

Table of changes

Date	Version	Summary of Amendments	Author
1 Jul 2020	1	n/a	JC
10 May 2022	2	Change to CEE	JC

General

This policy aims to set out the steps to be taken when a student is moved from one host family to another.

Every effort should always be made to uphold a placement unless a student or host family member is at risk.

Relocation due to risk

Where a risk presents itself if the student continues to live with the current host family, relocation will be initiated without undue delay.

A risk can be a risk to the student, such as but not limited to a risk to their physical or mental health and wellbeing, reputation or education, or a risk to a member of the host family. This includes the need to shield students or family members from infectious diseases.

Where a risk is involved, an Unusual Incident Form must be completed by the area manager immediately after the incident is known.

Relocation on request

In most cases, there is no risk. In that case, CEE's role is to mediate and only relocate as a last resort.

1. The national manager is in regular contact with students and families as this increases the chances of solving a problem before it escalates and leads to a need for relocation.
2. If a relocation request is mentioned by either the student or the host family, the national manager will endeavour to arrange a meeting (face to face or via video call) within 24 hours. The meeting must be scheduled within 48 hours.
3. Every attempt should be made to have a meeting with the family and student together. The student must be given the opportunity to have a meeting or part of the meeting without a host family member. This can be before or after meeting with the family. The national manager should ensure that the student doesn't feel overheard by family members in another room. If required,

she must leave the home with the student to ensure privacy. The national manager must respect everyone's right to express their opinion and ensure this is done in a polite and gentle way.

4. a. If a relocation is unavoidable, the student/family or both will fill in the appropriate relocation request form.
b. If it appears viable to continue with the placement, a plan of action will be drawn up. The national manager will provide head office with detailed notes, so that the plan can be written and sent to all parties including the partner organisation and through them the natural parents.
5. A relocation report form must be completed by the national manager before the student moves.
6. The national manager informs the school and social services as required and enters the new family's name and address and the moving date in the student's file on the student database.
7. Where possible, a CEE staff member is present during the relocation.
8. The national manager checks in with the student within 7 days of relocation.