

ART PLACEMENT PROCESS

Placement needed



SW seek permission off manager & HoS over what's needed. e.g. residential/foster care etc.



Start placement form on ICS.



Draft form goes to Team Manager, who sends it to HoS for approval - if approved it lands in the ART ICS tray



Search starts

Search begins with what vacancies we have in-house.



Positive matching grid needed from Fostering to send to ART. Placement can be made.



Negative matching grid needed from Fostering to send to ART & HoS.



External fostering/residential or Leaving Care search* - **permission needs to be sought from HoS for this external search**



Options Appraisal created - possible offers sent to SW/TM



SW visit to possible placements, if time.



Resource Panel to approve placement. Paperwork needs to be in by Thursday beforehand. Panel is on Monday, 3-5pm.



If approved at Resource Panel, placement offer will be sent to AED to approve.



Placement made



Back to Resource Panel if placement needs to change/be extended.

Individual Placement Agreement (IPA) to be created. Reviewed

If placement is over 6 months, SW needs to go to Permanence Panel.

If not given, SW discuss with team manager what needs to happen to stabilise current placement.

SW & TM seek permission from HoS (Permanence & Provision) to start the search

*External Placement Search:

- North West 'frameworks' (residential, fostering, leaving care)
- Off-framework provision
- Work with Procurement on bespoke commissioning (i.e. Expression of Interest, full tender, etc)
- Other LA provision