



Mosaic ID	Carefirst ID	First Name	Surname	DOB

Carefirst ID:		Mosaic ID:	
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PART A: Child/young person's details

Name	Date of Birth	Gender

Disabled	Ethnicity	Religion

Home Address

Communication needs (including language)

Current legal status

Any information regarding legal status/immigration status

Family Structure

Name	Date of Birth	Telephone Number	Relationship to subject person	Parental responsibility

Summary of why children's services are involved with the family, include child's background and placement history	
Overview of family structure, include living arrangements	
Details of the child's identity, ethnicity/racial origin, language/communication, religion/beliefs, disability, culture (lifestyle, clothing, food) and any other identity needs	
Summary of Placement History, include reasons of why placement ended	
What is the current care plan?	

Request Details

Name of person making request

Address of person completing the form	
Telephone number of person completing the form	
Allocated Social Worker	
Social Worker Team	
Date Request Completed	
Date Placement is needed	

Is this a new episode?

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Reason for placement change

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Reason placement is required

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Preferred placement :

Short term (this covers most placements and can be up to 2 years in duration whilst plans are finalised and permanency achieved, i.e. rehabilitation, kinship placement, adoption, permanence in foster care)	
Long Term	
Respite (short term, time limited placements, rarely over two weeks duration)	
Solo scheme	
Parent and child	
Other	
If other specify	

Matching Considerations

What type of accommodation/family would best meet their needs?	
Is this part of a sibling referral?	
Is there a preferred geographical location/areas to avoid?	

Is a safe placement agreement required? Is a safe placement agreement required?

Comments	

Is sharing a room required? This will require the child to be aware the the Foster Carer will be given all relevant information including SIBS information

Comments	

Pen Picture

Give a 'pen picture' of the child/young person, include temperament and personality, including positive characteristics and achievements	
What immediate information does the carer require to be able to look after the child/young person (consider the child's routine, likes, dislikes, favourite toy etc.)?	
What are the key tasks for the foster carer/s/	
What particular outcomes are required from this placement? *	

Child/young person's needs

Emotional and behavioural development and self care skills

Emotional and behavioural issues, is the child/young person, include temperament and personality, including positive characteristics and achievements

Is the child/young person's behaviour likely to pose any management problems? Please include context and risks of the behaviour. Please provide details and behavioural management advice.

Provide details of the child/young person self care skills (age appropriately)

Is promoting Positive Behaviour Plan needed?

Is a SIBS placement agreement required?

Health

Summary of child/young person's health. Include details of all relevant information about on-going health needs, e.g. asthma, hay fever, epilepsy, diabetes, allergies, mental or emotional health issues.

Provide details of all medication, on-going treatment, medical appointments etc. What support is available or could support the placement, ie CAMHS, Journey/SIBS, sessional input, caring advice and support

Education

School Detail

Name of school

Address of school

Education history include details of current school provision e.g. reduced timetables?

Does the child have an Education Health and Care Plan or a statement of educational need?

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What are the arrangements for getting the children to school? Include plans for education transport.

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Any issues relating to education that a foster carer would need to know e.g. part time timetable/excluded? What support is available to the carer?

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Family and social relationships

Detail current or proposed contact arrangement including foster carers role in contact e.g. supervision of contact or transport. Include details of any Court Orders to restrict contact.

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Does the child or young person have any hobbies, interests or extra-curricular activities, skills talents? Where do activities take place?

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Contact for child/young person

Person	Frequency	Type	Arrangements

People with whom contact is restricted/forbidden

Name	Relationship	Reason	Authority

Details of involved professionals

What support services are available to carer(s) outside of office hours, who can be contacted and how?

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Professional(s)

Name	Designation	Agency	Telephone	Email



REQUEST FOR PLACEMENT

MATCHING MATRIX (To be completed by Children's and Fostering social workers)

Identified needs/risks:

Do any of the following needs, concerns or risk factors need to be taken into account when considering potential options?

Sexualised Behaviours	
Offending Behaviour	
Aggression or violence	
Placement with pets	
Placement with other children	
Health needs (including drug and alcohol use)	
Allegations against carers	
Concerns re parental behaviours or attitude	
Absconding	
Child Sexual Exploitation	



REQUEST FOR PLACEMENT

SUMMARY OF MATCHING:

Please consider each of the following areas and consider all the particular areas that need to be taken into account when considering potential options. Fostering social workers will then compare the placements against each:

Foster Carer A		Foster Carer B		Foster Carer C	
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Summary of Accommodation Requirements:

Location/Accommodation	Requirement?	Foster Carer A	Foster Carer B	Foster Carer C
Specific location?	Essential			
	Desirable			
Carer must not be away in the near future	Essential			
	Desirable			
Carer should not have pets	Essential			
	Desirable			
Child should not share a bedroom?	Essential			
	Desirable			
Child should not be placed with younger child(ren)	Essential			
	Desirable			
Child should not be placed with any other child(ren)	Essential			
	Desirable			
Details				

Summary of Ethnicity/Cultural Needs:

Ethnicity and Cultural Needs	Requirement?	Foster Carer A	Foster Carer B	Foster Carer C
Same race placement?	Essential			
	Desirable			
Culturally appropriate placement required?	Essential			
	Desirable			
Experienced foster carer if providing trans-racial/cultural	Essential			



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placement?					
	Desirable				
Carer should meet specific religions/cultural needs?	Essential				
	Desirable				
Details					

Summary of managing behaviour:

Managing Behaviour	Requirement?		Foster Carer A	Foster Carer B	Foster Carer C
Carer needs to manage challenging behaviour?	Essential				
	Desirable				
Carer needs to manage identified SIBS	Essential				
	Desirable				
Carer needs to manager alcohol or substance misuse?	Essential				
	Desirable				
Carer needs to manage offending behaviour?	Essential				
	Desirable				

Managing Behaviour	Requirement?		Foster Carer A	Foster Carer B	Foster Carer C
Carer needs to support child's inability to protect self or others?	Essential				
	Desirable				
Carer needs to manage frequent absconding?	Essential				



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	Desirable				
Carer need to manage non-age related soiling/bedwetting?	Essential				
	Desirable				
Carer needs to manage concerns around parental behaviours or attitude					
Carer needs to manage risk of sexual exploitation					
Carer needs to manage the possibility of allegations made against them?					
Details					

Summary of educational needs:

Educational Needs	Requirement?	Foster Carer A	Foster Carer B	Foster Carer C
Child has specific learning needs?	Essential			
	Desirable			
Child needs to be cared for during day due to none school attendance?	Essential			
	Desirable			
Child needs to remain in current school?	Essential			
	Desirable			
Child to be transported to school by carer?	Essential			
	Desirable			

Details	
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Summary of family relationship needs:

Contact Needs	Requirement?	Foster Carer A	Foster Carer B	Foster Carer C
Child placed with siblings?	Essential			
	Desirable			
Child placed near siblings?	Essential			
	Desirable			
Carer manage contact more than once a week	Essential			
	Desirable			
Carer supervise contact in the home?	Essential			
	Desirable			
Carer transport child to contact away from the home?	Essential			
	Desirable			
Carer attend frequent meeting as child on a CP Plan	Essential			
	Desirable			
Details				



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Summary of health needs:

Health Needs	Requirement?		Foster Carer A	Foster Carer B	Foster Carer C
A non-smoking household	Essential				
	Desirable				
Carer to meet specific physical disability needs?	Essential				
	Desirable				
Carer to meet specific mental health issues?	Essential				
	Desirable				
Carer to meet specific allergies?	Essential				
	Desirable				
Carer to meet special dietary needs?	Essential				
	Desirable				
Carer to accompany to frequent health appointments?	Essential				
	Desirable				
Carer to meet other needs?	Essential				
	Desirable				
Details					

Summary of social/independence needs:

Social/Independence needs	Requirement?		Foster Carer A	Foster Carer B	Foster Carer C
Child has specific activities that it must continue to attend?	Essential				
	Desirable				
Young person must develop independent living skills immediately?	Essential				



REQUEST FOR PLACEMENT

	Desirable				
Details					

Managerial Authorisation (Child's Allocated Team)	
I have quality assured this document and I agree that this is a referral	
Details of Authorising Manager:	

The manager will then send a Request to the Fostering Placement Hub to search for a placement for this child.

If this placement is no longer required then the Children's Team will inform the Fostering Placement Hub and complete the form. They will then complete the Placement Request step with the appropriate next action.

Matching Details

If sharing a room is required has the foster carer been given all the relevant information, including SIBS information?	
Details of Discussion	

If other Looked After Children are in the placement, then record full details of discussions with the allocated social worker	
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Reasons for choosing this placement and details of the discussion with the children's social worker. Summarise why this match was chosen and why any of the other placements were rejected.

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Matching issues/gaps

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Is additional resource/support required to meet the child's need in this placement?

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Give details of any agreed backup/respite care arrangements

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If an alternative Placement/Arrangements have been identified?

Give details of alternative provision	
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Form Completion

Fostering Social Worker completing the above tasks	
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Managers authorisation comments	
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Manager's authorisation	
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When a suitable placement has been provided the Fostering Placement Hub will reply to the request and inform the Children's Team.
The children's team will complete the Placement Request step with the appropriate next action.