

## ART Process

### Quick overview of the process after a PL1 has been submitted

- When a PL1 is received in the CLA Placements Team LCS work tray, this is screened before being sent out. If information is missing/doesn't read correctly/more information is needed, this will be returned to the Social Worker with an email explaining what is required. Urgent cases will also be followed up with a phone call.
- If education or therapy is being requested as part of a placement, ART will request evidence that agreement to search for a placement including education or therapy has been obtained from health or education (SEND/Virtual School) or a Children's Social Care Senior Manager before commencing a search.
- The PL1 is allocated to a colleague in the Access to Resources Team AND to the In House Team in order for a dual search to take place. Consideration will be made to ages of the children, complexities of needs and size of siblings groups to determine if an ART search needs to take place. For example, a placement for a baby would be expected to be found In House so ART will not commence a search unless this is difficult to find. Larger sibling groups or younger children with complex needs may be difficult to find placements for, so an agency search will commence straight away alongside the In House Search. Single requests for older children will also have an agency search commence straight away.
- ART will contact agencies by email and phone in order to source a placement. In more difficult cases, ART will request permission from the SW to expand the perimeters of a search, for example, if an urgent fostering search is proving difficult to source, a search for residential may be undertaken to ensure the child has a placement.
- Offers sent over to the social worker will require prompt attention. If offers are not followed up on, we could be at risk of losing the placement. Social workers will be expected to prioritise In House offers over agency, unless the in house offer is considered to be unsuitable. In these instances, SW will need to give a robust reason why In-House offers are being declined.
- If an agency placement is being accepted, ART will need to see an approval email from the relevant approver – as follows:
  - Placement cost under £4000 per week – Senior Manager to approve
  - Placement cost £4000-£7000 per week – Head of Service to approve

- Placement cost £7000 and above– Interim Director of Children's Services
- Once a placement has been agreed the PL1 will be returned in order for the Placement Pathway to be followed on LCS by the Social Worker. Once an alert is received from the Finance Team, ART will complete the CPLI for costings on LCS.