

Leaving the Home Policy

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Regulations and Standards:

The Children's Homes (England) Regulations 2015:

- Regulation 14 - The care planning standard.
- Regulation 17 - Placement plan for looked after child.

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1. Decision Making and Notice Period:

Children must remain in the home until moving is in their best interests. No transfers or changes of placement may be made without consulting the following people:

- The child's Social Worker.
- If the child is in Key Stage 4 (year's 10 or 11), the change of placement must be agreed by a senior manager in the placing authority; the senior manager must ensure that the child's wishes and feelings have been obtained, it is also best practice to consult with wider stakeholders such as the child's school / education provision also.
- 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.
- The child's parents or guardian (if appropriate).

Preferably such consultation should occur at a planning meeting or review.



Where it appears that the child will benefit from a transfer from one home to another, the existing manager should consult with the responsible individual before any discussion takes place either with the child or the social worker. Once a decision in principle has been agreed, an appropriate internal placement that can meet the child's needs will be identified. At this point, discussion will take place with the placing authority social worker outlining the reasons for the proposal. A placement move can only take place once approval from the placing authority has been received in writing.

Any decision to terminate a child's placement with HND Children's Care Ltd and request that he / she be discharged and moved to a home outside of HND Children's Care Ltd care must be approved by the social workers manager.

Normally, children will remain in their existing home for a minimum of 28 days after the decision to move has been reached. In exceptional circumstances, it may be necessary for a child to move immediately from HND Children's Care Ltd to another home. In such circumstances, the existing manager must consult the social worker, but the final decision will rest with the social workers manager.

Agreement to the transfer / discharge must be issued by the placing authority in writing.

2. Arrangements for the Transfer or Discharge:

Assuming that the social worker and IRO have been consulted, the existing manager should liaise with the new manager and take all reasonable steps to ensure the child's transfer or discharge is managed sensitively.

The child and Parents / guardian (if appropriate) should be consulted and kept informed of all key decisions and arrangements in relation to any transfer or discharge. If possible, the child and parents / guardians should undertake visits to the new home and should be provided with information such as brochures or guides and a closing report summarising the child's stay with the company should be provided to the child's social worker, and the new placement also as a minimum.

The existing manager should liaise with the following people to ensure adequate plans and records (see below) are completed or brought up to date before the child moves:

- The social worker
- Parents or those with parental responsibility
- The child
- The new manager
- Teacher / school
- Other relevant people/agencies, e.g., personal adviser, advocates, OFSTED, IRO etc.

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 child's care plan - the social worker is responsible for this record.



- Where appropriate, the child's pathway plan - the social worker or Personal Advisor is responsible for this plan.
 - The child's (PEP), any recent individual education plan (IEP) or, where appropriate, the child's statement of special educational needs - the social worker should obtain these plans / reports.
 - Details, plans or arrangements relating to the young person's health care assessment.
- For transfers between our homes, the existing and new home managers must liaise with each other to ensure that all appropriate arrangements are made, for example:
- The young person's care plan - the new home manager is responsible for this, but the existing home manager should contribute / offer advice on plans / strategies that have been used. As a minimum the placement plan must be completed before or upon admission.
 - No contact may be permitted between the child and his / her parents, relatives or friends unless agreed with the social worker and set out in the child's care plan.
 - The existing home manager should ensure that the child's file is brought up to date, collated then passed to the new home manager.
 - If it appears necessary, the new home manager should arrange a planning meeting, preferably before the move / transfer, but within 5 days.
 - If there is a risk that the child may abscond, become missing or may absent him / herself without authority, the new home manager should arrange for a risk assessment regarding the safe management of absconding to be completed.
 - The new manager should liaise with the social worker to ensure arrangements are in place for the child to be registered with a GP, Dentist and Optician, and should liaise with the existing home manager to obtain information / arrangements for any medication or other healthcare arrangements.

- The new home manager should check to ensure that the child has had a health care assessment and liaise with the social worker as necessary if this is required.

The new home manager should ensure the child is provided with:

- A copy of the children's guide
- Details of the home's complaints procedure.
- A discharge clothing / property list.
- Details of an independent advocate.
- All personal items and belongings (excluding withheld items)

For all transfers / discharges within our care or to other external placements, the existing home manager should ensure the following arrangements are made:

- That the child takes all his / her clothing and personal belongings, or those arrangements are made for them to be passed to the new home manager. The existing home manager must ensure that the child's belongings / clothing are packed in a luggage case or other appropriate packaging (under no circumstances should black bags be used). Where children have been with our care for an extended period, memento albums and photographs and moments about the home should be prepared for them, so they have a record of their period of life at the home.



If the child is discharged from HND Children's Care Ltd care, the existing home manager must ensure that the child's file is brought up to date, collated, tidied and archived (details of the address / placement where the child is moving to should be recorded in the child's file).

The existing HND Children's Care Ltd manager and new home manager must ensure that the relevant persons are informed of any discharge.

3. Notifications:

The new home manager should liaise with the social worker to ensure that notifications of the placement are sent, by the social worker, to the Health Trust, Local Education Authority and Children's Services Department in the area where the child is placed if the move is into

another Local Authority Area: these notifications must be made in writing advising of the placement decision and the name and address of the home where the child will be placed.

The social worker should also notify the child's parents and significant relatives or friends and should liaise with the new home manager to arrange contact with the child.

NOTE: No contact may be permitted between the child and his / her parents, relatives or friends unless agreed with the social worker and set out in the child's care plan.

4. Aftercare / Contact:

Any arrangements for aftercare or contact between staff of HND Children's Care Ltd and the child or his/her parents / family must be agreed with by the social worker and ideally set out in the child's care plan.

There should be no unauthorised contact between HND Children's Care Ltd members of staff and the child following discharge. Staff may be subject to Disciplinary Procedures if this occurs.

In the event of unplanned contact happening by chance this should be reported to the homes manager and recorded in the child's file. The homes manager may assess that it is appropriate to inform the child's social worker dependent upon circumstances.

End.