

Placement Plan

Part 1: Placement Agreement

The Looking After Children Placement Plan is part of a comprehensive series of materials designed to facilitate the process of gathering information, making plans and assessments, and reviewing arrangements for children for whom a local authority or voluntary organisation is the responsible authority. Other documents in the set are a Basic Facts Sheet (Essential Personal Information), a Review Form, Care Plans and Assessment and Action Records. The series has been designed as an integrated system, and the repetition of information has been avoided as far as possible. Although each document stands alone, agencies which use only part of the series should be aware that they will need to make other arrangements to undertake the work covered by those materials they do not use.

The forms have been developed by the School of Applied Social Studies, University of Bristol in conjunction with The Department of Health. This Second (Revised) Edition has been designed and produced by Dartington Social Research Unit. It is being evaluated between March 1994 and March 1995 when it will be replaced by a Third Edition incorporating further refinements.



ALL THE LOOKING AFTER
CHILDREN FORMS MEET
THE REQUIREMENTS OF
THE CHILDREN ACT, 1989

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1 Name of child/young person

Family Name

MEANEY

Forenames

PETER

Please underline names normally used. If the child/young person is usually known by another name (e.g. foster carer's or step-parent's family name) please specify:

2 Gender Male ☒ Female ☐

3 Date of birth Day 20 Month 03 Year 99

4 Placement address

more House School
Bathgate

Postcode

Tel 0506 652312

5 Legal status of child/young person

Section 15 / 44(1)(a)

6 Name of foster carer/key worker/relative or friend providing accommodation

7 Relationship if any to child/young person

In accordance with the Arrangements for Placement of Children (General) Regulations, 1991, unless where otherwise stated, all questions on Part One of the Placement Plan must be answered, and agreements signed by carers, the social worker and young people and parents, where appropriate, before any placement begins. All questions on Part Two of the Plan should be answered no later than 14 days after the placement has been made. Wherever possible, Parts 1 and 2 of the Placement Agreement should both be completed before a placement begins.

8-10

Placement information should include: child/young person's full name, address, date of birth and legal status; names and addresses of all relatives with parental responsibility; details of the child's religion, racial origin, language and culture; dietary requirements; disability or medical needs; names and addresses of GP, health visitor and school.

This information can be recorded on the Looking After Children Basic Facts Sheet (Essential Personal Information).

Carers will also need to know about young children's bedtime routines and favourite toys. Older children and teenagers also have likes and dislikes which carers will want to be able to respond to.

Carers cannot do their job if they are not told about the children they are asked to look after. Relevant information from court reports or psychological assessments should be made available to carers. The issue of sharing sensitive information with carers should be discussed with the child/young person.

8 Have the carers been given placement information about the child/young person?

Yes ☒ No ☐ Don't know ☐

9 Why is this child/young person being placed with these carers now?

(Please give details of the child/young person's history prior to this placement and indicate what purpose this placement is expected to serve)

School difficulties in combination with Peter's involvement in offending.

10 Did a previous placement break down?

Yes ☐ No ☒ If so, please explain why

11 Does the child/young person display any behaviour patterns that have been of concern to previous carers?

Yes ☒ No ☐ If so, what?

Some previous offending. Further offending to be the subject of Children Hearing on 27.1.95

12 How long is this placement expected to last?

Summer 95

13

Please include here arrangements to retain contact with previous carers. More detailed provision can be made in Part II of this plan, to be completed at the latest within 14 days of placement.

13 What immediate arrangements have been made for contact?

Regular weekend contact.

14 Please list any contact orders made regarding this child/young person under the Children Act 1989, '8.

N/A

- 15 Have all persons with parental responsibility and brothers and sisters of the child/young person who have contact been given his/her address?

Yes ☒ No ☐ Don't know ☐ If No, please explain

- 16 Have the addresses of all relatives with parental responsibility and brothers and sisters of the child/young person been given to:

The child/young person (if of sufficient age and understanding)?

Yes ☒ No ☐ Don't know ☐ If No, please explain

His/her carers?

Yes ☒ No ☐ If not, please explain

- 17 Does the child/young person want anyone else to know where they are so that visiting arrangements can be made?

Name

Address

Tel:

- 18 Is there any person whose contact with the child/young person is restricted or forbidden?

Name No Relationship

Address

Tel:

Has an Order restricting contact been made under the Children Act, 1989, §34(4)?

Yes ☐ No ☒ If so, please give details and say whether carers have a copy of the Order:

19

If parents have not signed a separate medical consent form, they must be asked to sign the agreement to emergency treatment below.

- 19 Medical treatment including dental care.

Who has the authority to give consent to:
Emergency treatment (including anaesthetics)?

Name

 Position

 Tel:

Routine treatment (including immunisations and statutory medicals)?

Name

 Position

 Tel:

- 20 Please list any immediate medical concerns the carer should be aware of.

Representative of
Moore House School

21 Have the carers been given a copy of the Care Plan and Basic Facts Sheet?

Yes ☒ No ☐ Not yet ☐ If no/not yet, when will they be completed?

Date _____ (within 14 days)

22 When will the carers help to complete a copy of the day-to-day arrangements (Placement Plan Part Two)?

Already completed ☐ today ☐ within 14 days ☒

Please make arrangements now and give date.

Date _____

23

Minimum requirements for social work visits to children/young people placed with local authority foster carers are within the first week of placement, then every six weeks for the first year, then every three months; social workers are required to visit weekly when children and young people are placed immediately with relatives or friends.

23 Child/young person's social worker

Name _____

Address _____

Tel: _____

How frequently will s/he visit the placement? initially fortnightly

24 If the social worker is not available, whom (eg team leader/duty officer) should the carer(s) contact?

a) In office hours:

Name _____

Address _____

b) Outside office hours:

Name _____

Address _____

For Children/young people placed with local authority foster carers:

25 Family placement worker

Name _____

Address _____

Tel: _____

How frequently will s/he visit the placement? _____

26 Do the carers know the level of financial support they will receive, and the arrangements for payment?

Yes ☐ No ☐ Not yet, but they will be informed within 24 hours ☐

27 Have arrangements been made for them to receive extra equipment if appropriate?

Yes ☐ No ☐ Not yet, but they will be made within 24 hours ☐

28

This is an issue that should, wherever possible, be discussed with the child/young person's parents. Most agencies will have developed their own policy on this subject and local guidelines should also be consulted

- 28 The child/young person may go to stay only with the following people for the periods specified until further permission has been given:

Name [REDACTED] Relationship [REDACTED]

Address 15H Douglas Court, Mayfield

Tel: [REDACTED] Times [REDACTED]

Name [REDACTED] Relationship [REDACTED]

Address 24 Cochran View, Broomfield

Tel: [REDACTED] Times [REDACTED]

29

The Arrangements for Placement of Children (General) Regulations, 1991 require responsible authorities to arrange medical examinations and written health assessments for all children before placement or, if this is not practicable, as soon as possible after a placement is made.

- 29 Has the child/young person had a pre-placement medical?

Yes ☐ No ☒

If not, when will one be arranged?

Date 19.1.95

- 30 Have the carers been given the dates and venues of all reviews and planning meetings concerning this child?

Yes ☐ No ☐ None arranged yet ☒

Information will be given by

Date 25.1.95

AGREEMENTS

1 Social Worker/Duty Social Worker

The above information is correct to the best of my knowledge and belief

Signature [REDACTED]

Name [REDACTED]

Date 19.1.95

Signature _____

Name _____

Date _____

2 Residential worker

I agree to look after _____ (CHILD/YOUNG/PERSON) at the placement address.

Signature _____

Name _____

Date _____

3 Approved Foster Carer

I/we agree to look after _____ (CHILD/YOUNG PERSON) at the placement address and to comply with all aspects of the foster care agreement as stated in Schedule 2 or, in an emergency placement, Section 11 (4) of the Foster Placement (Children) Regulations, 1991. I/we have received written information concerning these regulations. I/we also agree to co-operate with all arrangements made by _____ (LOCAL AUTHORITY/VOLUNTARY ORGANISATION) for him/her.

Signature _____

Name _____

Date _____

Signature _____

Name _____

Date _____

Plan for Child or Young Person

(To be completed as part of the admission procedure, and to be fully discussed at first statutory review)

I BASIC INFORMATION

1 Child's surname

MEANY

Child's forename(s)

2 File reference number

3 Date of birth

3 0 0 3 7 9

4 Sex

MALE

5 Present legal status of child

SECT 15 44(1)(c)

6 Address from which admitted

15H DOUGALL COURT
MAYFIELD
DALKEITH Postcode

Name of previous carer

Relationship to child

7 Date of admission

2 3 0 1 9 5

8 Date this form completed

9 Name of social worker

10 Social worker's workbase

11 ST. ANDREWS ST
DALKEITH
Telephone

11 Who shares the parental responsibility for this child?

12 Are the names and addresses of mother, father and other significant adults adequately recorded on the file? Yes No Don't Know

If no, please explain:

II BACKGROUND TO CURRENT SITUATION

13 Support already offered to the family — Please tick where appropriate

- | | | | |
|--|-------------------------------------|---|--------------------------|
| (a) Informal social work supervision/support | ☒ | (f) Respite care for this child | ☐ |
| (b) Statutory supervision order for this child | ☐ | (g) Respite care for another child/other children in the family | ☐ |
| (c) Statutory supervision order for another child/other children in the family | ☐ | (h) Care/accommodation for this child | ☐ |
| (d) Financial assistance | ☐ | (i) Care/accommodation for another child/other children in the family | ☐ |
| (e) Nursery care | ☐ | (j) Family centre/day care | ☐ |

Other
(Specify)

14 Reason(s) for current involvement

SCHOOL ATTENDANCE / OFFENDING BEHAVIOUR

15 What other agencies have been consulted concerning this child's current situation and the formulation of this plan?

Please give details of any relevant information from other agencies. Any written reports should be attached to this plan

ED PSYCH

16 Could this child live with a parent/person with parental responsibility/relative or friend if additional resources were provided?

Yes No Don't Know

☐ ☒ ☐

If yes, please explain why the local authority is being asked to look after the child

III THE PLAN

17 Intermediate objectives of this intervention

Please specify:

- (a) What arrangements will be made to meet the child's health requirements?

STAFF AWARENESS / KEY
WORKER MONITORING CHILDS
HEALTH

Who will have the authority to give consent to the child's medical treatment?

Has this issue been discussed with the parents, the carers and the child if of sufficient age and understanding?

Yes ☒ No ☐

- (b) What arrangements will be made to meet the child's educational requirements?

A SET PLAN OF WORK

- (c) What arrangements will be made to meet needs arising from the child's race, religion, culture or language?

- (d) Any other arrangements which need to be made?

- (e) What part of the child's everyday care will be undertaken by the parents?

PERSONAL HYGIENE SOCIAL
DEVELOPMENT WHILE AT
HOME

18 Long-term objectives for the child

Please tick where appropriate

- (a) Restoration to birth/family ☐
- (b) Restoration to other relatives ☐
- (c) Permanent substitute care:
- (i) Long-term foster care ☐
- (ii) Adoption with contact ☐
- (iii) Adoption without contact ☐
- (d) Supported living in the community ☐
- (e) Independent living ☐

Other
(Specify)

FOR PETER TO CEASE
OFFENDING

19 Plan of work required to achieve these objectives

- (a) With child

FOR PETER TO ATTEND MHS
AND TO JOIN IN PSD
WORK

Proposed timescale

MAY 95

Person(s) responsible

PETER,

- (b) With parents/relatives

Proposed timescale

Person(s) responsible

(c) With others (specify)

[illegible]

--

Telephone

(a) *meet the child's needs?

(including the particular needs described in section 17 above)

Yes ☒ No ☐

(b) *meet the requirements of the plan?

11

*If no, please indicate what alterations are necessary
(e.g. additional assistance from the local authority, change
of placement, special services)

[illegible]

IV CONTACT

26 Is/Are any person(s) to be refused contact?

If yes, specify names and addresses here

Yes ☐ No ☒ Don't Know ☐

Is it necessary to apply for an order under the Children Act 1989, Section 34?

Yes ☐ No ☒

Name

Address

Postcode

Name

Address

Postcode

Name

Address

Postcode

27 Contact arrangements for others

Person in contact	Type (visit/letter etc)	Place of visits	Frequency of visits	Section 8 order?
Mother	LETTERS, PHONE CALLS	M145	WHEN ARRANGED	
Father				
Brother(s)/Sister(s)				
Person(s) with parental responsibility				
Others (specify)				

28 Have all persons who have contact been given the child's address?

Yes ☒ No ☐ Don't Know ☐

If no, please explain

29 Has the child (if of sufficient age and understanding) been given the addresses of all persons who have contact?

Yes ☒ No ☐ Don't Know ☐

If no, please explain

30 Have the carers been given the addresses of all persons who have contact?

Yes ☐ No ☐ Don't Know ☐

If no, please explain

V CONSULTATION

31 Have the plan and contact arrangements been discussed with: (Please tick where appropriate)

(a) The child?

☒

(b) The child's mother?

☒

(c) The child's father?

☐

(d) Other person(s) with parental responsibility?

☒

(e) Other interested friends and relatives named above?

☐

(f) Foster carers/Residential workers?

☐

If the child or parents have difficulty in communicating, what extra resources (eg interpreter/braille/tapes) were provided?

If the proposals have not been discussed with any of the parties concerned, please give reasons

32 Do all interested parties agree to these proposals?

Yes	No	Don't Know
☒	☐	☐

Please give details of disagreements; how will they be dealt with?

33 What steps will be taken if any party decides to alter this arrangement?

CALL REVIEW

34 Date and place at which this plan is to be reviewed

15.2.95

Signatures

Child (if of sufficient age and understanding)

Mother

Father

Other person(s) with parental responsibility

Other interested relative (if applicable)

Foster carer/ Residential worker

Social worker

Team leader/ Reviewing officer

VI ADMINISTRATION

35 Have copies of this plan been sent to all those invited to sign above? (Tick box when done)

☐

36 Have summaries of the plan or notification of arrangements been sent to: (Tick box when done)

(a) All representatives of other agencies who were consulted concerning these arrangements?

☐

If the child is to be looked after away from home:

(b) All persons specified under Arrangements for Placement of Children (General) Regulations 1991, No. 5?

☐

If the child is in care and about to be placed with parents:

(c) All persons specified under The Placement of Children with Parents etc. Regulations 1991, No. 8?

☐

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Care plan for a child or young person looked after by a local authority

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ALL THE LOOKING AFTER
CHILDREN FORMS MEET
THE REQUIREMENTS OF
THE CHILDREN ACT, 1989

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Forenames

PETER

Family name

MEANEY

Please underline names normally used. If the child/young person is usually known by another name (e.g. foster carer's or step-parent's family name) please specify:

Date of initial plan: Day 07 Month 01 Year 94

Dates of updating

YET TO BE ARRANGED

Social worker's name:

Address

11 ST ANDREW ST

DARTINGTON

Postcode Tel. [REDACTED]

You need to make a plan before any child is looked after, even if it only covers a few days. There are two Looking After Children planning forms. The Care Plan helps you make long-term arrangements for a child/young person's future. The Placement Plan helps you make arrangements for a child/young person's day-to-day care in a particular placement. Wherever possible, the Care Plan should be completed *before* a child/young person is first looked after: if this cannot be done, you must complete this form *within 14 days* of a placement being made. If this time-scale cannot be met, an explanation must be recorded on the file before the Review. The Care Plan can be changed only at a formal planning meeting, which may mean bringing forward a review date. Usually when a child/young person changes placement as part of an agreed plan or contingency arrangement, you will need to alter only the Placement Plan.

This form contains confidential information which should not be shared without the agreement of the responsible authority and the persons concerned.

1 PERSONAL DETAILS

1 Gender Male ☒ Female ☐

2 Date of birth Day 20 Month 03 Year 0079

3 Child/young person's address before being looked after

15 H Dongal Court, Maybuds

Postcode EH22

Telephone _____

4 Name of principal carer at this address _____

Relationship to child/young person _____

5 Who holds parental responsibility for this child/young person?

Name _____

Relationship _____

Relationship _____

6 Are the names and addresses of mother, father, siblings and other significant adults adequately recorded? Yes ☒ No ☐ If not, please explain

7

Please check that Basic
Facts Sheet Question 17:
Legal Status is up to date

7 Please indicate the legal basis for work with this child/young person.

Section 15 - 44(1)(a).

8 Please give reasons for current involvement by social services department/voluntary child care agency

School attendance / offending
behaviour

9 Why does this child/young person need to be looked after now?

As above

2. BACKGROUND TO CURRENT SITUATION

10 Support already offered to the family (Please tick boxes as appropriate)

- | | |
|---|--|
| ☐ Financial assistance | Support/assistance from another |
| ☐ Nursery care | statutory agency: |
| ☐ Family centre/day care | ☒ Educational psychology |
| ☒ Social work supervision/support | ☐ Child guidance |
| ☒ Statutory supervision order for | ☐ Health visitor |
| this child/young person | ☐ Other agency, please specify |

☐ Statutory supervision order for

another child/other children/
young people in the family

Support/assistance from a voluntary
body:

* ☐ Respite care for this child/young
person

☐ NSPCC

☐ Respite care for another child/
other children/young people in
the family

☐ NCH/Children's Society/Barnardo's

☐ FWA

☐ Family Service Units

☐ Other body, please specify

* ☐ Care/accommodation for this
child/young person

☐ Care/accommodation for another
child/other children/young
people in the family

☐ Family assistance order

☐ Other assistance, please specify

☐ No support previously offered

*These refer to past
episodes and not to the
one currently under
discussion

11 Which of the child/young person's relatives have been consulted concerning the
current situation and the formulation of this Plan?

[REDACTED]

12 What attempts have been made to arrange for this child/young person to live with
a relative or close family friend?

N/A

13 Could a relative or close family friend look after the child/young person if
additional resources were provided? Yes ☐ No ☐

If so, why is the local authority being asked to provide a placement?

N/A

14 What other agencies have been consulted concerning the child/young
person's situation and the formulation of this Plan?

Ed Psych / Moore House School.

- 15 Please give details of any relevant information from other agencies.
(Written reports should be attached)

3 THE PLAN

- 16 What is the overall plan for this child/young person? (Please tick as appropriate)

☒ Remaining with family through provision of support services
including respite care

☐ Return to family within six weeks

☐ Return within six months

☐ Eventual return to family

☐ Live with relatives/friends

Permanent substitute care:

☐ Long-term placement with foster carers

☐ Specialist residential placement

☐ Adoption

☐ Residence Order

☐ Supported living in the community

☐ Independent living

☐ Other, please specify

- 17 What are the long-term plans to meet the child/young person's needs concerning:
Chronic health conditions, illness or disability? _____

N/A

Education?

move to Moore House School

Contact with relatives?

regular contact has
been arranged - every weekend.

Racial origin?

17

Many child-care agencies have appointed special advisers on racial and cultural issues whom you can consult when making arrangements for a particular child. Local community groups and religious organisations can also give advice and information.

Religion? _____

Language? _____

Culture? _____

18 If it is not possible to meet all the above, what should be the order of priority?

19

Any of the people who take responsibility for a child/young person's development can be included in this plan of action. As well as including parents, children or young people, foster carers, residential staff and social workers, do not forget that other professionals, such as psychologists, teachers and health visitors will also have a part to play.

19 What will need to happen before this plan can be achieved?

Action	Person responsible/Target date
visits to school have taken place as has full discussion with Peter, his [REDACTED] Children Hearing on 27.1.95.	

20

This may include formalising contact arrangements under the Children Act, 1989, Sections 8 and 34.

20 What legal action, if any, will be required?

21 For how long will the child/young person need to be cared for/accommodated by the local authority?

Summer 95 (re education).

22 What placement is proposed/has been arranged?

Placement type

Residential School

Address (if a particular placement has been decided)

Postcode _____ Telephone _____

23 Names of carers

Relationship, if any, to child/young person

24 Will this placement

a) meet the requirements of this care plan as detailed in Question 16?

Yes	Partially	No
☒	☐	☐

b) meet the the child/young person's specific needs as detailed in Question 17 with respect to the following?

	Yes	Partially	No
Health/Disability	☒	☐	☐
Education	☒	☐	☐
Contact	☒	☐	☐
Racial origin	☐	☐	☐
Religion	☐	☐	☐
Language	☐	☐	☐
Culture	☐	☐	☐

If you have answered No to any of the above, please explain why this placement is being chosen

25 What other services will need to be provided to the child/young person or family in order to meet the requirements of the overall plan?

Regular contact with [REDACTED]

26 Please give details of any special financial implications of these arrangements, (e.g. specialist foster care allowance)

27 What is the contingency plan if

a) the preferred placement is not obtainable or breaks down?

b) additional assistance is not obtainable?

28 If the child/young person is to be accommodated, what arrangements have been agreed for ending this placement?

- 29 If the plan is to return the child/young person to his/her relatives, how and within what time-scale will this be arranged?

Around summer the Pete Carr school

- 30 What steps will be taken if any party decides to alter these arrangements?

Depending on circumstances, review possibly called.

- 31 This plan will be reviewed at ☐ am/pm

on Day ☐☐ - Month ☐☐ Year ☐☐☐☐ at

Address

Not yet

known.

within next few weeks

- 32 This plan has been discussed with the following who have recorded their agreement or dissent:

	Agree / Disagree		Signature	Date
Child/young person	☒	☐	_____	_____
Mother	☒	☐	_____	_____
Father	☐	☐	_____	_____
Other(s) with parental responsibility	☐	☐	_____	_____
Other interested relative (if applicable)	☒	☐	_____	_____
Social worker	☒	☐	_____	_____
Team manager/ reviewing officer	☐	☐	_____	_____

- 33 Please give details if any of those listed in Question 32 above have not been consulted

34

Under the Children Act, 1989, local authorities, voluntary organisations and registered children's homes are required to have a procedure for considering representations (including complaints) about children's services. Area offices in Social Service departments will provide copies of this procedure.

- 34 Please give details if any of those listed in the response to Question 32 disagree with any of the provisions of the plan

4. ADMINISTRATION

35 Reference number as required for DH statistical returns _____

Local authority code no. _____ Personal identifier no. _____

36 Social services department file reference no. (if different) _____

You must ensure that the name, address and telephone number of the social worker in the responsible authority is recorded on the front of the Care Plan

37 Responsible authority

Team manager's name _____

Address 11 ST Andrew St, Baddulst

_____ Postcode _____ Tel _____

38 Supervising authority/agency, if different from above

Social worker's name _____

Address as above

_____ Postcode _____ Tel _____

Team manager's name _____

Address _____

_____ Postcode _____ Tel _____

39 Details of arrangements between responsible and supervising authorities.
(Please use an additional sheet if necessary.)

40 Please confirm that copies of this plan been sent to all those invited to sign at Question 32 above ☐

41 Please confirm that summaries of the plan or notification of arrangements have been sent to:

☐ All representatives of other agencies who were consulted concerning these arrangements.

If the child is to be looked after away from home:

☐ All persons specified under Arrangements for Placement of Children (General) Regulations 1991, No.5.

If the child is in care and about to be placed with parents:

☐ All persons specified under the Placement of Children with Parents etc. Regulations 1991, No.8.

PETER MEANEY (30.3.79.)

January 1995 - Section 15/Section 44.1(A)

LONG TERM CARE PLAN

1. Peter to return to family home - May 1995.
2. Peter to participate and accept in education and social care package offered by Moore House School.
3. Peter to refrain from drugtaking and offending in community.

STEPS TO BE TAKEN TO ACHIEVE LONG TERM PLAN

1. Regular contact by [REDACTED]
2. Individual Meetings with Key Personnel and Peter.
3. Family Meetings with [REDACTED] Key Personnel [REDACTED] and Peter.
4. Reviews.

REVIEW OF CARE PLAN

Although initially Peter appeared to settle into the routine of Moore House School, and responded to Education and Social Care Package, placement deteriorated after February 1995 mid term holiday.

Peter experienced difficulty in returning to Moore House School.

Although extensive input by Key Worker, Outreach visits to family home and individual meetings with Peter and meetings with key personnel, regular family meetings, child care reviews, and contact with [REDACTED], Peter failed to respond to education and social care package.

Peter did return to family home and care of his [REDACTED] but unable to work through his problems in the community or successfully complete work experience or Scotvec Modules.

Peter initially received into care under Section 15 Social Work (Scotland) Act 1968. This formalised at Hearing when he under Section 44.1(A) in January 1995.

Peter returned to Children's Hearing in May 1995 - decision to discharge Supervision Requirement due to Peter's lack of commitment to work with [REDACTED], Social Work Department and staff at Moore House School.

[REDACTED]