

Quick guide to BAP/ MAP & Children's Placements Team

BAP / MAP Panel Administrator	Helen Ford	44134
Business Support	Jemma Webb	44785
Placements Finance Officer	Sandra Dwyer	44759
Team Administrator	Victoria Saurin	44783
Placements Manager	Mandy Hyson	44779
Placements Officer & CWD Services	Justine Chandhar	44699

BAP Members

Chair: Martin Purbrick

Darryl Freeman Assistant Director
Alex Kubeyinje Head of Social Work
Helen Bannister Head of
Safeguarding Early Years Team
Member
Tim Long/Aneta Wawrentowicz –

MAP Members

Chair: Tim Long

Vacant Post SEND Officer Out of Area Placements
SEND Team Manager Diane Boyd
CAMHs Jo Meehan/Phil Chadwick/Linda Johnston
Health CCG Mary Lowe
Childrens Continuing Care Team Hazel Dean

Bedford Allocation Panel (BAP) & Multi Agency Panel (MAP) procedure

- MAP is held on the first Thursday of every month. Keyworkers and Team Managers must attend to present cases for both panels
- **All requests to MAP on form BIC 701** Email to “BAP MAP Inbox Borough” with recent supporting documentary evidence of the need for a service.
- BAP is held every Thursday except when MAP is taking place.
- **All requests to BAP on form BIC 702R** with recent supporting documentary evidence as above should be emailed to your Team Manager in plenty of time for them to read, approve and forward to “BAP MAP Inbox Borough” by 12 midday on the Friday before panel to ensure it can be added to the agenda in time.
- Applications will be rejected if not received directly from a Team Manager. You can ask another Team Manager to sign if yours is on leave etc. Please do not copy BAP MAP when you send it to them as we then get it twice.
- Do not send requests for services in just an email.
- Help Team Managers to get paperwork to us on time. It helps us and you can be informed sooner that your request is on the agenda. Delays in sending out the agenda are usually as a result of waiting for late paperwork.
- Be aware that late paperwork may mean that your application is not considered until the following week.
- Send applications to the “BAP MAP Inbox Borough” email ONLY and do not copy in individuals unless asked to do so. The BAP MAP Inbox is monitored by someone between 9.00am and 5.00pm but not constantly so phone Helen Ford if it is urgent.
- All verbal agreements made by a Head of Service will still require a BAP application to be sent in to have the decision recorded formally Cases that have been asked to return to BAP still need a updated BAP application and evidence to be sent in.
- Supporting documents are not saved by us after panel so they need to be attached to the email every time. These documents are listed on page 2 of the BAP application and should be relevant to the request and up to date ie no older than 6 months.
- Application forms must be up to date and correct, ensuring that all boxes on the application form are accurate for the current case. Often application forms are received with out of date/inaccurate or missing information which causes confusion when cross referencing with databases such as Azeus.
- Contact our team if you are at all unsure about any processes. We want

to help you in your job but we also have procedures we have to follow.

- Be aware that if you do not send paperwork for panel as requested there is a risk the service may stop or funding will have to come from the team.
 - Check if there are any commissioned services still being provided before you close a case. The Team will be invoiced if the case is closed without BAP/MAP being informed in advance to enable us to give notice on services i.e. 2 weeks for child-minders or 28 days for placements etc.
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Out of Panel (OOP) requests

- *As with normal applications, OOPs must also come directly from a Team Manager to BAP MAP Inbox.*
 - OOP applications are strictly for emergency cases only. This does not include requests that were not completed or submitted in time to go on the agenda.
 - As OOPs are emergency cases requiring a decision as soon as possible, it is imperative that the urgency is reflected in the email subject line stating it is "OOP" and marked with a 'high importance' indicator. Both the social worker and the Team Manager should ensure emails are labelled correctly.
 - Always phone the team to speak to someone if it is urgent or an emergency do not just email. The BAP MAP Inbox is monitored regularly during the day but emergencies still need to be brought to our attention so we can be prioritise them for you.
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Placements; Foster & Residential Placements

- You must have agreement from a Head of Service (or AD) that a child or young person can be accommodated. You then need to complete a BIC 707R Placement Request Form to initiate a search from our in-house fostering team in the first instance. This should be emailed to Justine Chandhar and Fostering Duty Desk
- If there are no in-house placements, all requests for IFA (Independent Foster Agency) and Residential Placement searches must have the Head of Service for LAC Provision's written agreement before the search can take place via a BAP application if not already submitted.
- A search will be made and options sent to you via email – keep in touch with the Placements Team and let us know which options you want to follow up. The Placements Team must agree the Contract for the placement before further discussions take place, introductions made and children move.
- For IFA Framework placements, all transport within a 20 mile radius of the foster home should be undertaken by the foster carers.

Childminding

- All Childminding Referrals will be completed by the Key Worker.
 - Costs for the first 3 months will always come from Team Budgets
 - Longer term funding must be requested and agreed on a BAP application.
 - If there is a BAP agreement to fund please contact Placement Team for a Purchase Order number otherwise Team Administrators should do this from team budgets.
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Supervised Contact

- All requests for this service need to be on a BAP application with full details of where, when and for how long it is needed ie twice a week for 2 hours per session in Bedford. It must be court directed or of a statutory nature. After BAP has agreed funding Referrals are made by the Social Worker to Purple Contact Centre directly. For out of area Contact please speak to Mandy Hyson
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Specialist Independent Assessments; Psychologist, Psychiatric, Parenting & Risk

- You must get BAP agreement before you recommend or agree an expert report during Legal Gateway and at court. If you are at court and are directed to contribute to something unexpectedly you still complete a BAP application for funding and attach the Court Directions/CMO minutes.
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Emergency & One Off Transport

- Anything that needs to happen within 3 working days or is a one off has to be organised by the Social Worker and is paid for by the team. Please use the approved provider list and referral form is available at <http://spintranet/departments/environserv/highways/transport/transportcoordination/Pages/default.aspx>
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Ongoing Transport

- Requests must be on a BAP application and a decision must be received before transport booked – if funding is agreed Social Worker then emails the decision from BAP and the completed Transport Request form to SC Transport email box. See above link for the request form.
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Specialist Therapies

- Request on a BAP application with supporting Assessments detailing the need and objectives of the work required. Please discuss with your Team manager if this request should go to MAP instead. If agreed then please complete a therapeutic referral form and discuss with Mandy Hyson
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Legal Advice

- This is usually discretionary. Applications must be on a BAP application and are usually only agreed when the LA is supporting the applicants within a child(ren)s SGO Support Plan or other Care Plan
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Special Guardianship, Residence or Adoption Orders

- All financial support packages must have an assessment of need showing the evidence for the request, be part of an attached Support

Plan and be agreed at BAP/MAP before being presented to Carers or filed at court.

- All SGO Support Plans must be agreed and signed off in principle by the Head of Service and Adoption Team Manager before being presented to BAP. Please see the Local Authority's Policy on this.

Informal Family and Friends section 17 payments

- Applications must be on a BAP application with a supporting Single Assessment evidencing need – this is usually a discretionary payment and is time limited. Contact Placements Team administrator if BAP agrees to fund.

Alternative education provision & Additional in-school support

- This should be discussed with Education professionals as to whether this should be heard at Bedford Education Panel (BEP) first. If not appropriate the request must be on a MAP application with supporting Assessment

Children with Disabilities Short Breaks and Respite care

- Request on a BAP application with supporting Assessments, CIN Meeting Minutes and/or LAC Reviews. Contact Justine Chandhar if BAP agrees a service

Children with Disabilities Direct Payments

- Request on a BAP application with supporting Assessments. Contact Jemma Webb if BAP agrees a service.

DNA / Substance Testing

- Request on a BAP application with supporting evidence for the service.
- Specify the number of substances and length of time testing required to cover and the anticipated impact of doing the test. Contact Placements Team Administrator if BAP agree to fund.

Family Group Conferences

- Bap application is not needed. Please contact the FGC coordinator directly Karen Osborne.

Cases that need to be heard at MAP are where the assessed need requires specialist or significant resources from one or more of the these professional groups; Health, Education & Social Care this includes requests for:

- Continuing care services
- CAMH services
- Specialist health or education placements externally commissioned
- Youth offending services
- Therapeutic services
- Residential placements externally commissioned

NB.

- **If a service ends sooner than expected or is no longer required please email BAP MAP to let us know**
- **There may be other services that are assessed as being needed that are not on this list**
- **If you are unsure if an application is needed please speak to the BAP MAP coordinator.**