

Ceasing to be a looked after approval request- Under 16s

Where a child under the age of 16 has been looked after on a voluntary basis (Section 20) for **at least 20 working days**, the decision to cease to look after the child must not be put into effect until it has been approved by the **Assistant Director**. Where a child ceases to be looked after because of a return home and is not an eligible child, the child will be a 'Child in Need' (*The Children Act 1989 guidance and regulations, Volume 2: Care Planning, Placement and Case Review, June 2015*).

The agreed process:

- A CAFAS assessment to be completed or updated. The assessment should state the rationale for the plan to cease looking after the child, stating what supports and services are required. The social worker and their practice manager should consider the need to attend the Families on Track panel. The assessment must clearly identify how the child will be safeguarded.
- A referral for an independent Child in Need (CIN) coordinator should be made and a CIN plan should be developed within **2 weeks** of returning home.
- The CAFAS assessment must be shared with the relevant Head of Service and then the Assistant Director. The ceasing to be looked after approval request form will be completed and saved onto Documentum. A Management Decision will be placed on care first to evidence the decision making.
- The IRO must review the assessment and proposed plan and where practicable, a LAC review should take place **prior to the child ceasing to be looked after**.
- If the child ceases to be looked after and this has been unplanned, an assessment of the risk should be completed within **24 hours** and the CAFAS updated / completed within **15 working days**. The ceasing to be looked after request form should be completed and saved onto Documentum as stated above.
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Child's name:	D.O.B:
Care First Number:	Allocated Social Worker and team details:
Team Manager: Service Manager:	Date Care Episode commenced:
Details of current placement:	Child's Independent Reviewing Officer:

Circumstance leading to the child becoming looked after (please include all identified risk and protective factors):	
How have the risk factors reduced and protective factors increased to safely allow the child to return home (please state the risk analysis from your assessment):	
What is the proposed accommodation for the child and how has this been assessed as suitable (include date accommodation visited):	
What services and support are needed for the child and parent/s once the child ceases to be looked after (please include the date for the proposed CIN meeting):	
Child's wishes and feelings:	Parent's wishes and feelings:
View of the child's IRO and date when the consultation with IRO took place:	

Recommendation of the relevant Head of Service

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Decision and any comments by the Assistant Director

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Signed:

Date:

Process for under 16s when considering
to cease to look after a child

