

## Placement Request and Placement & Resource Panel Process

Refer to [Decision to Look After and Care Planning](#)

### EMERGENCY PLACEMENT

Request sent to Duty Strategic Manager for Emergency Placement following approval by TM/Ops Manager. Placement Request Form (PRF)/ Risk Assessment to be provided (unless circumstances do not allow for completion at this stage)

Duty Strategic Manager confirms decision of placement via either e-mail confirmation or completion of appropriate section of PRF which is e-mailed back to SW and Placement Team - [placementandkinship@durham.gov.uk](mailto:placementandkinship@durham.gov.uk)  
If not agreed refer immediately to Ops Manager for further discussion/legal advice.

*Where a PRF is not completed following a request, SW must ensure this is sent directly to Duty Strategic Manager WITHIN ONE WORKING DAY for completion and above process followed.*

SW books place on forthcoming PRP Panel and sends documentation set out below to [prppanel@durham.gov.uk](mailto:prppanel@durham.gov.uk)

1. Fully completed/signed PRF
2. Risk Assessment
3. Up to date Single Assessment or Parent Assessment or Pre-Birth

Information to be provided by no later than 1pm on Tuesday prior to Panel. Late papers will only be accepted for emergency placements up to close of play on Wednesday

### PLANNED PLACEMENT

PRF / Risk Assessment/ Up to date Single Assessment or Pre-Birth Assessment must be agreed by Team Manager and screened by Ops Manager (to be provided to Ops Manager no later than 10 am Friday morning prior to panel.) Ops Manager to e-mail SW/TM with their decision.

### EMERGENCY/PLANNED REG 24 REQUESTS

(refer to [Temporary Approval for Connected Persons in Urgent Cases](#))

Permission to be sought from Duty Strategic Manager for child to be brought into LAC system.

PRF/Risk Assessment to be completed in full/as much detail as possible (dependent upon circumstances)

SW to contact Fostering Team - Fostering SW (FSW) to arrange joint visit that day to complete the assessment for temporary approval. Where a joint visit is not possible, consultation will take place by phone with FSW.

SW must forward completed PRF / Viability Assessment to Duty Strategic Manager who will make a decision to grant Temporary Approval.

Duty Strategic Manager completes PRF and returns via e-mail to SW/PAKT ([placementandkinship@durham.gov.uk](mailto:placementandkinship@durham.gov.uk))  
**REQUESTS DO NOT REQUIRE PRP APPROVAL BUT WILL BE REPORTED BACK TO PRP EACH QUARTER.**