

PLEASE NOTE THAT THE THINGS IN SHADED WRITING APPLY TO TESTS OF CHANGE TAKEN FORWARD IN SUPPORT OF A CHILD

## Permanence Process



### Child is accommodated

- Social Worker emails **notification** to the Reviewing Officer Team cc Looked After Children Admin
- **PACE test for change cases only** social worker emails the 2/3 week Looked After Child review **notification request & invitation form** (this is one form) to the Reviewing Officer Team cc Looked After Child Admin
- Referral to Family Group Decision Making if not already done (there may be exceptions where this is not appropriate and should be discussed with your Team Manager and Reviewing Officer)
- Arrange Looked After Child medical (if appropriate). Complete Section 25 paperwork / Child Protection Order.
- Send relevant notifications that the child has been accommodated (e.g. health & education) and complete the change of circumstances form.
- Looked After Child leaflet to be given to parents.



### 72 hour planning meeting

- Social worker will book a room for the 72 hour planning meeting, Team Manager will chair & produce the initial care plan which they will then forward to the Reviewing Officers Team, family and relevant professionals. Social worker invites all relevant parties.
- **Test for change cases only** social worker arranges **72 hour planning meeting**, invites the relevant parties, chairs this and produces the initial plan to be forwarded to the Reviewing Officers Team, family and relevant professionals.
- Placement Agreement will be completed at the 72 hour planning meeting by the Family Placement Team Social Worker. **If the child is in kinship care the allocated social worker completes this. If the child is in residential care the unit staff and the allocated social worker complete this together.**



### 2/3 Week Review, (child has been accommodated for 2/3 weeks)

#### **PACE test for change cases only**

- Social worker and Reviewing Officer will have agreed a date, time and venue for the review, reviewing officer then shares this information with Looked After Child Admin.
- Social worker books the venue
- Looked After Child Admin produce the invitations and send these out.
- Reviewing officer chairs and minutes
- Only verbal reports to be provided
- Social worker will have completed working agreement clearly setting expectations of each contact plans, parenting group arrangements, assessment/parenting sessions etc. **(only if allocated within the long term teams).**

Permanence recommendation within 40 weeks of the child being accommodated

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- **Consider whether a formal Parenting Capacity Assessment is necessary or standard parenting assessment.**
- Revisit Family Group Decision Making
- At end of the 2/3 week review, Reviewing Officer and Social Worker agree date, time & location of 6 week review and any changes to invite list.
- Dates will also be set for 3 month review and the 6 month pre-permanency review.
- Social worker books room for 6 week, 3 month and Pre-Permanency Looked After Child reviews
- Within 10 working days of the 2/3 week review, the minute & plan will be distributed along with invitation to 6 the week review which will request the Looked After Child report be provided 5 working days in advance of the review.



**6 Week Review (child has been accommodated for 6 weeks)**

- Reviewing Officer chairs, no minute taker
- Dates will also be set for 3 month review and the 6 month pre-permanency review.
- Social worker books room for 6 week, 3 month and Pre-Permanency Looked After Child reviews.
- Social worker will have completed working agreement clearly setting expectations of each contact plans, parenting group arrangements, assessment/parenting sessions etc. (**only if allocated within the long term teams**).
- **Consider whether a formal Parenting Capacity Assessment is necessary or standard parenting assessment.**
- Revisit Family Group Decision Making



**3 month review (child has been accommodated for 19 weeks)**

- Further discussion to take place to ensure kinship options have or are being explored. (Kinship assessments will take the Family Placement Team 12 weeks from the date of referral)
- Social Worker to put in their diary the date they must have pre permanence report sent to Legal Services (this is 2 weeks before the date of the pre permanence review).
- If at this stage a rehabilitation plan is not in place, or is in place but with little progress a Parenting Capacity Assessment must have already begun.



Permanence recommendation within 40 weeks of the child being accommodated

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**6 Month Review or sooner = Pre Permanency Review (child has been accommodated for 39 weeks)**

- Social Worker and Team Manger have completed the pre permanence checklist (supervision task) and forwarded this to the Reviewing Officer.
- All kinship options have been explored and assessed.
- Permanence away from home being recommended.
- Pre Permanence Report ('CAPR' assessment: test of change cases only) and Parenting Capacity Assessment completed (**must be completed when recommending permanence away from home**) and sent to legal services and parents along with all other assessment/reports (minimum of 14 days prior to the date of the review).
- Legal advice has been sought.
- Recommendation via the route to permanence is clear e.g. RO, PO, POA, Direct Petition.
- **Residence Order recommendations – Kinship suitability for permanence assessment report complete (FPT) report sent to Agency Decision Maker (ADM) and signed off by ADM. Review minutes task complete, and plan for residence order.**
- **Adoption recommendations only - family finding begins if it has not already started** (complete matching consideration form and forward to adoption & permanence co-ordinator, permanent fostering should be discussed with the Family Placement Team.)
- RO talks Social Worker and Team Manager through necessary tasks for completion prior to attendance at the adoption & Permanence panel and provides a copy of the guide.

*If pre permanence review cannot agree a plan a further Looked After Child review will take place **within 3 months.***

*Where the 6 months review is a Looked After Child review due to progressing rehabilitation plans rather than a pre-perm review a further review will take place **within 3 months** to ensure this is still the right plan, and that rehabilitation is progressing. **This early review will only be necessary where permanence home, or away from home has not progressed.***



**Adoption & Permanence Panel – within 12 weeks of pre –permanence review**

Permanence recommendation within 40 weeks of the child being accommodated