

## 1.3.2 Moving to Another Placement

### Relevant Regulations.

#### England

- The Children Act 1989,
- The Care Standards Act 2000
- Children (Leaving Care) Act 2000
- Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- The Care Planning, Placement and Case Review (England) Regulations 2010
- Care Quality Commission (Registration) Regulations 2009
- The Children's Homes (England) Regulations 2015
- DoE Guide to the Children's Homes Regulations Including the Quality Standards 2015

#### Wales:

- The Care Planning, Placement and Case Review (Wales) Regulations 2015
- The Social Services and Well-being (Wales) Act 2014 (Consequential Amendments)
- Care Planning, Placement and Case Review (Miscellaneous Amendments) (Wales) Regulations 2016
- Social Services and Well-being (Wales) Act 2014 Part 6 Code of Practice (Looked After and Accommodated Children)
- Regulated Services (Service Providers and Responsible Individuals) (Wales) Regulations 2017

### Relevant policies

- Preparation for Leaving Care Procedures
- Admissions Policy and Procedure
- Personal Plan Reviews Procedure

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## 1. Introduction

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This policy primarily covers the practical and legal responsibilities of transitioning a young person between BMC homes, or to a placement out of BMC.

Of equal importance in the management of any transition is consideration of the impact on children and young people of transitioning into another home. Every effort must be made to ensure that they are included and safely held throughout this process.

For young people in care, the process of moving home means leaving behind not just a home but the carers, friends, environment and routines that they've grown familiar with. Moves can remind young people of the emotions that they experienced in being moved from their birth parents, and from early foster parents in whom they placed their trust.

It is important that this policy is considered in conjunction with the 'Preparation for Leaving Care Procedures.'

## **2. Decision Making and Notice Period**

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The decision to move a child must be based on a belief that the existing placement cannot meet their needs as set out in the Placing Authority Care Plan and their Personal Plan, or that the home has been unable to deliver the services required to meet the child's needs. The decision must focus on the needs of the child, ahead of any other consideration.

Before any change of placement or transfer to another home is made the following people must be consulted:

- The Head of service (BMC) for the child & the Director of Operations;
- The child or their representative (e.g. advocate, guardian ad litem);
- The child's Social Worker;
- Except in an emergency, the child's **Independent Reviewing Officer (IRO)** must also be consulted; if this is not possible i.e. it is an emergency, the IRO must be consulted as soon as practicable after the transfer/change occurs;
- To avoid disruption in education, the Virtual School Head must approve any change of placement affecting a child in Key Stage 4;
- The child's parents if appropriate.

**NOTE:** The notice period will usually be 28 days. If a Child is moved in an emergency or the placement is terminated because of an immediate risk of serious harm to the child or to protect others from serious injury; and it is impossible to consult people listed above, they must be notified within one working day.

If a Child is moved out of the home temporarily, they should be treated as if they are still living at the Children's Home in which they were placed and their placement cannot be terminated without the agreement of the placing authority as described below:

Preferably such consultation should occur at a Planning Meeting or **Looked After Review**.

## **3. Transfer to another home within Bryn Melyn Care**

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Where it appears that the young person will benefit from a transfer from one Bryn Melyn Care Home to another, the Registered Manager should consult with their Regional Manager. The Director of Operations will be consulted before any discussion takes place either with the young person or the

Social Worker. Once a decision in principal has been agreed an alternative internal placement should be identified.

At this point discussion will take place with the placing authority Social Worker outlining the reasons for the proposed move. A placement move can only take place once approval from the placing authority has been received in writing. Director of Operations/Regional Managers can give approval for a move of placement in the event of an emergency but must discuss this with the placing authority at the earliest opportunity on the next working day.

**As soon agreement in principal has been gained from all relevant professionals, the Admissions Policy and Procedure applies. Regulatory requirements for notifications and documentation apply for discharge from the existing home and admission to the new home, regardless of the fact that this is an internal move.**

The guidance in the Admissions Policy on preparing for and welcoming a young person to a new home applies. Clinicians and Education should participate in preparation and planning in exactly the same way as they would for an admission from outside of BMC. This should be more effective given that there is a greater prior knowledge of the young person's needs.

The young person should be consulted to ascertain their views and wishes. The reasons for the move should be sensitively explained. Where possible, visits to the new home, including overnight visits, should be facilitated. See **Admission Policy** for associated considerations. Even where children and young people have limited choice about the move or the location moved to, it is important that they are part of discussions about the way the move is managed, in order for them to take some ownership of the process. A child friendly transition plan should be devised in conjunction with the young person in preparation for the move. Discussions with the young person about the move should be both informal, as they arise, and the subject of Key Worker sessions. These should explore the emotional impact as well as practical considerations.

The new manager will meet with the young person as often as is possible prior to the move. They will provide the young person with a Welcome Guide to the new home, including photographs of the young person's new bedroom.

Prior to the move, Carers from the new home will come and be part of the rota in the existing home, so that relationships can begin to be established. These Carers can begin to describe the routines and boundaries in place in the new home. Joint activities may be planned between the young person and young people in the new home.

It is important that carers are sensitive and attuned to the needs of the child or young person. Discussions about future contact with present carers should be sensitively handled. Carers from the current home should work for an agreed period in the new home as part of the transition, and where possible, key workers should move permanently with the child.

A 'Memory Book' of photographs, mementos and messages from Carers should be created for the young person to celebrate their time spent in the existing home.

### **3.1 Documentation**

**Please also see the admissions procedure. Statutory requirements and BMC guidance apply to all admissions, including those between BMC homes.**

The young person's existing documentation should move with them. Arrangements will be made between managers for having documentation available for inspections, with regard to the home the child is leaving.

For transfers between Bryn Melyn Care Homes, the Existing and New Home Managers must liaise with each other to ensure that all appropriate arrangements are made, for example:

- a. The Existing Home Manager should ensure that the young person's paper files and on-line files are brought up to date, fully collated and organised then passed to the New Home Manager. This includes all those files relating to Care, Health and Education. Also any existing contracts or agreements around use of the internet and mobile phones.
- b. Emails to the existing Home Manager and Home regarding the young person should be added to their paper and on line files in the relevant sections.
- c. Digital photographs and videos which may be stored on work phones or memory sticks should be uploaded to their on line files prior to the move. It is very important that the photographic record of the child goes with them. Context should be given where possible.
- d. The New Home Manager is responsible for creating a new Personal Plan, and all its supplementary documentation, including risk assessments, in line with the aims for the child or young person in this new home.
- e. The Existing Home Manager should contribute/offer advice on plans/strategies that have been used. As a minimum the Personal Plan must be completed before or within 24 hours (emergency placement) of admission, as per current legislation.

### **3.2 Personal Belongings**

Care should be taken that the young person takes all their clothing and personal belongings with them, including such things as their favourite mug, or that arrangements are made for them to be passed to the New Home Manager.

Consideration should be given to providing a 'transitional object', perhaps a present of a teddy or soft toy, favourite blanket or towel, to go with the young person from their current home to the next.

The Existing Home Manager must ensure that the young person's belongings/clothing are packed in a luggage case or other appropriate packaging. The process of packing for the move should be part of the ritual of endings, as outlined in the 'Preparation for Leaving Care' procedures. It should be a time of sharing memories of the existing placement and hopes for the future one.

## **4. Transfer outside of Bryn Melyn Care**

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Many of the arrangements and statutory requirements outlined above for a move within Bryn Melyn Care apply to a move from this company to another setting.

The Existing Home Manager must ensure that the young person's file is brought up to date, collated, tidied and **archived**. All relevant emails concerning the young person to the home or manager should be included in the relevant files under a section labelled 'correspondence.' On line records should also be updated with this information.

Prior to discharge Existing Managers should ensure that Social Workers have a complete and up to date record of any Care, Health, Educational and Clinical records and reports for their files.

Where appropriate, and in agreement with BMC and the Placing Authority, these should also be shared with the new placement.

## 5. Notifications, Plans and Records

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The Existing and New Home Manager must ensure that the Director of Operations and other relevant professionals are notified of the relevant transfer/discharge and/or admission. See Admissions Policy and Procedure.

The Plans or Records that must be brought up to date or completed by the social worker or others, and made available for the New Manager, are:

- The young person's **Care Plan** - the social worker is responsible for this record;
- Their **Personal Plan** (and associated documentation) – the Registered Care Manager is responsible for this record.
- Where appropriate, the young person's **Pathway Plan** - the social worker or **Personal Adviser** is responsible for this plan;
- The young person's **Personal Education Plan** (PEP), any recent Individual Education Plan (IEP)
- **Education, Health and Care Plans** - the social worker should obtain these plans/reports facilitated where necessary by the existing home manager;
- Details, plans or arrangements relating to the young person's **Health Care Assessment**.
- Details of any **medication** – including documenting the transfer of any meds from the previous manager to the new manager.

## 6. After Care/Contact

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With appropriate boundaries in place, an ongoing relationship with carers from previous homes can be immensely valuable for a young person, particularly when they are leaving care. The continued relationship between a child and their carer can help to give the young person a sense that the relationship was real and that the carer's commitment was really there. This can provide them with a secure base from which to move forward. **However there are important caveats.**

1. Any arrangements for aftercare or contact between Bryn Melyn Care Carers and the young person or his/her parents/family must be agreed with the social worker and set out in the young person's **Care Plan**. This should include arrangements for the supervision and monitoring of the ongoing contact.

2. After care contact should be based solely on the needs and wishes of the child. In a request for ongoing contact, Social Workers and the Existing Manager should be able to determine whether the need of the child is being served, or the needs of a carer having difficulty letting go.
3. Of paramount importance is the need at the outset to ensure that promises of on- going contact are real. Good intentions are not enough.

Carers who do not realistically have space in their own lives for the commitment of ongoing contact should not suggest to the young person that they will stay in touch.

Sadly our young people are used to important relationships being severed and it is better to be truthful and plan for sensitively handled endings than to make promises which will not be kept.

## **Revision Dates**

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Date of next Review: May 2021

Review Date: May 2020

**End**