



Services for Children, Young People and Families

CHILDREN IN CARE

Placement Planning Meetings

72 HOUR MEETINGS (Children's Homes)

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CHILDREN'S HOMES PLACEMENT AGREEMENT MEETINGS

Placement Agreement meetings should be held for all new placements, including emergency placements.

Placement Agreement Meetings should be held *prior* to placement.

In the case of unplanned or emergency placements, they should be held within 72 hours of placement.

This Guidance should be read in conjunction with Section 2.3 Placement Planning Trafford's Children in Care procedure 5.1.6 Placements in Residential Care.

1. Placement Agreement meetings should be convened by the child's allocated social worker.

Invitations to be issued to the following:

- Registered Manager of the Children's Home or Senior Assistant
- Any other relevant professionals involved with the child/family
- Parent/s where appropriate
- Current carers of the child if appropriate
- Child or young person if appropriate

The minute taker should be identified at the outset of the meeting and he/she will take responsibility to distribute minutes of the meeting to all in attendance. Minutes should document each area on the agenda and identify gaps, with any plans to address them.

2. All meetings to follow the following agenda.
3. Placement Information Record to be completed and signed by all parties. Written risk assessments to be considered and agreed.

PLACEMENT AGREEMENT MEETING AGENDA

Record who has attended

1. Details of child and all relevant background information (including legal status).
2. Reason for being in care and reason for a subsequent change of placement.
3. Summary of child/young person's current needs:
 - a) Care routines – e.g. sleep patterns, nighttime routines
 - b) Education/Employment - school/college place, details of contact person and any difficulties/issues.

CHILDREN'S HOMES PLACEMENT AGREEMENT MEETINGS

- c) Health – doctors, dentist, opticians, medication, administration of medication, health appointments pending. Any allergies?

Health Assessments explain purpose of the health assessment and the importance of attending. Discuss that the health assessment must not be cancelled

Who has agreed to accompany the child/young person to the Health Assessment?

- d) Clothing, belongings, equipment needed
- e) Contact with family/friends

Plans should address:

- Frequency
- Length
- Venue
- Type of contact (direct/indirect, supervised/unsupervised)
- Roles/responsibilities of those involved in promoting contact i.e. extended family, peers, family friend
- Any risk involved and action to be taken to address this
- Details of any person not allowed to have contact with the child/young person

- f) Cultural, racial, religious needs/issues

4. Risk assessment – social worker to supply a written risk assessment (i.e. does the child/young person present any risk type behaviours)
Which other agencies are working with the child to reduce risk, what is their role, what work is being undertaken, arrangements for this to continue.
A separate Missing From Home or Care Risk Assessment must be undertaken on any child who has previous episodes of missing or presents as at risk of going missing.

A separate Risk assessment must be undertaken on any child where it has been identified that Physical Intervention may be necessary and a PI Plan completed

Does the child's family present a risk? If so, the written risk assessment should address this.

5. Any other relevant information - including contact details of social worker and their team manager, and all other relevant professionals (including education).

CHILDREN'S HOMES PLACEMENT AGREEMENT MEETINGS

6. Support required for placement and plans to address these requirements.
7. Any outstanding training needed for carers to meet the child/young person's needs (e.g. health).
8. Has all relevant Looking After Children documentation been provided? If not, when will it be provided?
9. Date for child/young person's Statutory Review (the social worker should seek provisional dates from the IRO prior to the Placement Agreement Meeting).
10. Confirm date of first review with the IRO ASAP.
11. Ensure minutes are signed and distributed.