmation** – an e mail to the provider of the placement and the allocated worker detailing the placement and approval. It is only after this is received that the placement can commence
8. If the court request a placement finding statement please be aware of the following:

Invicta Law advise TPS in writing within 24 hours of hearing that a statement is required and relevant details to be contained within the statement including date statement to be submitted. SW/TM/SM cc’d into e mail request. *TPS require a minimum of 24 hours notice to produce the statement.*

The e mail statement request is sent to the Service Manager TPS, Team

 Manager TPS Residential and CC TPS Placements.

1. TPS the prepare statement using standard template and submit by due date to Invicta Law. SW/TM/SM cc’d into e mail.
2. If Invicta Law require an update on placement searches this will contain details of the date of the search(es), numbers of carers/providers contacted and any responses to date.
3. TPS will not initially search for placements in residential family centres unless this is at the request of the AD or the Direction of the court. Should this be required written authorisation from the AD must be provided to TPS to enable the search to commence.
4. Any amendment to the search criteria must be submitted to the TPS placement officer and their manager in writing clearly stating:
* Type of placement required
* Type of search e.g. baby only, parent(s) and child(ren)
* date placement is required by
* relevant authorisation
* any geographic or other limitations or requirements
1. Where additional information comes to light e.g. results of hair strand tests, a parent leaving the placement etc TPS must be notified within 24 hours and given instruction as to next steps to be undertaken by the social work team.
2. The principle in court proceedings is that the social worker is the representative of the Local Authority in hearings. Therefore, TPS do not attend court but will provide relevant details on placement searches as detailed above. Should a TPS representative be required to attend court the request will be made via Invicta Law and where possible in writing.