

Care and Placement Plans Guidance Policy

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Regulations and Standards:

The Children's Homes (England) Regulations 2015:

- Regulation 7 - The children's views, wishes and feelings standard.
- Regulation 14 - The care planning standard.
- Regulation 17 - Placement plan for looked after child.

This HND Children's Care Ltd policy gives guidance on the use of care plans and placement plans for Individual Children.

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1. Care Plans:

The care plan must be prepared prior to a child's first placement, or, if it is not practicable to do so, within 5 working days of the child's first placement. This must then be reviewed within 14 days to ensure it is updated with Information that may have arisen through observation and assessment.

The care plan must be regularly reviewed at looked after child reviews, it must then be redrafted / updated and circulated within 10 working days of the review if required.

Every looked after child must have a care plan completed by the placing authority and updated by the Social Worker.



The overall purpose of the plan is to safeguard and promote the interests of the child, prevent drift and focus work with the child and the family (if appropriate).

The care plan sets out its overall objectives and timescales (including, by the time of the second Looked After Review, how permanence will be achieved for the child), summarises the needs of the child, identifies the services required to meet those needs and describes the management and support of the plan by the local authority. Care plans contain descriptions of children's needs and how these needs will be met while they are living away from home.

Before a Court grants a care order it must be satisfied that a suitable care plan has been drawn up.

2. Placement Information Records:

Placement Information Records must be completed by the child's social worker within 5 working days of the child being placed, with a copy being forwarded to the home.

The Placement Information Record is the responsibility of the Social Worker.

The purpose of the placement information record is to set out the arrangements for the placement of the child in residential care or foster care.

Children placed in children's homes, will also have an internal placement plan, as set out in the section 3 – Placement Plans.

3. Placement Plans:

Every child placed with HND Children's Care Ltd must have a placement plan, which sets out the detail of the arrangements, for example, including a behaviour management plan, for the child. The placement plan may incorporate a detailed behaviour management plan for children.

The responsibility for completing and updating the placement plan rests with the manager of the home or the keyworker, see '[Keyworker Guidance Policy](#)'. These must be reviewed every month or when necessary.

The placement plan should be reviewed in the light of a Looked After Review or any change to the child's care plan / placement information.

All children should have their own copy of their care plan (or at least be aware of its content and purpose) and this must reflect the care plan but, in a child friendly context. This must be updated when reviewed monthly.

4. Children's Education:

For more detailed procedures and guidance, see '[Education Policy](#)'.



Personal Education Plans must be drawn up, by the child's social worker, before the child is placed (or within 10 working days in the case of an emergency placement) and be available for the first Looked After Review.

As an element of good care planning, education is crucial to creating opportunities for children in their future lives.

In partnership with the social worker, managers should ensure each child has a (PEP), which will identify the educational needs of the child and how they should be provided for.

The social worker and manager will ensure that all children who have a Statement (EHCP) have a Personal Education Plan (PEP) in place.

End.