

## COMPLETION OF INDIVIDUAL PLACEMENT AGREEMENTS (IPA) for placements on National contract – secure, residential or foster care

An IPA must be completed in advance of placement start for every child: completion involves the provider in addition to internal processes. If there may be delay the IPA must be completed no later than within 2 weeks of the placement starting



Select the relevant IPA papers: -  
secure care: residential care without education: residential care with education or independent fostering



Complete the IPA as fully as possible being clear about needs and intended outcomes given it is to those the provider is responding



Send the completed IPA to the provider who will complete their part of the form



In liaison with the provider check the details and whether they can meet the outcomes identified



The provider should then sign the IPA and return to the original referrer. Discuss with provider whether electronic signatures are agreeable and outcome of that discussion should be confirmed within email trail. **Alternatively** - hard copies will be sent at later date IN ADDITION TO that sent via email.



Send the completed and signed IPA by email to Jennifer Gordon (jennifer.gordon@moray.gov.uk), copy to Moira Duncan (moira.duncan@moray.gov.uk).  
Assuming PSG has agreed the placement being made, Jennifer Gordon confirm authorisation and return to Moira Duncan for circulation to all.



Moira Duncan will return the signed IPA to the provider; send the child's social worker a copy for the child's file (by email) and store in contract section.\* for foster placements Moira will copy to Carole Carthew, Manager, and Gil Nicol, Team Secretary, Placement Services Team Manager for budget management purposes.