

Underpinning Legislation: Children Act 1989. Care Standards Act 2000. Children's Homes Regulations 2001. Children Act 2004. Children and Young Persons Act 2008. Ofsted 2010 Children's Messages on Care: A report by the Children's Rights Director for England.

Care Planning, Placement and Case Review Regulations 2010

25.1 Care and Placement Plans

Each young person cared for within the home has plans that are agreed and worked towards by all relevant parties.

The Use of CareFirst Placement Plans and Risk Assessments

The young person should arrive at the home with all their CareFirst paperwork, completed and signed by the relevant parties.

The individual management plan and risk assessment (Appendix 25b) should be completed within 1 week of a young person's arrival and accommodation or after 2 weeks for emergency admissions as per Policy 11.2.

The relevant information should be transferred from the CareFirst paperwork that was delivered on arrival and any subsequent verbal or observed relevant information. Staff in conjunction with the young person, family and social worker will compile a 24 hour-management plan and risk assessment including behaviour management strategies. This plan will take into account:

- Health needs and promotion.
- Day to day care needs and routines.
- Physical and emotional needs.
- Educational needs.
- Cultural, diversity, religious and language needs.
- Leisure needs.
- Contact needs.

The plan will record how these needs will be met on a day to day basis. Behaviour management strategies will be devised taking into account known and likely behaviour and associated risks. This plan will be reviewed on a regular basis as required.

In completing these documents staff should bear in mind the talents and interests of young people. The 24 hour management plan and risk

assessment will include all aspects outlined in Policy 2 to ensure that the young people are cared for in a holistic way.

The 24 hour management plan and risk assessment will be updated and reviewed regularly, especially following a significant incident.

The Registered Manager or appointed person, will review each assessment regularly and will sign off each document.

Significant information should be e-mailed to the Social Worker and a copy printed and put on into the young person's detailed record file.

25.2 Reviews

Reviews of a young person's time within the home should take place within a set timescale. The Independent Reviewing Officer (IRO) takes the lead role in organising this meeting, and ensuring it happens within the set timescales. A review can be called at any time by anyone who attends the reviews, should there be a significant change in the young person's behaviour, or the professionals involved do not feel that the placement continues to be appropriate.

Where will the review take place?

The review should take place at the young person's placement. However, there may be circumstances that mean that the review needs to take place at a neutral location (e.g. if there are confidentiality issues pertaining to the young person's whereabouts – in terms of child protection issues).

How often should a review occur?

A review of the placement and care plan should take place within 4 weeks of the start of the placement, 3 months after and then every 6 months. There may be situations in which a review cannot take place within the set timescale. In this case a review meeting will be set up as soon as possible.

Who should attend?

The review should be as child friendly and as child-focused as possible. At times this may mean that very few people actually attend the review, but other interested parties are consulted for their views prior to the meeting. The young person's family would be invited where appropriate. The essential people at the meeting would be the young person, the case accountable social worker, the IRO and preferably a keyworker or member of staff from the home.

Supporting Documentation/Guidance

Policy 25 – Placement plans and review

It is important that all aspects of the young person's life are considered – which would include placement, health issues, mental health issues, education, youth offending and issues regarding the future plans for the young person. Therefore professionals who could give a view on these issues of the young person's life should either attend or be consulted prior to the meeting.

Who will chair the review?

An IRO will chair the review. They will meet with the young person prior to the meeting to ascertain their wishes and feelings. Should the young person not wish to attend the review then the IRO will decide who is most appropriate to feedback to the young person the decisions made.

Sharing Information

Consultation papers will be sent to the young person, the parents and the home. Where possible the young persons social worker can assist with completing these forms for the review. If the young person wishes he/she can complete the form alone or ask a member of staff to assist them.

The home will provide a written report (Appendix 25c) for the review which will be shared with the young person prior to the review.

Written copies of the outcome of the review will be shared with the young person so that they understand them. A copy of the review minutes will be kept on file and also given to the young person.