



TRAFFORD
COUNCIL

**A Practitioners Guide to
The Trafford Placement Panel and Requests for
External Placements**

10/03/2014

Eligibility

An external placement for a looked after child with either an independent fostering agency or an independent residential provider should only be considered when:

- Such a placement is identified as an assessed need and the resource cannot currently be met by in house
- When the child's needs cannot be met within local resources

The Decision Making Process

Where a practitioner identifies a need for a child to be placed with an external provider they should initially explore this proposal in supervision with their line manager.

If the line manager agrees with the decision to seek consent for funds to commission an external placement they should:

- Direct the allocated social worker to complete the External Placement Request Form (See Appendix 1)
- The completed request form should initially be sent to the relevant Head of Service who will approve the document.
- Where a request is for a planned placement is approved by the relevant Head of Service it should be submitted for consideration by the Trafford Placement Panel

Emergency Requests for External Placement

In response to a crisis situation where there is an identified need for an immediate external placement, the request form (approved by the relevant Head of Service) should be sent to the Joint Director (Children, Young People and Families).

Only the Joint Director (or delegated person in the absence of the Joint Director) can give consent to fund an external placement.

Where consent is given by the Joint Director to an emergency placement then the placement approval must be considered at the next available Placement Panel.

The Trafford External Placement Panel

The Placement Panel will consider:

- All emergency placements that have been approved by the Joint Director.
- All requests for planned external placements.

All requests for external placements should be made on the External Placement Request Form.

The form should be signed, prior to submission to the panel by the child's allocated social worker, the relevant line manager and the relevant Head of Service.

The Purpose of the Placement Panel

When considering external placement requests the Panel will consider:

- Whether there are any in-house provisions which might be able to meet the child's placement needs.
- The appropriateness of the request.
- Whether the proposal is in the best interests of the child.
- The child's views on the proposed placement.
- The cost implications of the placement.

- The proposed length of placement

The Membership of the Panel

The Panel will be chaired by either, the Head of Service (Children in Care) or the Head of Service (South Area Multi-Agency Family Support Team)

The membership of the panel will include the Operational Manager of the Family Placement Team and Trafford's Placements Manager.

Will the Allocated Social Worker be required to attend the Panel?

The Panel will consider the placement request on the basis of the information contained within the Placement Request Form. Only in exceptional circumstances will the allocated social worker for the child be required to attend.

Panel Frequency

The Panel will meet every Monday morning at 9.30 am.

Notification of Panel Decisions

The recommendations of the Panel will be recorded on the relevant section of the Placement request form.

If the panel considers that an external placement should be pursued this decision will be passed to the Joint Director who will consider the panel views.

The panel can only make a recommendation for approval and the final approval of a placement will be made by the Joint Director.

THE EXTERNAL RESIDENTIAL OR AGENCY FOSTER PLACEMENT INFORMATION FORM. (Appendix 2)

Where approval is given to a child being placed in an external placement it is important that the placement information form is completed and returned to relevant BSO as per the instructions on the form. This assists in ensuring that payment's to the provider are processed in a timely and appropriate way

Appendix 1

Children and Young People’s Service



REQUEST FOR EXTERNAL PLACEMENT

Name of Child / Young Person.	
Family Name:	First Name:
DOB:	
Type of Placement:	Fostering Residential <input type="checkbox"/>
Name and Address of Service Provider:	
Tel:	
E-Mail:	
Framework Agreement in place:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Weekly Total Cost of the Placement:	Unknown
Anticipated Length of the Placement:	Unknown
Assessment of how the Proposed Placement will meet the Child / Young Person’s needs, including Health and Education, and why these cannot be met in-house.	

The date of the visit made to the proposed premises by placing the Social Worker in conjunction with the Placements Manager:	
Name Of Social Worker	
Signature Of Social Worker	
Date:	
Name Of Manaager	
Signature	
Date	
Date Considered By The Trafford Placement Panel	
Panel Reccomendations:	
Name Of Panel Chair	
Signature Of Chair	
Date	
The Reccomendations of Joint Director	
Name Of Joint Dierector (Young Peoples and Families: SocilCare)	
Signature	
Date	

Appendix 2

EXTERNAL RESIDENTIAL OR AGENCY FOSTER PLACEMENT INFORMATION FORM.

Please complete the form on the date of placement confirmation to the provider and email to Helen.imam@trafford.gov.uk For any queries please call Helen on 912 3978

NAME OF YOUNG PERSON TO BE PLACED	
DATE OF BIRTH	
DATE PLACEMENT APPROVED BY CHARLOTTE RAMSDEN	
PLACEMENT COMMENCEMENT DATE	
TIMEFRAME INITIAL APPROVAL FOR	
NAME OF RESIDENTIAL HOME OR AGENCY PROVIDER	
WEEKLY RATE	
POSSIBLE ADDITIONAL COSTS OVER AND ABOVE THOSE INCLUDED IN WEEKLY FEE (IE ADDITIONAL MILEAGE ETC.)	
ACCOUNTS DEPARTMENT PHONE NUMBER AND CONTACT NAME	