

SCOPE

This document contains the process map for the sourcing of Independent Non-Maintained placements for children and young people (CYP.) All Independent Non-Maintained placements must have Head of Service (HOS) (and Budget holder if not the same person) and Assistant Director (AD) approval before a placement search with independent Providers can commence via LCC's Placements Team within Children's Commissioning. All Providers with a Child/YP in placement must sign up to LCC Terms and Conditions for their relevant strand. In addition, an Individual Placement Agreement (IPA) is required for each Child/YP in placement. Children's Commissioning are responsible for maintaining the contractual information and up-to-date records of Child/YPs in Independent Non-Maintained placements and any changes to 'live' placements should be communicated by the Service Area to Commissioning.

Placement Search Request Submitted

Placement search request submitted to LCCplacements@lincolnshire.gov.uk inbox to conduct a search for one or more of the following strands:

- Residential Care
- Independent Foster Agencies (IFA)
- Independent Non-Maintained Schools (INMS)
- Intense Needs Supported Accommodation (INSA)

Placement Referral Form & Budget Approval Form

- Child/YPs Key Worker is sent the Placement Referral Form and Budget Approval Form for completion. Part 1 of the Referral Form should be completed in full (redacted format) and Part A of the BA Form
- Approval for a placement search from HOS (and Budget Holder if not the same person) and AD level is sought by the Service Area and confirmed to LCC Placements.
- INMS placement searches should also include a redacted Education Health & Care Plan (EHCP) and a completed Additional Resource Request Form. .
- **NB: Some placement requests may be joint or tri-funded by SEND, Social Care or Health and therefore approval is required from all Budget Holders involved.**

Approved 'Open Select List Search' Conducted

- Placements Team will conduct a secure market search with the approved Open Select List (OSL) of providers for the required strand using the completed Referral Form to inform providers of the CYP's needs.
- Providers will be given a deadline to respond based on the urgency of the placement and should complete Part 2 of the Referral Form and return alongside any supporting documents, including Ofsted Reports where applicable.

'Open Select List' Deadline Closes

- Once the OSL deadline closes, Placements Team will send all placement offers to the Service Area for consideration.
- **NB: if the placement is an emergency, offers will be sent to Service Area for consideration as soon as they are received.**

Second Search Conducted if Required

- If no suitable providers respond to the OSL market search, Placements Team will conduct a second search with the 'all providers' list, including those that did not respond to the initial OSL search.
- **NB: for emergency placements, LCC Placements Team may consult with the all provider list at the same time the OSL are consulted to ensure a placement is found within timescales.**

Providers Offer a Placement

- Providers may request an assessment before they are able to offer a placement, in which case the Service Area should liaise with the Provider to agree a date and update the Placements Team on the outcome of the assessment.
- **A placement should not be accepted by the Service Area during the assessment as formal acceptance is required via the Placements Team.**

Budget Holder Approves the Placement Costs

- Once a suitable provider is found, the Service Area will seek Budget Holder approval for the placement costs. Costs may be negotiated by the Commissioning Officer if required.

Providers Placement Offer is Formally Accepted

- **Placements Team will formally accept** the chosen Provider's placement offer once Budget Holder approval is confirmed.

Contractual Terms & Conditions are Issued and Signed

- Placements Team will issue Contract Terms and Conditions to a Provider when placing with them for the first time.
- Once signed and returned, Placements Team pass on to the relevant AD for signing and the Contract is sealed by Legal Services.

Completion of the Budget Approval Form

- Placements Team complete Part B of the BA Form based on the chosen Provider's information. The BA Form is returned to the Service Area to complete Part C, alongside the IPA.
- **For CiC placements in a different geographical Local Authority, a Director Approval Form (DA) and Emids Form are also sent to the Service Area for completion.**

Actions Completed by the Placement Team

- Once placement documents are completed and returned by the Service Area, LCC Placements Team action as follows:
 - BA Form** – HOS signature only
 - IPA** – Provider, HOS and AD signatures then returned to the Provider for their records
 - DA** – HOS and AD signatures then returned to Service Area to index on Mosaic
 - Emids** – sent to the Local Authority where Child/YP is placed to notify them of a new CiC placement in their area
- **NB: where placements are joint or tri-funded, the placement documents must be signed by all relevant HOS/BH and ADs.**

Changes/ Ending of the Placement Package

- The Key Worker will inform LCC Placements and the Commissioning Officer if the placement should be terminated or if changes to the placement package are required so that the Commissioning Officer can liaise with the Provider.
- **All changes to the placement package must be handled by Children's Commissioning.**
- If the Placement breaks down or ends prematurely a HOS and AD approval is required for all new placement searches including multiple searches for the same Child or Young Person.

Key

CYP: Child or Young Person
 HOS: Head of Service
 AD: Assistant Director
 DA: Director Approval
 IPA: Individual Placement Agreement
 INM: Independent Non-Maintained
 INMS: Independent Non-Maintained Schools
 INSA: Intense Needs Supported Accommodation (INSA)
 IFA: Independent Foster Agencies
 OSL: Open Select List
 APL: All Providers List
 BA: Budget Approval Form
 DA: Director Approval Form
 Emids: Form sent to the LA where CYP is placed to notify them of a new CiC placement in their area
 EHCP: Education, Health and Care Plan
 CiC: Children in Care