Placements Flow Chart – Looked After Children

Team and Area Manager agree that looked after placement is required for child(ren)/young person(s)

Social Worker completes internal resource referral and forwards to Fostering Duty

Fostering Duty undertake internal placement search

If no internal placement available and a planned placement is required Fostering Duty will advise Social Worker to book a slot at Commissioning Panel via Quality Compliance Officer (LAC)

Social Worker attends Commissioning Panel to seek authorisation for external placement search

If Commissioning Panel approve recommend external placement search Quality Compliance Officer (LAC) in conjunction with Social Worker undertake Placement Finding Process

If external placement is found Quality Compliance Officer (LAC) will seek authorisation of placement finding process from Service Manager Children’s Social Care

Quality Compliance Officer (LAC) will email Senior Fostering Social Worker to confirm placement details

Quality Compliance Officer (LAC) will forward Placement Agreement to Care Provider

If urgent placement (less than 48 hours) is required Fostering Duty will advise Social Worker to book a slot at Commissioning Panel via Quality Compliance Officer (LAC)

If urgent placement (less than 48 hours) is required Area Manager to email Service Manager - Children’s Social Care to seek authorisation for urgent external placement search

If authorisation given confirmation email from Service Manager - Children’s Social Care to Area Manager, copied to Fostering Duty

Fostering Duty undertake urgent external placement search

If external placement is found Fostering Duty will email Quality Compliance Officer (LAC) to confirm placement details

Quality Compliance Officer (LAC) invites Social Worker to attend Commissioning Panel to seek retrospective approval

Quality Compliance Officer (LAC) will forward Placement Agreement to Care Provider

* In the absence of Service Manager Children’s Social Care, authorisation can be sought from:
Service Manager LAC Resources
Service Manager Safeguarding Board
Youth Support Service Manager
Early Years & Extended Services Manager
Head of Children and Young People’s Support and Safeguarding Services (if none of the above Officers area available)
EDT Worker contacts on call Officer to request child(ren)/young person(s) are taken into care

If authorisation given EDT worker will search for an internal care placement

If EDT worker is unable to locate an internal placement contact on call Officer to seek authorisation for an agency placement search

If EDT worker locates an internal provision EDT worker will email Senior Fostering Social Worker to confirm details of placement

If authorisation given EDT Worker will undertake external placement search

If placement found EDT Worker emails Quality Compliance Officer (LAC) with placement details

Quality Compliance Officer (LAC) will invite Social Worker to attend Commissioning Panel to seek retrospective approval

Quality Compliance Officer (LAC) will email Senior Fostering Social Worker to confirm placement details

Quality Compliance Officer (LAC) will forward Placement Agreement to Care Provider