

Permanence Planning Meeting – GUIDANCE

Aim

- The aim of the Permanence Planning Meeting is to ensure that permanence planning becomes part of existing care planning practices in Bolton.
- This meeting aims to 'join up' care planning processes within Bolton children's service, by combining the expertise of the allocated Social Work Teams, Fostering and Adoption services.
- The purpose of the meeting is to ensure that Permanence Planning is focused and all Looked After Children and Young People in Bolton have an appropriate plan for permanence identified soon after they are first accommodated.

Meeting Process

- At the point a child has been looked after for 4 weeks an alert will show in the allocated Team Manager's work tray on Liquid Logic – this is the prompt that a Permanence Planning Meeting should be convened in respect of the child at the point they have been accommodated for 6-12 weeks and prior to their 4 month LAC Review.
- It will be the responsibility of the Team Manager (chair) to agree the date and time of the meeting with the allocated Social Worker.
- The Social Worker must then invite key professionals including from the child's current care provider professionals, such as Fostering and Adoption social workers or relevant professional from external residential provision.
- The wishes and views of the child, their parents and significant others must be obtained by the Social Worker prior the meeting. The child has recently become accommodated and permanence options are being analysed during the meeting, likely prior to the finality of assessments being undertaken, this is the reason why the Permanence Planning Meeting is a professionals meeting.
- The Permanence Planning Meeting form, found in forms on Liquid Logic is the agenda for the meeting.
- The IRO is to be notified by the Social Worker that the Permanence Planning Meeting is taking place, so they can review the form together with the Care Plan prior to the 4 month LAC Review.
- The Permanence Planning Meeting will inform the development of the child's Care Plan and should be presented to the relevant HOS with other paperwork for Case Management Decision meetings.
- If the case is due to transfer from one service to another such as from Referral and Assessment Team to Safeguarding Team, the Permanence Planning Meeting should be arranged by the allocated Social Worker/Team Manager when the alert is received

on Liquid Logic. If the case transfers the arrangements for the meeting should be handed over to the new Social Worker/Team Manager to attend.

- If the case is due to transfer teams around the point a child has been accommodated for 8 weeks, having the transferring social worker and the newly allocated social worker present at the Permanence Planning meeting would be an effective handover of the case.

If Team Managers or Social Workers need, have any questions or require advice and assistance to implement this process please do not hesitate to contact Helen Martins, Team Manager for Permanence on 07384234751, available Wednesday – Fridays each week.

Helen Martins

1st March 2019