

Ortu Specialised Home

POLICY NO 10



Policy & Procedure Placement Planning Policy

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Placement Planning Policy

1. Introduction

Before a young person is placed with Ortu Specialised Home, or as soon as possible thereafter, the Manager will ensure that a placement plan is prepared. This will be completed in consultation with the young person's placing authority. The social worker will prepare a Care Plan which outlines an overview of the plan for the placement of the young person. The placement plan will spell out the detail of the day-to-day activities in the home. The placement plan is, at all times, subject to the Care Plan.

2. Placement plans

Each young person's placement plan sets out clearly the assessed needs of the child, the objectives of the placement, how these are to be met on a day-to-day basis, the contribution to be made by the staff, and how the effectiveness of the placement is to be assessed in relation to each major element of the plan. The plan includes:

- Health needs, well-being and health promotion
- Individual needs and how the child's views, wishes and feelings will be represented
- Care needs including safeguarding, the protection of children and promoting welfare
- Physical and emotional needs and how to promote positive relationships
- Education needs and attainment targets
- Cultural, religious, language and racial needs and how these will be met
- Leisure needs, including enjoyment and achievement
- Contact arrangements with family, friends and significant others

3. The Care team

The Care Team consists of the Head of the Care Team, (a member of the senior staff), a key worker and any other staff members who have a direct responsibility for at least one aspect of the young person's care. The young person's wishes are sought and taken into account in the selection of a key worker, or any change in the key worker. The Head of the Care Team monitors the placement plan. It is their responsibility to ensure that it is implemented.

The Manager of the Home will also frequently seek the views of individual children and all those with responsibility for the young person's care and welfare, on the content, implementation and required changes to the plan.

The Manager is also responsible for ensuring that the placement plan is, as far as is reasonably practicable, consistent with any plan prepared by the young person's placing authority. Furthermore, staff members are to comply with requests made by the placing authority to:

- Provide information relating to the young person
- Provide a suitable representative to attend any meetings it may hold concerning the young person

Ortu staff members encourage young people to take an active part in making decisions that affect their lives. Consultation with young people is viewed as an essential part of their care and development, and takes numerous forms: Direct work, Care Team meetings, Young People's meetings, involvement in Care Planning and Statutory Reviews, visits to the Home from the advocacy/independent visitor service, Regulation 44 visits and inspections carried out by OFSTED or CQC.

4. Care Team Sessions and Meetings

Care team sessions usually take place with the young person and one person on his/her care team. These sessions are for the purpose of monitoring the child's views, wishes and feelings about the placement and to offer the young person the opportunity to seek guidance, advice and support on any matter. These sessions are both pre-planned and unplanned and take place regularly place at least once every two weeks. The sessions will be recorded and held on the Young Person's Direct Work Folder.

Care team meetings must take place at least once every six weeks. Social workers and education staff are encouraged to attend the care team meetings, however, they should go ahead if not all staff members are able to attend. Young people are encouraged to attend at least part of their care team meetings. The key worker ensures that the young person's view, wishes and feelings are represented and understands any decisions and why or how they were made.

5. Young person's involvement

Ortu's support staff members promote young peoples' rights to access and they will be supported to contribute to certain parts of their own records. Children and young people will have access to their placement plans and a member of staff may be able to support the young person to read and understand the plans. These plans are kept confidentiality in the staff office.