

Consultation and Planning

At the point that it is determined that a placement may be required. The views of the child and the views of the relevant people should be collated and recorded by the Social Worker on the child's file and considered as part of the process.

Please see: [The Care Plan of Decision to Look After and Care Planning Procedure](#) relating to the initial decision to look after a child, and in relation to the drafting and approval of the Care Plan.

Placements Process

*A **Planned Placement** is the placement of a child in residential care following an assessment and planning process whereby, at the time of the placement, a Care Plan and Placement Plan are in place.*

*Where the Care Plan & Placement plans are not in place, the placement is deemed to be an **Emergency Placement**.*

Emergency Residential Process

Emergency Residential Placements would only be used in a last resort situation. Please refer to: [Emergency Residential Placement Procedure](#)

Planned Placement Process

- **Placement request:** Where a decision has been made that a child requires a residential placement, the child's SW/ PS/TM should contact the Service Lead for Residential Estates, who will confirm where placements are/will be available.
- **Discussion and agreement:** With Head of Service will be made before the Service Lead for Residential Estates identifies a Home's Manager to complete the assessment to confirm suitability for placement.
- **Referral Form:** The SW will be asked to complete the online referral form on Mosaic (CS Placement Request C1383) and send it to the identified Homes Manager to progress.
- **The Referral Step:** Contains information about the child; the type of placement sought; timescales and Contact. Supporting documents should be available on the Child's MOSAIC records as part of the Referral.
- **The Assessment:** The allocated **Homes Manager** will complete the assessment. This will include the completion of an impact risk assessment. The assessment will be discussed and shared with the Service Lead for Residential Estates who will then determine whether the referral is appropriate and the child/YP would benefit from a Residential Placement.
- **Identification of a Placement:** When an in-house residential placement has been identified, the placement planning meeting process can start.
- **Placement Planning Meeting:** The child, parents and any other significant family members and relevant professionals should also be invited to the Placement Planning Meeting to determine the Placement Plan.
- **The Placement Plan:** Covers the factors identified in Section 2.4 of the Procedure in addition to those for all placements set out in the [Decision to Look After and Care Planning Procedure](#) and [Placement Plan Procedure](#).
- **Timescales:** Where it is not possible to draw up a placement plan in advance of the placement, a placement plan must be made within five working days of the start of the placement [[regulation 9\(2\)](#)].
- **Support for the Child:** All supporting information should be provided to the child. Where possible the child should be accompanied to the placement by the SW or the most appropriate person for the child and helped to settle in.

Support/Monitoring of Placements

- The child's SW must visit the child in the placement within one week of the placement and then at a minimum every six weeks for the first year of the placement.
- Visits during the subsequent years must also take place, at intervals of not more than 6 weeks, (or no longer than three calendar months if the placement has been formally agreed as a permanent placement which is intended to last until the child is 18).
- Frequency of visits should be increased to reflect the child/young person's needs Please See; [Visits to Children Guidance](#).
- Child in Care Reviews can be convened in specific circumstances, Please see: [The Review of the Child's Plan for Children in Care](#).

Ending of Placements

- Consideration should be given to the ending of the placement and views of the child are captured to inform future placements and lessons learnt.
- The child's SW should inform all those notified of the placement when a placement ends, and amend MOSAIC accordingly.