**West Sussex – Practice Guidance**

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

**Placement Planning Meetings**

* All Looked After Children should have a Placement Planning Meeting so that the information held in their Placement Information Record and Support Plan can be updated as needed.
* Ideally, these meetings should be held prior the child moving in to the placement, and no later than 3 working days after their arrival.
* The Placement Information Record should be reviewed at each subsequent Child Looked After Review meeting as a minimum.
* Sometimes, there may be a need for an Emergency Placement Planning Meeting *(See practice guidance ‘Emergency Placements and Emergency Plans’)* if a child has been placed on an emergency basis.
* Where a child is placed in a children’s home, the Registered Manager should arrange the Placement Planning meeting to take place in the home. The meeting is usually chaired by the child’s social worker.
* The following people should be invited to attend the meeting:
* The Child;
* The Child’s social worker
* The Child’s parents;
* The child’s keyworker
* The Social Worker chairing the meeting should make sure the following areas are discussed at the meeting, if they have not already taken place:

* Whether the placement needs approval from the Designated Manager (if it is outside the area)
* Whether the Health Trust, Education Service and Children’s Services team have been notified of the placement
* The need for a Looked After Review to be arranged;
* The need to arrange a Health Care Assessment and register the child with a GP, Dentist and Optician
* The child’s Social Worker should also ensure that the child’s Placement Information Record and other Looked After Children (LAC) records are fully completed on Mosaic and copies circulated as required.

**Links to related documents:**

Emergency Placements and Emergency Reviews

Health Notifications and Access to Services

Child Looked After Reviews

Health Care Assessments and Plans