**PERMANENCE PLANNING PROCESS**

 **THINK PERMANENCE**

 (See also: PPM referral, attached)

 **When to call a Permanence Planning Meeting?**

The first Permanency Planning Meeting **must** be held no later than seven days after the first Court Case Management Hearing. A permanence Planning Meeting (PPM) should be held within 3 weeks of making a decision to pursue a permanent placement of a child who is accommodated or looked after, outside the family home. The Permanence decision will usually be made by the Child Care Team Manager within a planning meeting or at a child’s review.

 It is the responsibility of the child’s Social Worker to arrange the first Permanence Planning Meeting. For permanence tracking purposes, all PPM referrals should be sent to the Adoption Team Manager who will allocate an Adoption worker, where adoption is main plan or contingency plan. (Where SG or Long-term Fostering as plan **not including adoption,** this will be referred to Fostering team who will attend PPM).

 **What about Parallel Planning?**

If in working with a child/family the department has decided to pursue a permanence plan, whilst at the same time assessing the possibility of rehabilitation, the Permanence Planning meeting should be called within three weeks of the decision to pursue the permanence plan. This is important as the necessary work in preparation needs to be planned prior to a Court hearing. Parallel planning can refer to two or more alternative permanency solutions, being considered alongside each other, thus avoiding delay if one or another falters.

**Who to invite?**

* Child Care Team Manager (who will chair the first meeting)
* Child Care Social Worker
* Foster Carer for the Child
* Family Placement Support Worker to Foster Carer. (Note: Placement Team member, if Foster Carer from Independent Provider)
* Representative from the Adoption/Permanence Team, if applicable

 If there are other people heavily involved in the case who may take a considerable role in the Permanence Plan they can be invited i.e. someone doing direct work with the children (health visitor, CAMHS). This should be discussed with the Child Care Team Manager.

**What about Sibling Groups?**

Clearly children in the same sibling group may have different or similar planning needs. It is envisaged that the first Permanence Planning Meeting would include all those involved in the permanence plan for the children in the sibling group. This may mean more than one child care worker and more than one foster carer need to be invited to this meeting.

 Each child will subsequently need a permanence plan but decisions such as different sibling needs and how these will be made should start at the first permanence meeting. The meeting will also need to consider whether the siblings needs are to be considered separately or jointly.

**What is the Purpose of the Meeting?**

Failure to plan appropriately has been seen as a cause in some cases of plans for children “drifting”. Clearly plans will need monitoring and evaluating. If circumstances change the Permanence Planning Meeting will set out the proposed way forward. It is vital to have a contingency plan.

 **How will the Meeting work?**

**1)** Prior to the Meeting the Social Worker for the child will start the form of a standard Permanence Planning Meeting Agenda (see *Permanence Planning Meeting* form on LCS) up to the date of the Permanence Decision. These should be copied for people attending.

**2)** The meeting will then review each Task on the Permanence Planning form and consider which are relevant to the case. Each identified task will be noted on the Permanence Plan (separate for each child) with the person responsible for the task and an agreed planned date of the completion being noted.

**3)** Clearly many of the tasks are inter-related, some will be dependent on the completion of others. The Permanence Plan is designed to ensure tasks are kept on top of, and areas of delay can be identified.

 **What is the Permanence Monitoring Group and the Permanence Monitoring Meeting?**

 The Permanence Monitoring Group is a small group who can meet regularly to monitor the working of the plan. The expectation is that the Child Care Social Worker for the child, the Foster Carer, and the Adoption Family Finding Worker will meet every four to six weeks to review and update the Permanence Plan.

 A *Permanence Planning Meeting* form should be completed every time the group meets, and the basis of this meeting is primarily task focused.

 Plan to be reviewed regularly and any identified tasks which have been completed are noted on the completed task form.

 The Plan is updated with any outstanding issues affecting progress being noted. If additional tasks have been identified they can be added to the Permanence Plan.

 The function of the meeting is to monitor the Permanence Plan and keep actions on track.

 **What happens at the Permanence Plan Review after six months?**

This meeting will be chaired by the Child Care Team Manager and will review and monitor the progress of the plan. It will look at the reports of previous Permanence Planning meetings and will ensure that an updated and ongoing Permanence Plan is completed and coherent. This can also be linked into a LAC review and decisions recorded.

**See Permanence Planning Referral below. Child’s Social Worker to complete and email to Adoption Team Manager and Fostering Team Manager.Permanence Planning Referral**

**Childs Name:** Click here to enter text. **DoB** Click here to enter a date. **ID:** Click here to enter text.

**Childs Name:** Click here to enter text. **DoB** Click here to enter a date. **ID:** Click here to enter text.

**Childs Name:** Click here to enter text. **DoB** Click here to enter a date. **ID:** Click here to enter text.

**(Add if further sibs)**

Click here to enter text. Click here to enter a date. Click here to enter text.

Click here to enter text. Click here to enter a date. Click here to enter text.

Click here to enter text. Click here to enter a date. Click here to enter text.

**Child’s social worker:** Click here to enter text. **Team:** Click here to enter text.

**Brief history of child/children’s situation:**

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**Family Composition:**

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| --- | --- | --- | --- |
| **Name** | **D.O.B** | **Relationship to child** | **Whereabouts** |
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**Outline Decision making process to date:**

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**Placement Record:**

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| **Placement** | **Date Placed** | **Date Ceased** |
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## Current legal status of child:

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**Current legal proceedings:**

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**Brief child profile:**

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**Date of referral :** Click here to enter a date.