

## Access to Resources Team (ART) Process

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

- Placement requests should be submitted promptly to allow the ART to identify the most suitable placement for the CYP.
- 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 ART AND to the In House Team in order for a dual search to take place. ART will **NOT** commence a search for children aged 0-5 unless:
  - The child has complex health needs – search begins straight away
  - The children are part of a large sibling group (3 children or more) – search begins straight away
  - The In House team have exhausted all options – search begins once In House Managers have confirmed there are no In House placements available

It is expected that children aged 0-5 would be matched In House.

- The ART process includes ensuring that YP who we place in leaving care/ supported accommodation are receiving support only and no aspects of care will be required, which would require a regulated children's home placement, based on Annex A of Ofsted's *Introduction to children's homes: a children's social care guide to registration July 2018*.
- 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 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– 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 and an IPA will be issued. The IPA identifies the weekly fees to be paid to the provider, alongside any additional costs agreed at the time of placement and is signed by both the provider and Senior Manager, within 5 days, in most cases.