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**Crisis & Unregistered Placements Guidance**

April 2023

**Table of contents**

Definition of Crisis and Unregistered placements 3

Process for Placements 4

Placement Oversight 6

Reporting 7

Appendix 1: Authorisation request 9

Appendix 2: Risk Assessment 10

**Definition of Crisis and Unregistered Placements**

**Crisis Placement**

Short term care arrangements which must only be used in exceptional circumstances as set out in this guidance.

**Unregistered Placement**

Where a service is providing care for a child under the age of 18 in a placement, this service must be registered by Ofsted. Failure to do so results in the placement being unregistered and therefore illegal.

It is the departments policy that we do not place in an unregistered setting, except under exceptional circumstances as set out in this guidance.

**Process for Crisis Placements**

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| Stage | Notes |
| 1. Child identified as at risk of placement breakdown
 | If a child’s placement at home or within a care setting is at risk of disruption the worker should arrange a multi-agency meeting to agree a package of intensive intervention to prevent the breakdown of the arrangement. Maintaining children within their home, community and school should be the preferred option, offering high levels of support during crisis periods.If it is considered that the child’s needs are such that finding an alternative placement will be difficult then the Team Manager should alert their HOS.  |
| 1. Multi-agency support meeting arranged
 | Professionals invited to a potential crisis meeting should prioritise this and ensure that their team is represented and able to contribute to the plan. Discussions about releasing additional resources to support the plan may be necessary and team managers should assist where possible. |
| 1. Family network and placement searches completed
 | It is essential that the family network is fully explored and their capacity to provide support to the family and/or alternative care must be fully considered. Workers need to be tenacious and ensure that all sides of the family are explored, and family situations revisited and reviewed when appropriate. Appropriate Placement searches should commence when agreed by HOS. |
| 1. No placements identified – all avenues exhausted. Request HOS/AD agreement for crisis placement.
 | In the event that matters are escalating and the placement cannot safely be sustained, liaison with Duty Desk/LCC placements should take place. If no placements have been identified details of all searches and calls to providers should be provided on the Authorisation request form (see appendix 1) which will require agreement from the Assistant Director. This form should be copied and pasted into a case note on MOSAIC. The Crisis/Unregistered placement risk assessment should also be completed (Appendix 2). This should be shared with the child and care team and uploaded to MOSAIC. |
| 1. Identify premises and care team.
 | Once Authorisation has been received, suitable accommodation should be sourced (Use LCC login details and payment only) The multi-agency team should agree the care team and rota for ensuring that the child’s needs will be met. |
| Recording on Mosaic | Team Manager/PS only will record the type of placement on Mosaic using Z1 – This is only to be used for unregistered/unregulated placements not for stays at East Lodge. |
| 1. Placement planning meeting
 | Placement Planning meeting to be held within **5 working days of the placement commencing** to ensure the staff providing care are clear on parenting responsibilities and a safety plan should be completed with the child.  |
| 1. Ofsted notification completed by AD
 | The Assistant Director will notify Ofsted of the child’s placement in an unregistered setting and ensure that they are provided with regular updates. |

**Placement Oversight**

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| Activity | Notes |
| Social Worker Visiting  | Social Workers are not to complete a statutory visit to the child or young person being supported in an unregulated provision whilst the Social Worker is a named provider of care. The statutory visit needs to be completed when other staff members are providing care to the young person. Weekly visiting should take place whilst a child is being supported in the unregistered placement.  |
| Education | All professionals will endeavour to ensure the young person continues to attend school if this is practical. The Virtual School will explore interim tuition or home learning packages if the child is not able to access a school place. SEND must be notified of the change in placement if the young person has an EHC plan.  |
| Weekly review meetings | A weekly meeting is to be held to review and provide oversight of the commissioning of an alternative placement, including providing a review of the Child’s Profile to ensure this remains accurate based on our care experience of the child. This meeting is to be chaired by the Team Manager responsible for the child. Attendance is to include – PS/TM Fostering Duty; Virtual School, Commissioning; PS/TM F4M; PS/TM Early Help, CAMHS and any other relevant professionals supporting this arrangement. A note/record of the meeting is to be completed and uploaded to the Child’s file to provide oversight and assurance. Please ensure the risk assessment (Appendix 2) is reviewed weekly and updated as required.  |
| Child in Care Review | When a child is placed in any unregistered setting, the IRO must be notified within 24 hours and an early CIC review requested. The IRO must arrange a Child in Care review and visit the child/young person in placement within 20 working days. The subsequent review should then take place 3 months after this. An earlier Child in Care review can be requested should the individual child’s circumstances warrant this. |
| Updates to Head of Service | Head of Service is to be updated by the Team Manager of the progress of the plans and arrangements in order to update the Assistant Director and Ofsted, when required. |
| End of placement feedback | Capture feedback about the care provided from the young person and their experience of this. |

**Reporting**

* MOSAIC – data to be presented at OMG performance meetings.
* All unregistered placements to be reviewed at PMM/SPMM

**Appendix 1: Authorisation Request**

*(Located in Specialist Assessment tab – titled SC Request for Crisis/Unregistered Placement C1435)*

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| **PART ONE – AUTHORISATION REQUEST FOR CRISIS / UNREGISTERED PLACEMENT** |
| **Name of Child** |  |
| **Age & DOB** |  |
| **Mosaic Number** |  |
| **Legal status** |  |
| **When is this placement needed for?****Is this a same day / urgent request** – *please explain why* |  |
| **Why does the child need a placement?***Breakdown, Police Protected, Safeguarding, Hospital discharge.* *If the child is in placement, please state why the child cannot stay in placement, all efforts to support the placement and consequences if the child stays in placement.*  |  |
| **Family Networks** *Have all family networks been approached and reviewed for potential support and/or placement? Outcome of these enquiries?* |  |
| **What type of placement was requested for the child?** *(ie children’s home, foster care)* |  |
| **Outline how the identified needs the young person will be met in this placement:***Overview of how staff will work to meet the young person’s care needs, such as health, education, self-care skills, based on the placement profile/referral. What activities can the provider complete with the young person, and how will they engage.**Proposed staffing ratio* |  |
| **Have in house service fostering and residential been explored?** *If inhouse are unable to offer, please confirm reason for this* *Information to be provided by Fostering (FP Duty Desk) & commissioning (LCC Placements)* |  |
| **Have all external providers been contacted including framework, off framework, children’s home and IFA handbooks and google searches***Information to be provided by commissioning (LCC Placements)* |  |
| **Has every effort been made to call providers to discuss the child’s referral?***Information to be provided by commissioning (LCC Placements)* |  |
| **Are there any potential placement expressions of interest that are being explored?** |  |
| **Please outline the issues/ challenges to find a placement offer for the child** |  |
| **Completed by (name and post)** **Date**  |  |
| **Oversight of Team Manager – Y/N** *(Unless TM completed above)* |  |
| **Approved by (name), Assistant Director****Date** **Rationale for approval**  |  |

**Appendix 2: Crisis/Unregistered Placement Risk Assessment**

*(Located in SC CiC Planning step – create a new tab titled SC Crisis/Unregistered Placement RA C1439)*

* This risk assessment is to be used when consideration is given to place a young person in a crisis/unregistered placement.
* This risk assessment evidences the quality assurance checks taken when placing with an unregistered provider.

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| --- |
| **Crisis/Unregistered Placement Risk Assessment**  |
| **Young Person Details**  |
| Mosaic No:  |   | Name of YP:  |   |
| D.O.B:  |   | Age:  |   | Legal Status:  |   |
| **Care Arrangements**  |  |  |
| Location of placement:  |   |
| Type of placement and staffing level (e.g. 2:1 staffing, activity based placement etc.)  | *Guidance* *Social Worker to state what type of placement it is (e.g. post 16, crisis time limited placement for 28 days, rural placement) and the staffing level (e.g. 2:1 staffing, 1:1 staffing)*  |
| Is there a current Safety Plan? | *Please attach or include the plan.*  |
| **Matching consideration**  |  |  |
| Outline how the identified needs of the young person can be met in this placement:  | *Guidance* *Social worker to state what the needs of the young person are, such as health, education, self care skills. The social worker will then need to evidence how this will be supported in the current placement.*  |
| Provide detail of how the risks to/from the young person will be managed within this placement.  | *Guidance* *Social worker to state what the known risks are and how this will be managed in the proposed placement.* *(e.g. High level of absconding behaviour – Staffing ratio is 1:1 24/7 therefore any absconding will be known immediately. If this happens the provider will update police and social worker/out of hours when young person is missing.)*  |
| **Monitoring of the placement**  |
| The allocated Social Worker will undertake **weekly** statutory visits to the young person in the placement. As part of these visits they will review the support and accommodation offered to the young person.  |
| **Ongoing review** |  |  |
| What is the frequency of other visits:  | *Guidance**For example, CAMHS, Early Help.*  |
| When will a review of the young person’s risk assessment take place?  |   |
| What is the proposed move on plan for the young person? | *Guidance* *This could be move on to contracted placement, move on to adult’s, move back home*  |
| What are the expected timescales for move on? | *Guidance* *This will be led by the ongoing plan for the young person (e.g. within 1 month they will return home or move to residential care)*  |

Signed……………………………….. Date

Social Worker/Practice Supervisor

Signed………………………………… Date

Team Manager

*Once complete, please send to Head of Service*