

Local Authority:

SECTION 1: Child Description

Name	DoB	Gender	Unique ID / WCCIS No.
Known as:			
Ethnicity	Legal Status	First Language / Communication Needs	
Medication Regime and Healthcare Treatment Plan			

SECTION 2: Key Placement Requirements

Placement Type	Duration of Placement
Reason for Current Placement Request	
Location – Preferred / Avoided	



SECTION 3: Care Planning: Transport

Transport – Expectations of Carer / LA or LEA Arrangements to Support Care Planning
Optional LA Support Package Available

SECTION 3: Care Planning: Contact

Contact Arrangements – Carer Expectations/ LA Support Package / Contact Plan
Contact Plan Attached

SECTION 3: Care Planning: Education

School Attended - Name & Location	Timetable
Education Plan	
Is Individual Development Plan Uploaded	



SECTION 4: Pen Picture

Brief description of child/young person, to give a feel for their character & identity.
Please ensure a balanced view of positives and challenges is presented in the pen picture.
Refer to Guidance for further information and good practice examples.


Is a 'This is Me' or other piece of Direct Work attached?
Is a Safety Plan uploaded?



SECTION 5: Outcomes

These desired outcomes relate to the Social Services and Wellbeing Act 2014 and the 4C's 360° Outcomes and will form part of the contract monitoring. Not every box needs to be completed but clear, specific outcomes need to be detailed. Please refer to guidance for further information.

Staying Safe Protection from Abuse and Neglect	
Being Alive & Feeling Good Social and Economic Well-being	
Learning Education, Training and Recreation	
Happyhood Physical and Mental Health	
Being Myself Securing Rights and Entitlements	
Funky Living Suitability of Living Accommodation	
Belonging Relationships to Domestic, Family and Personal Relationships	
Taking Part & Looking Good Contribution Made to Society	



SECTION 6: Risk Management

We recommend this section is always completed. Even if there are no current risks, this needs to be stated and no risks should be presumed known. Please ensure risks are contextualised by being specific and giving examples. See guidance for further information and good practice examples

Risk to Self			
Risk to Others (if foster, be clear regarding risk to Carers own children/grandchildren)			
Risk to Community/Environment			
Risk to Animals			
Risk Posed by Family or Significant Others			
Historical or Single Incident Issues (currently considered low risk)			
Completed / Updated by		Date	
Manager Authorisation		Date	