


Social Workers Timetable/Checklist for Accommodating Children



<p>Before accommodation/change of accommodation date complete the following documents on Mosaic</p>	<ul style="list-style-type: none"> • Panel application • Decision to seek accommodation <ul style="list-style-type: none"> ○ Placement referral
<p>On day of accommodation/change of accommodation complete the following documents</p>	<p>From within decision to seek accommodation</p> <ul style="list-style-type: none"> • Placement notification form (email PDF copy to C&R duty) • Send LAC planning as immediate outcome <p>From LAC planning complete</p> <ul style="list-style-type: none"> • Care plan • Placement plan <p>From LAC planning send as outcome</p> <ul style="list-style-type: none"> • LAC visit • LAC review • IHA • IPPM • PEP • Child permanence report <p>Update front page of mosaic</p> <ul style="list-style-type: none"> • Change address to LAC placement, make confidential on front page • Add t/c numbers for foster carers <p>Referral form to supervised contact provider to request contact and contact planning meeting</p>
<p>To complete before end of 2nd day after placement start for new LAC</p>	<ul style="list-style-type: none"> • IHA referral (task to Kirenpreet Sidhu) • If parallel plan is for adoption, also complete Early Notification for Permanence Medical form (email to Kirenpreet Sidhu) <p>NOTE: cover arrangements are in place for KS when required</p>
<p>To complete before end of 7th day after placement start/change</p>	<ul style="list-style-type: none"> • LAC visit • Placement planning meeting
<p>To complete within 28 days of new placement start</p>	<ul style="list-style-type: none"> • LAC review • Agree date to progress CPR
<p>To complete within 6 weeks of placement start date for new LAC</p>	<ul style="list-style-type: none"> • Initial permanency planning meeting • PPMs for already LAC to continue
<p>To complete before end of school term</p>	<ul style="list-style-type: none"> • PEP