**Children in Care Checklist**

IROs are qualified social workers with at least five years’ experience, and who have acquired the right skills to conduct this role.

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| **Name of Social Worker** |  |
| **Name of child & ID** |  |
| **Date child came into care** |  |

**This form should be completed to evidence completion of the requirements of the child in care pathway. Once complete, it should be uploaded to the child/young person’s file on Mosaic.**

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| **Task** | **DATE COMPLETED** |
| **Prior to placement commencing:** |  |
| Discussion at line of sight | Click or tap to enter a date. |
| Agreement at Leadership Oversight | Click or tap to enter a date. |
| Placement referral sent to family Finding Team (where placement required) | Click or tap to enter a date. |
| S20 parental consent or legal order obtained and on file (where app) | Click or tap to enter a date. |
| Parental consent to medical treatment obtained and IHA paperwork. | Click or tap to enter a date. |
| Once placement identified Social Worker to agree placement date & arrangements with Fostering social worker | Click or tap to enter a date. |
| If the placement is with a family member a viability assessment to be completed and undertaken jointly with fostering team. | Click or tap to enter a date. |
| Request for Legal Gateway if we are considering bringing a child into our care | Click or tap to enter a date. |
| Provide Information for Parents of Children in Foster Care (where appropriate) | Click or tap to enter a date. |
| Care Planto be discussed with child and parent (separately where appropriate) | Click or tap to enter a date. |
| **Becoming Looked After** |  |
| Placement Plan to be completed prior to placement or within 5 working days | Click or tap to enter a date. |
| Child’s Social Worker liaises with Foster Carer and Supervising Social Worker to arrange a Placement Planning meeting (within 72 hours of placement being made) | Click or tap to enter a date. |
| Social Worker goes through ‘welcome pack’ with child within 5 working days of the placement being made | Click or tap to enter a date. |
| Delegated authority confirmed (Placement Planning meeting) | Click or tap to enter a date. |
| Arrangements for family time to be agreed and details shared with child, carers, and parents (SW before child placed or at Placement Planning meeting) | Click or tap to enter a date. |
| Transport arrangements for school, family time etc. (SW - before child placed or as part of Placement Planning meeting) | Click or tap to enter a date. |
| Change of Circumstances (SW sends email to Placement Finding Team (PFT) within 24 hours of child becoming looked after (and PFT notifies Independent Reviewing Service, Virtual School with change report)). For out of county placements PFT send notification to Health, Education and Safeguarding service in local authority child is placed | Click or tap to enter a date. |
| Notification to Key incident to Professionals e.g., Health Visitor, School, QARO such as placement move/ceased to be looked after etc. - within 24 hours. Refer to key incident notification guidance [Child in Care Key Notification Guidance.pdf (proceduresonline.com)](https://www.proceduresonline.com/dorset/cs/user_controlled_lcms_area/uploaded_files/CiC%20Key%20Notification%20Guidance.pdf) | Click or tap to enter a date. |
| VSL to arrange PEP meeting with school.  The Virtual School to ensure the ePEP is completed prior to the first review (within 20 working days) and the report is available 3 days in advance of confirmation meeting. | Click or tap to enter a date. |
| SW to send Initial Health Assessment (IHA) request form (on Mosaic) to [dhc.dorsetcichealth@nhs.net](mailto:dhc.dorsetcichealth@nhs.net) within 2 days 2 at the latest and only by exception within a maximum of 5 working days of child becoming looked after. | Click or tap to enter a date. |
| Ensure that NHS completes the IHA within 20 working days to inform the 1st review. Social Worker is to be present, and parents will be given opportunity to attend where appropriate | Click or tap to enter a date. |
| SW to ensure SDQ process is started, and first stages are completed for the second review and following this at least annually.  [SDQ Policy & Practice Guidance.pdf (proceduresonline.com)](https://www.proceduresonline.com/dorset/cs/user_controlled_lcms_area/uploaded_files/SDQ%20Policy%20&%20Practice%20Guidance.pdf) | Click or tap to enter a date. |
| Notification of Child in Care to other local authority if placed out of area – SW to contact relevant LA | Click or tap to enter a date. |
| Dental registration (SW to confirm at Placement Planning meeting) | Click or tap to enter a date. |
| Register with GP (SW to confirm at Placement Planning meeting) | Click or tap to enter a date. |
| Initial Care Plan to be completed prior to placement or prior to the Child in Care Initial child in care Review (to be held within 20 days of placement) | Click or tap to enter a date. |
| All children aged 8 years and over to be offered an advocate to support at each Child in Care Review | Click or tap to enter a date. |
| Child's Social Worker must visit the child in the placement within 5 working days of the placement being made – (**see CIC Visiting Schedule for specific placements)** | Click or tap to enter a date. |
| Permanency Planning - to be held prior to second Child in Care review and then 3-monthly until child achieves permanence. For those in care proceedings PPM needed prior to second review. | Click or tap to enter a date. |
| ~~For children made subject to care proceedings Permanency Planning to be held prior to second CIC review.~~ | Click or tap to enter a date. |
| **Additional Checklist for all Fostering Placements:** |  |
| Child’s Social Worker to gain prior agreement to placement with Social Worker(s) of other placed child(ren), formally notifying other placing local authorities if required. | Click or tap to enter a date. |
| **Further Checklist for Connected Persons Placements only:** |  |
| Referrals for SGO needs to be made to Aspire at point of positive viability assessment. | Click or tap to enter a date. |
| Regulation 24 assessment (where relevant – must be completed within 16 weeks. An extension can be granted for a further 8 weeks if presented to Fostering Panel which must be booked well in advance of the expiry of the Regulation 24 approval). | Click or tap to enter a date. |
| Corporate Director needs to agree any placement for a 16/17 yr. old that is unregulated. Children under 16 **must not** be placed in unregistered settings. | Click or tap to enter a date. |

**Signed by manager**

**Name:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.