Children Looked After Process (Social Worker)
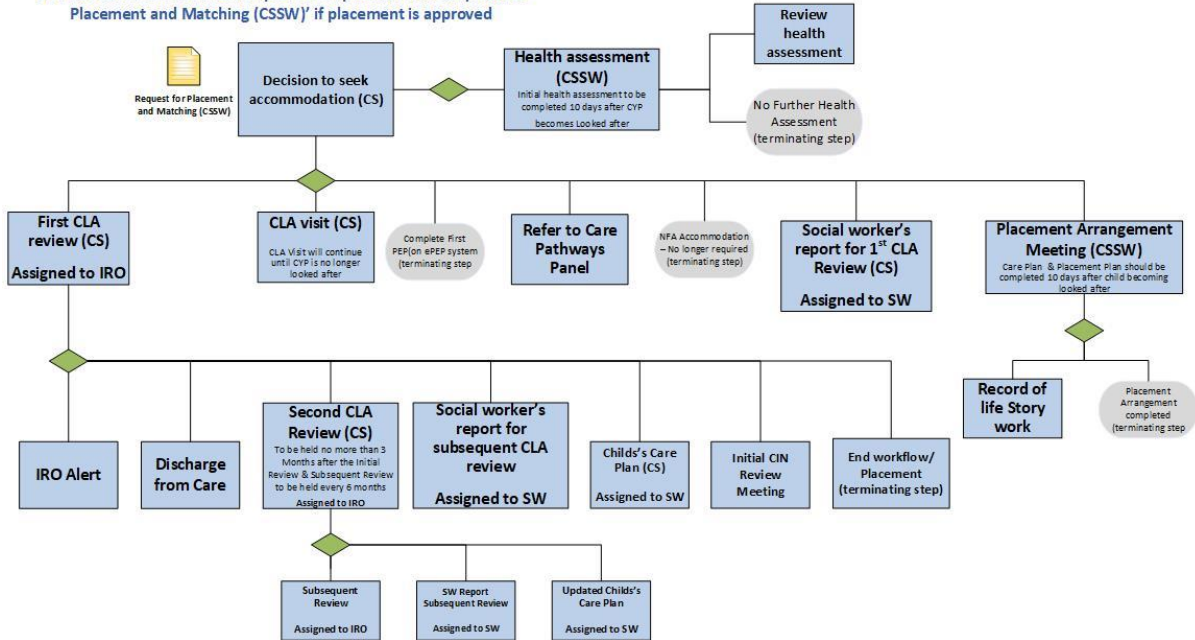
Contents

Version History

December2021	Manual created
March 2024	Updated CLA Process
December 2024	CLA Process – Social Worker

Children Looked After Workflow

A Decision to seek accommodation can be initiated from the start menu by a worker, or an outcome of from the MASH Contact and Referral, C & F Assessment, Initial CIN & Reviews, Section 47 Enquiry, Initial CP Conference and Review's, Legal Planning Referral and Recommendations, Initial CYPDS Short Breaks/Preparing for Adulthood Assessment and Plan (CSSW) this can be assigned to a worker

Within the Decision to seek accommodation workflow step – The SW and Resources will need to complete the optional form 'Request for Placement and Matching (CSSW)' if placement is approved

Request for Placement and Matching (CSSW)

Decision to seek accommodation (CS)

Health assessment (CSSW)
Initial health assessment to be completed 10 days after CYP becomes Looked after

Review health assessment

No Further Health Assessment (terminating step)

First CLA review (CS)
Assigned to IRO

CLA visit (CS)
CLA Visit will continue until CYP is no longer looked after

Complete First PEP(on ePEP system (terminating step)

Refer to Care Pathways Panel

NFA Accommodation – No longer required (terminating step)

Social worker's report for 1st CLA Review (CS)
Assigned to SW

Placement Arrangement Meeting (CSSW)
Care Plan & Placement Plan should be completed 10 days after child becoming looked after

IRO Alert

Discharge from Care

Second CLA Review (CS)
To be held no more than 3 Months after the Initial Review & Subsequent Review to be held every 6 months
Assigned to IRO

Social worker's report for subsequent CLA review
Assigned to SW

Childs's Care Plan (CS)
Assigned to SW

Initial CIN Review Meeting

End workflow/ Placement (terminating step)

Record of life Story work

Placement Arrangement completed (terminating step

Subsequent Review
Assigned to IRO

SW Report Subsequent Review
Assigned to SW

Updated Childs's Care Plan
Assigned to SW

Children Looked After Process Social Worker Action List

Decision to seek accommodation
1. Initiate Decision to seek accommodation (CS)
2. Complete sections 1-3 of form and section 4 Next actions, adding the next actions (note that some can be sent early, use check box)
3. Send the Request 'Request Team Manager Authorisation – Approve Referral' to your team manager
4. Once approved resume the Decision to seek accommodation (CS) work step and complete the optional form Request for placement and matching (CSSW)
5. Send the Request 'Send Referral to resources' to the Duty Worker CSSW Resources
6. Once approved the Duty Worker CSSW Resources will Finish the work step

Health assessment (CSSW)
1. Pick up work step from your incoming work folder and start
2. Complete optional IHA form
3. Send the Request 'Pass to LAC Health Team' Request to the LAC Health Team
4. Once approved the LAC Health Team will Finish the work step

Placement Arrangement Meeting (CSSW)
1. Pick up work step from your incoming work folder and start
2. Complete optional Placement Plan form
3. Add the Next action Record of Life Story
Send the Request 'Team Manager Authorisation' to your team manager
Note: Your manager should authorise your report, however there may be times when your report may need further work. Continually check that the work icon has not changed with a red arrow 🖼️ *and is present in your work folder. If this is the case Resume the work and view the comments in the Request that was originally sent and make amendments/additions as instructed. You will then need to resend the Team Manager Authorisation Request.*
4. Once approved the manager will Finish the work step

Social worker's report 1st CLA Review (CS)
1. Pick up work step from your incoming work folder and start
2. Complete invite list
3. Send the Request sending the Send Invitations (CLA) Request
4. Finish the remainder of the report and add the next action Report Complete
5. Send Request 'Team Manager Authorisation' to your team manager
Note: Your manager should authorise your report, however there may be times when your report may need further work. Continually check that the work icon has not changed with a red arrow 🖼️ *and is present in your work folder. If this is the case Resume the work and view the comments in the Request that was originally sent and make amendments/additions as instructed. You will then need to resend the Team Manager Authorisation Request.*
6. Once approved the manager will send notification Requests 'Team manager to notify CLA admin to send out social work report' and 'Team manager to notify IRO social work report complete' to Business Support and IRO respectively then Finish the work step

Child's care plan (CS)
1. Pick up work step from your incoming work folder and start
2. Update the care plan
3. Send Request 'Team Manager Authorisation' to your team manager
Note: Your manager should authorise your report, however there may be times when your report may need further work. Continually check that the work icon has not changed with a red arrow 🖼️ *and is present in your work folder. If this is the case Resume the work and view*

the comments in the Request that was originally sent and make amendments/additions as instructed. You will then need to resend the Team Manager Authorisation Request.

4. Once approved the manager will send a Notification Request 'Admin to distribute care plan to child' to CLA Business Support then Finish the work step

Social worker's report for subsequent CLA Review (CS)

1. Pick up work step from your incoming work folder and start
2. Complete invite list
3. Send the Request sending the Send Invitations (CLA) Request
4. Finish the remainder of the report and add the next action Report Complete
5. Send Request 'Team Manager Authorisation' to your team manager
   Note: Your manager should authorise your report, however there may be times when your report may need further work. Continually check that the work icon has not changed with a

   red arrow *and is present in your work folder. If this is the case Resume the work and view the comments in the Request that was originally sent and make amendments/additions as instructed. You will then need to resend the Team Manager Authorisation Request.*
6. Once approved the manager will send notification Requests 'Team manager to notify CLA admin to send out social work report' and 'Team manager to notify IRO social work report complete' to Business Support and IRO respectively then Finish the work step

Decision to seek accommodation (CS)

The 'Decision to seek accommodation (CS)' work step records the decision to accommodate the child(ren) and the management approval for it, without this step the CLA process cannot begin.

The 'Decision to seek accommodation (CS)' is a 'Next Action' available from the following workflow Steps

- Child and family assessment (CSSW)
- Child or young person in need review (CSSW)
- Initial child protection conference (CSSW)
- Initial CYPDS Short Breaks/Preparing for Adulthood Assessment and Plan (CSSW)
- MASH contact and referral (CSSW)
- Review child protection conference (CSSW)
- Section 47 enquiry (CSSW)
- Care Pathways Referral & Panel Recommendations

Please note Only complete as a sibling group piece of work if all siblings are to be placed together.

The Decision to seek accommodation is available as a group workflow step and you can start step from the group summary screen

Group Icon workflow added to multiple children

Workflow added to one child

Left click onto [icon] and then start work from the *Incoming work* or *Group Screen*

Complete Sections 1 – 3 and please note that Section 1 *Details and history* and Section 3 *Decisions* are group enabled complete the history and decisions for each child

Once the form has been completed send the Team Manager Authorisation – Approve Referral (SW to send) Request to your Team Manager

Click onto the request icon and then click onto request

Select the Request – **Required** Team Manager Authorisation

Use the scroll bar if you are unable to view the *Pass to worker field*

Find the appropriate Manager/SP and the select OK

Select ❎ to Save and Close workflow step

And the following message will appear and click on *Yes* to indicate that you wish to save and exit

You will be able to keep track of the progress of the Request by viewing the work in your incomplete work folder and keeping an eye on the work icon. Once the Request has been authorised you will see that the work icon has changed with a green tick icon

At this point you will need to resume the Decision to seek accommodation (CS) to complete the 'Request for placement and matching (CSSW)' form by clicking on the document and envelope icon found on the toolbar.

Click onto the optional form and letters icon
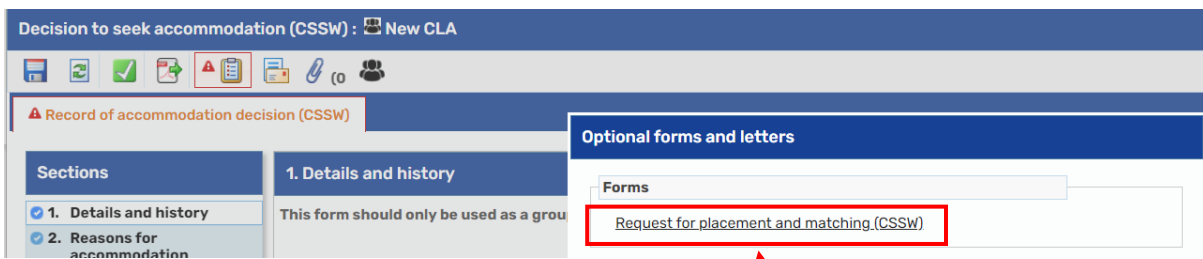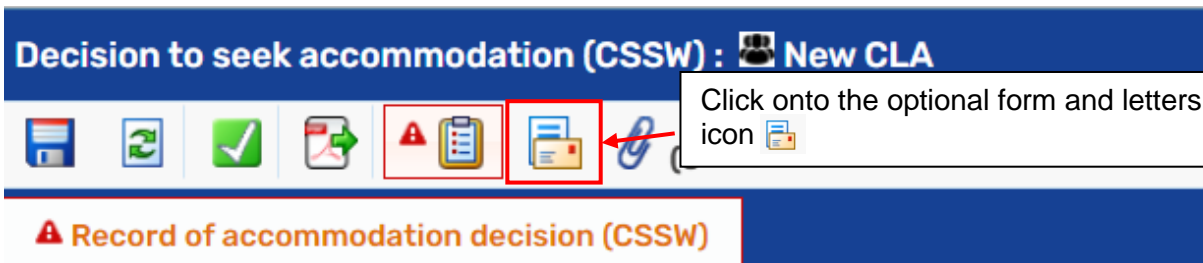
Select the *Request for placement and matching (CSSW)*

The 'Request for placement and matching' form will now be available within the work step as a second tab

The Social worker needs to complete *Sections 1 – 5*

Once all sections have been completed, a 'Send Referral to Resources (SW to send)' Request should be sent to the Resource team

Click onto the request icon and then click onto request

Select – *Send Referral to resources (SW to Send*)

Use the scroll bar if you are unable to view the *Pass to worker field*

From the drop-down menu – select *Duty Worker CSSW Resources* and click *OK*

It is good practice to add the 'Next Actions' in Section 4 of the Record of accommodation decision (CSSW) form to enable some of the work to be started (send immediately)

Section 4 Next Actions Select *Add*

Consider where a next action can be group enabled, A *Social worker's report for 1st CLA review (Send to SW)* cannot be group worked and must be sent individually
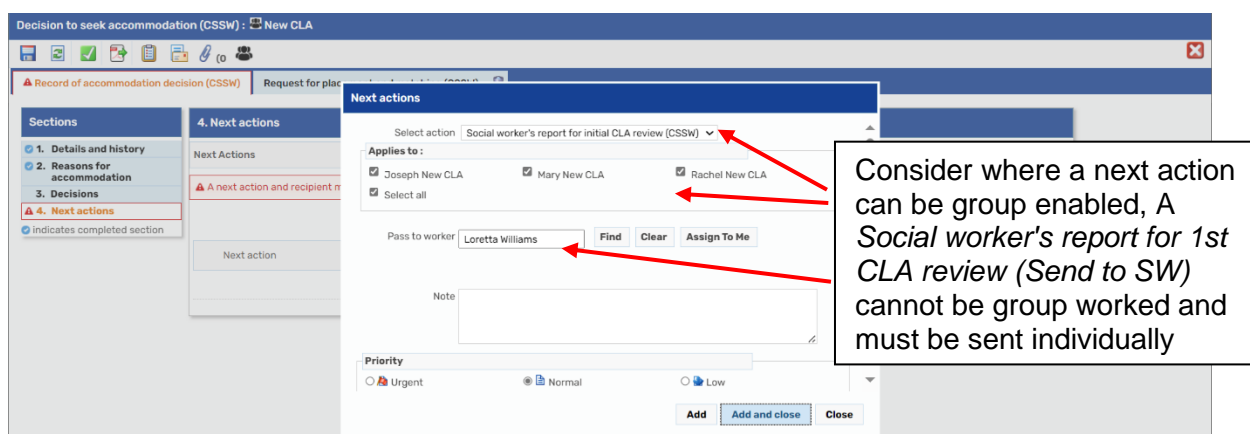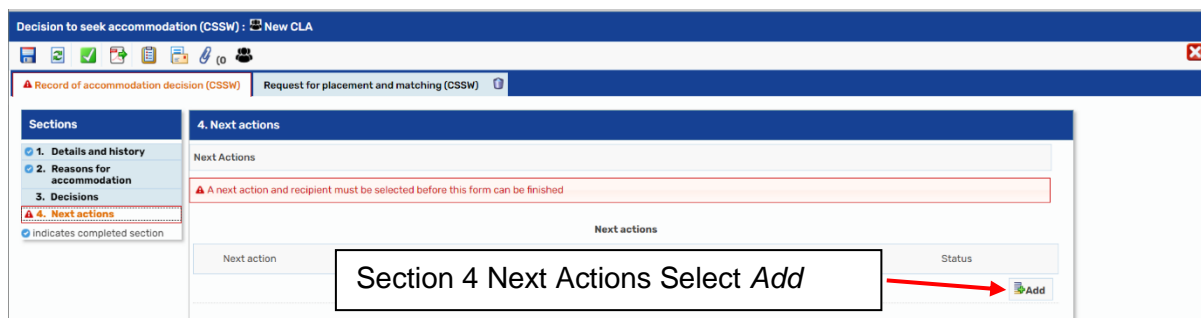
Once you click on Add you may see warning messages appear indicating that there are missing next actions that are still required to be added

If a *Social worker's report for 1st CLA review* has been selected against a sibling group you will receive a note that the selected next action is not available for multiple subjects. A separate action will be created for each person selected. Click OK

If you have not added all the appropriate next actions, a warning note will appear, advising of the workflows steps that need to be added

Next actions required for CLA process

Next Actions	Send Immediately	Group Enabled	Assigned
Social worker's report for 1st CLA review (Send to SW)	No	No - you will have social work report for each child	Social Worker
Start first child looked after review	No	No, you will have looked after review for each child	IRO
Complete first PEP (on ePEP system)	No	N/A	N/A
Placement Arrangement Meeting (CSSW	Yes	No, you will have Placement arrangement meeting for each child	Social Worker
Initial health assessment	Yes	No, you will have Health Assessment for each child	Social Worker
CLA visit (CSSW)	Yes	Yes, please note ONLY if Children are placed together	Social Worker

Next actions required for a Change of Placement

Next Actions	Send Immediately	Group Enabled	Assigned
NFA - Placement change only for current CLA	No	Yes	N/A
Placement Arrangement Meeting	Yes	No, you will have Placement arrangement meeting for each child	Social Worker

Select ❌ to Save and Close the work step
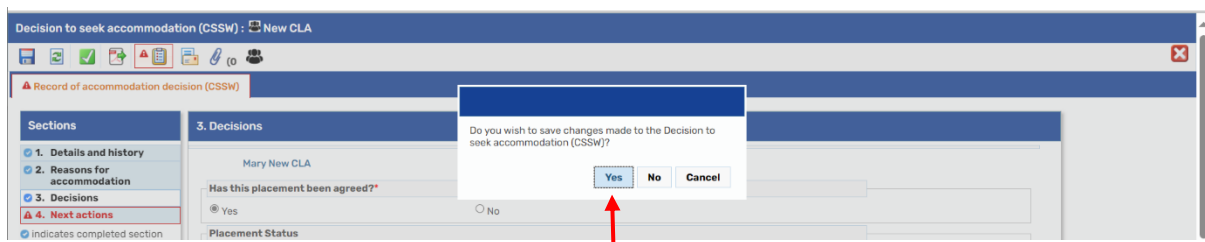
And the following message will appear and click on *Yes* to indicate that you wish to save and exit

Note the following:

The Resource Team will complete the Send Referral to Resources Request once the placement has started.

The Resource Team will notify LAC Admin to update the Placement codes on Mosaic by sending the Mandatory Notify LAC Admin to update placement codes (Resources to send) Request once the placement has been agreed.

The Resource Team will Finish the Decision to seek accommodation (CS) work step

Health assessment (CSSW)

The initial Health assessment can be picked up from your incoming work folder

In the Health assessment, use the forms and letters icon 📠 select the appropriate form

Click onto the Optional forms and letters icon 📠

Select the appropriate IHA form

On completion of the form, send the 'Pass to LAC Health Team' Request to the LAC Health Team

Once completed Click onto the request icon

Complete Section 2 Part A

Select *Pass to LAC Team*

From the drop-down select *LAC Health Team* And then click *ok*

It is good practice to add the next actions prior to saving and closing the work step

Select *the appropriate* next action e.g. *Review health assessment*

The *Schedule Date* will pre-populate, this can be updated

Pass to appropriate worker and then *Add and close*

Select ❎ **to Save and Close workflow step**

Health assessment (CSSW) : Joseph New CLA 2207656

Child Looked After health assessment (CSSW) | CoramBAAF - IHA - Children 0-9

Sections
1. Child Health Assessment
2. Next actions

○ indicates completed section

2. Next actions

Next Actions

Do you wish to save changes made to the Health assessment (CSSW)?

Yes   No   Cancel

Next actions

And the following message will appear and click on *Yes*

Note that the Health assessment work step will appear within your incomplete work folder until the LAC Health Team have finished with the assessment/request

Placement Arrangement Meeting (CSSW)

The Placement Arrangement Meeting can be picked up from your incoming work folder

Left click on the work icon and then start work, you can start the work from your *Incoming work* folder or on the *person summary screen*

In the Placement Arrangement Meeting, use the forms and letters icon to select the Placement plan

Click onto the Optional forms and letters icon

Select the Placement Plan

Placement Arrangement Meeting (CSSW) : Joseph New CLA 2207656

1. Child/young person's details

Sections:
- 1. Child/young person's details
- 2. Details of involved professionals
- 3. Placement details
- 4. All about the child/young person
- 5. Contact arrangements
- 6. Emotional and behavioural development and self-care skills
- 7. Health
- 8. Education
- 9. Visits
- 10. Financial support
- 11. Placement duration and ending
- 12. Additional information for placements made under section 20
- 13. Additional information for detention plans
- 14. Additional information - recording and sharing

Will this be used as the detention placement plan?
○ Yes   ○ No

ID 2207656
Name Joseph New CLA
Date of birth 10/01/2015
Address 42 Mornington Crescent London

Ethnicity White
Religion
Communication needs (including language)

Current legal status -- Please Select --
Any information regarding legal status/immigration status/remand status

Complete all sections 1 - 14

Placement Arrangement Meeting (CSSW) : Joseph New CLA 2207656

⚠ Next actions form   Placement Plan

1. Actions Taken

Sections:
- ⚠ 1. Actions Taken
- ✓ indicates completed section

Subject Details   *indicates required field

Find Subject [Find]
First Names* Joseph
Last Names New CLA

⚠ A next action and recipient must be selected before this form can be finished

Next actions
Reason   Note   Priority   Status
[Add]

Ensure that you are on the Next Actions tab and select *Add*

Placement Arrangement Meeting (CSSW) : Joseph New CLA 2207656

⚠ Next actions form   Placement Plan

1. Actions Taken

Sections:
- ⚠ 1. Actions Taken
- ✓ indicates completed section

Subject Details

Find Su...
First Na...
Last N...

⚠ A next action and recipient m...

Next action

□ Section completed

Next actions

Select action Record of Life Story Work
☑ Send Immediately?
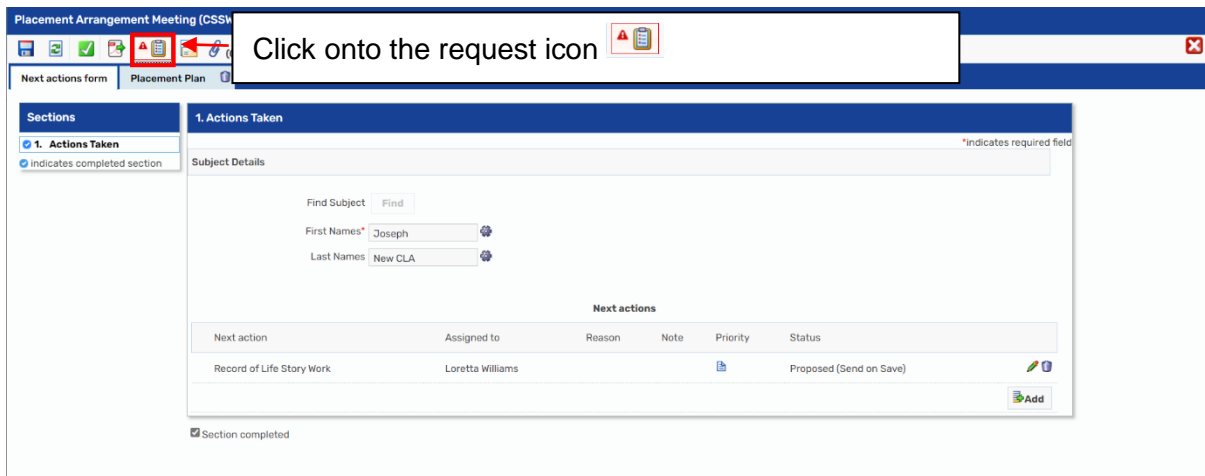Pass to worker Loretta Williams [Find] [Clear] [Assign To Me]
Note

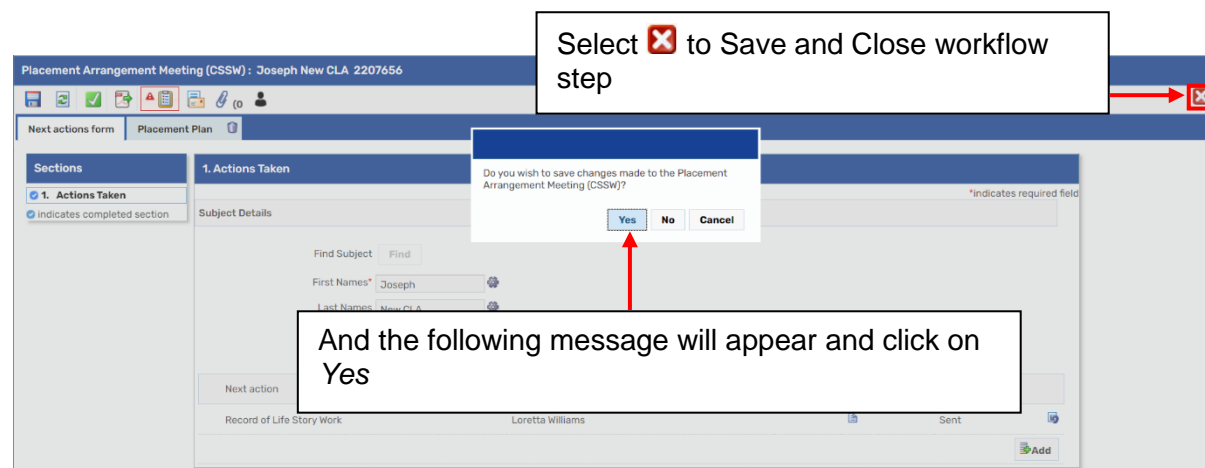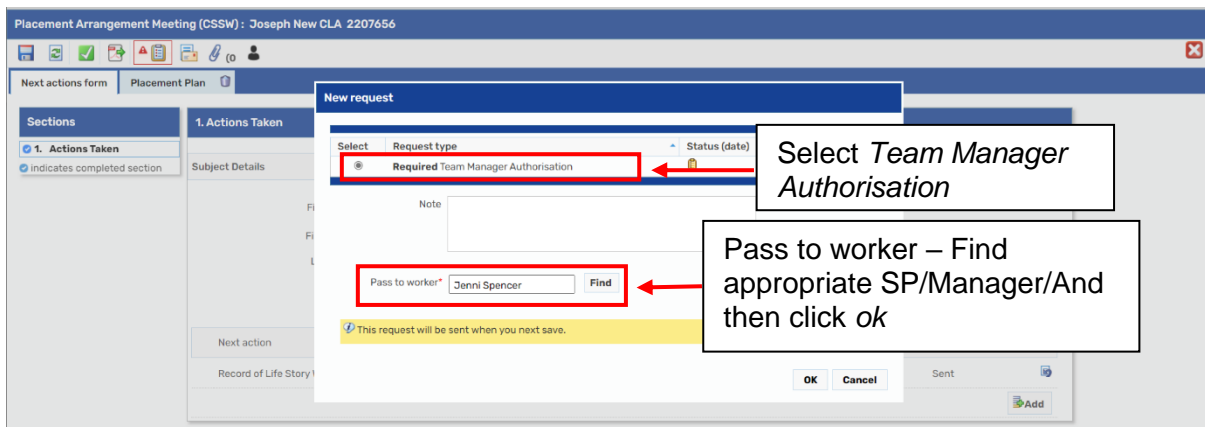Priority
○ 🔺 Urgent   ● 📄 Normal   ○ 🔵 Low

[Add] [Add and close] [Close]

[Add]

Section 1 Next actions, Select *Record of Life Story Work* from the drop-down menu_, please note_ this can be sent immediately by clicking into the check box, pass to worker (find the *social worker*) and then *Add and close*

On completion you will need to send a Team Manager Authorisation Request to your team manager

Click onto the request icon

And you will be brought into the Request screen

Select *Team Manager Authorisation*

Pass to worker – Find appropriate SP/Manager/And then click *ok*

Select ❌ to Save and Close workflow step

And the following message will appear and click on *Yes*

The manager will finish the work step upon approval

Social worker's report 1st CLA Review (CS)

The Social Worker's report will be sitting within your Incoming Work Folder.

Please note As soon as the report work step is Finished (manager has authorised and finished the work step) you will need to notify the IRO via email/teams or telephone

The social worker's report **MUST** be completed before the IRO starts the First CLA Review and should be completed at least 5 days before the Review

Left click onto [icon] and then start work
From the *Incoming work* folder or on the *person summary screen*
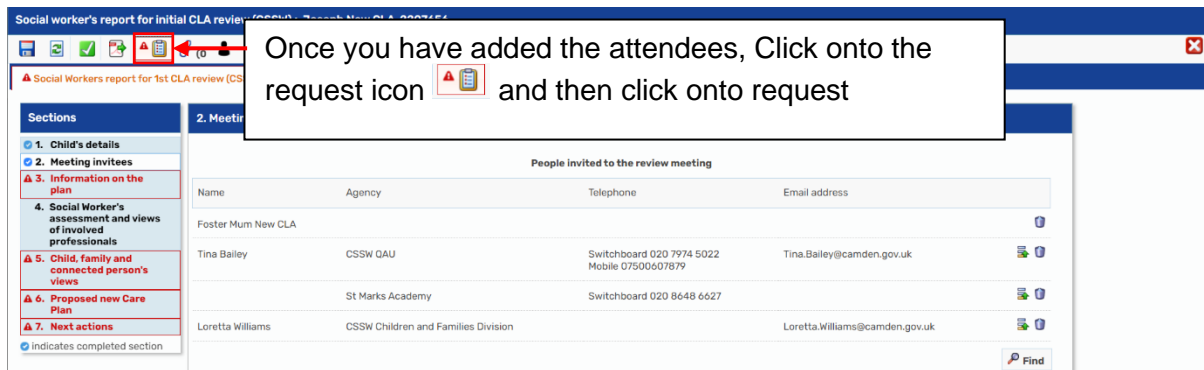
In the Social Worker's Report 1st CLA Review complete the invitation list

Complete Section 1 *Child's Details* and Section 2 *Meeting invitees*
Select *Find* to attend, attendees

The Find party window will allow you to search for parties

Select **Find Person** *to Add e.g. Family member/Foster carer*
Find Worker – to *Add e.g. IRO/Social Worker*
Organisation – to *Add School*
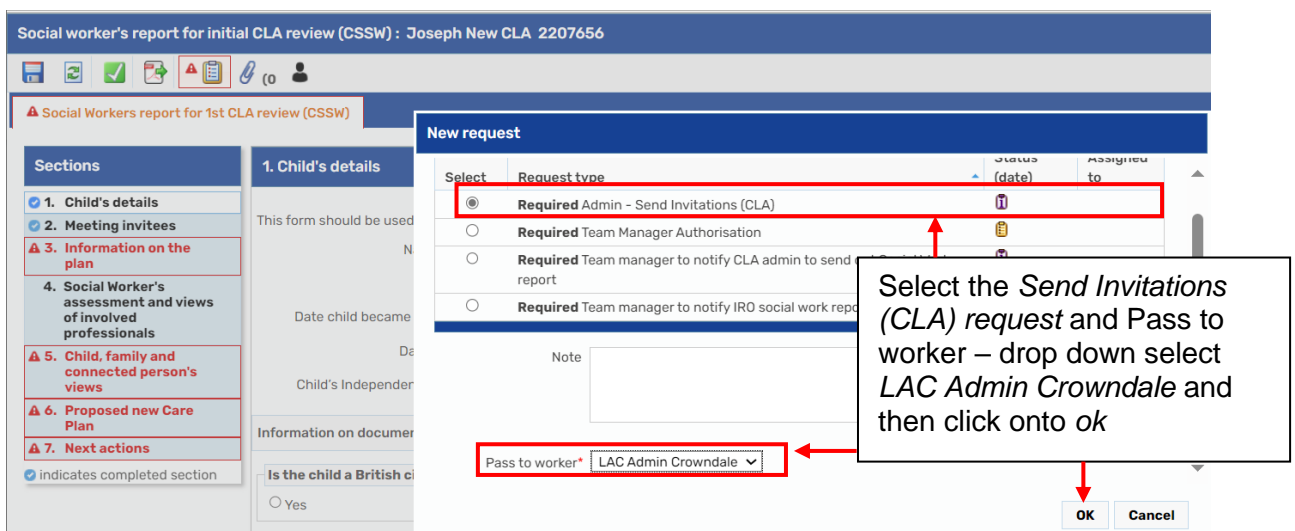**Manual input** *if not on Mosaic*

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You will then need to inform business support to send invites to the Review by sending the Send Invitations (CLA) Request. Use the Request icon

Once you have added the attendees, Click onto the request icon and then click onto request
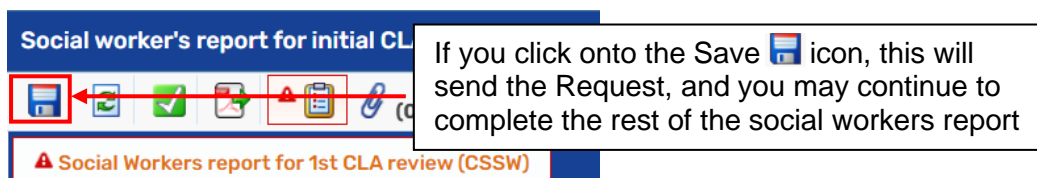
This will bring up a list of Request which can be sent

Select the *Send Invitations (CLA) request* and Pass to worker – drop down select *LAC Admin Crowndale* and then click onto *ok*

If you click onto the Save icon, this will send the Request, and you may continue to complete the rest of the social workers report

Social worker's report for initial CLA review (CSSW) : Joseph New CLA 2207656

⚠ Social Workers report for 1st CLA review (CSSW)

Sections	3. Information on the plan
1. Child's details	*indicates required field
2. Meeting invitees	Details of child's current placement
3. Information on the plan	
4. Social Worker's assessment and views of involved professionals	**Find** **Clear**
⚠ 5. Child, family and connected person's views	Name of carer* Foster Mum New CLA
⚠ 6. Proposed new Care Plan	Type of placement* Placement with other foster carer - not long term or FI
⚠ 7. Next actions	Date current placement started 18/03/2024
✓ indicates completed section	If any of the above information is incorrect, please update on the front screen
	Reason for child being looked after
	Why is accommodation needed for this / these child(ren) / young person(s)? DTSA
	?
	What is the overall care plan for this child?* Return to birth family within six months
	Has the child been seen alone since the last review?*
	● Yes ○ No
	Has the child's bedroom been seen since the last review?*

Section 3. *Information on the plan* Click on *Find* to search for the Carer and the carer's name will pre-populate to the *Name of Carer* field. *Type of Placement* will pre-populate from the Looked after episodes on the person summary screen (If blank, note that this is recorded by LAC Admin and you may need to send a gentle reminder to them)

Social worker's report for initial CLA review (CSSW) : Joseph New CLA 2207656

⚠ Social Workers report for 1st CLA review (CSSW)

Sections	4. Social Worker's assessment and views of involved professionals
✓ 1. Child's details	Please provide an updated assessment on:
2. Meeting invitees	• How the child is presenting and their views, wishes and feelings
✓ 3. Information on the plan	• The child's needs and developmental progress in relation to milestones
✓ 4. Social Worker's assessment and views of involved professionals	• How things a...
✓ 5. Child, family and connected person's views	• The child's re...
⚠ 6. Proposed new Care Plan	• Any significa... • How resilien... ild enjoys
⚠ 7. Next actions	• Contact arra... • ny planned...
✓ indicates completed section	CFA - Family...
	Views of other professional(s) / guardian(s)

Complete Sections 4 *Social Worker's assessment and view of involved professionals* and Section 5 *Child, family and connected person's views*

Section 6 – *The Proposed new Care Plan* – details should pre-populate from the information recorded on the child and family assessment or the UASC Assessment.

Click on *Add* to add further proposed details onto the Care Plan

Click on the *delete icon* 🗑 *to remove* details

Click on the *pencil icon* ✏ *to edit* details and you will be brought into the following screen

Using the Add button will allow you to add an additional entry to the table

Select the subject and complete the following.

What are the child's care needs and how will they be met?
*What actions need to be taken?*
Who will be responsible?
When does it need to be done?

Select *Add* if you wish to add more details or Add and close if you have finished adding to the proposed care plan.

Proposed Health plan

What actions will be taken	Who will be responsible	When does it need to be done	
			Add

Within Section 6 click on *Add* to add the proposed health plan. And proposed Education Plan (PEP) – follow guidance as above
Please note The Health Plan and Education Plan will not prepopulate from the child and family assessment or the UASC Assessment

Proposed Education plan (PEP)

...e	Who will be responsible	When does it need to be done	How will the pupil premium be used to support this action	
				Add

Please ensure that Proposed Care Plan, Proposed Health Plan and Proposed Education Plan (PEP) are updated, as this information will pre-populate into the CLA Chairs Report and record of Review for the chair to review and update the progress on the Plan

Please note: If you have answered yes to the *Is exploitation a concern*? The Proposed *Exploitation Plan* will be displayed, with information pre-populated from the *Exploitation Response Meetings*

Proposed Exploitation plan

What needs to change to reduce risk and increase support	What actions will be taken	Who will be responsible	When does it need to be done
What needs to change to reduce risk and increase support? Initial Exploitation Response Meeting	What actions will be taken? Initial Exploitation Response Meeting	Who will be responsible? Initial Exploitation Response Meeting	When does it need to be done? Initial Exploitation Response Meeting

Upon completion of the report please add the outcome Report completed

Social worker's report for initial CLA review (CSSW) : Joseph New CLA 2207656

⚠ Social Workers report for 1st CLA review (CSSW)

Sections

- ✓ 1. Child's details
- ✓ 2. Meeting invitees
- ✓ 3. Information on the plan
- ✓ 4. Social Worker's assessment and views of involved professionals
- ✓ 5. Child, family and connected person's views
- ✓ 6. Proposed new Care Plan
- ⚠ 7. Next actions
- ✓ indicates completed section

7. Next actions

Next Actions

⚠ A next action and recipient must be selected before this form can be finished

Next action	Status
	Add

Section 7 Next Actions and select *Add*

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Social worker's report for initial CLA review (CSSW) : Joseph New CLA 2207656

Section 7 *Next actions*, there is only one option from the drop-down menu – select *report complete,* and this next action cannot be assigned and then *Add and close*

You will need to gain authorisation from your team manager by sending the Team Manager Authorisation Request

Click onto the request icon and then click onto send request

Select Team Manager Authorisation.
(This request should be sent before you notify the IRO) as it needs Managers authorisation first

Pass to worker – Find appropriate SP/Manager/And then click *ok*
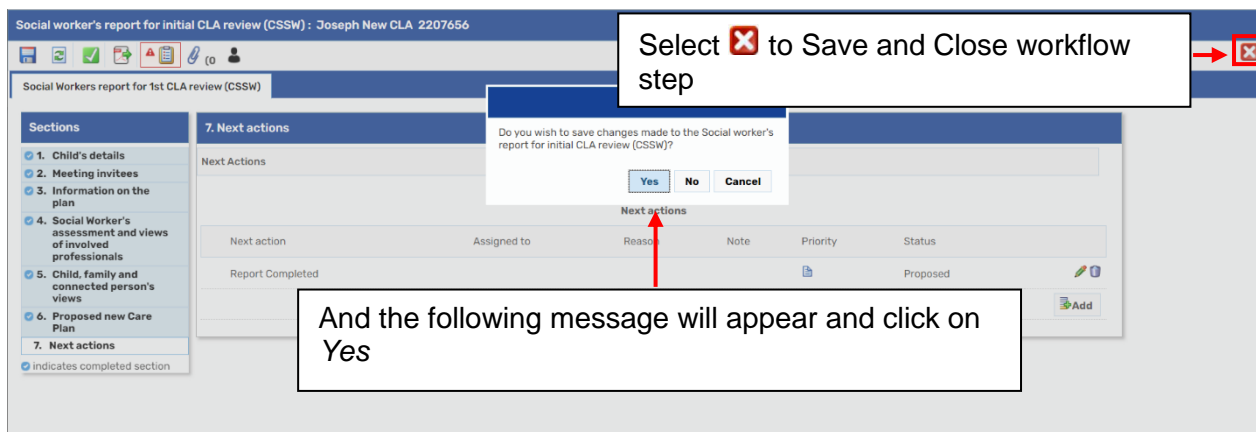
Select ⊠ to Save and Close workflow step

And the following message will appear and click on *Yes*

Once approved the manager will send notification Requests 'Team manager to notify CLA admin to send out social work report' and 'Team manager to notify IRO social work report complete' to Business Support and IRO respectively then Finish the work step, however there may be times when your report may need further work. Continually check that the report is no longer in your incomplete work folder and that the work icon has not changed to

 with a red arrow. If this is the case resume the work and view the comments in the Request that was originally sent and make amendments/additions as instructed. You will then need to resend the Team Manager Authorisation Request.

Child's care plan (CS)

Once the Review workflow step has been finished by the IRO, they will have assigned you the Child's care plan (CS) for update.

Based on the recommendations and views of the IRO the social worker/personal advisor will update the child or young person's care plan.
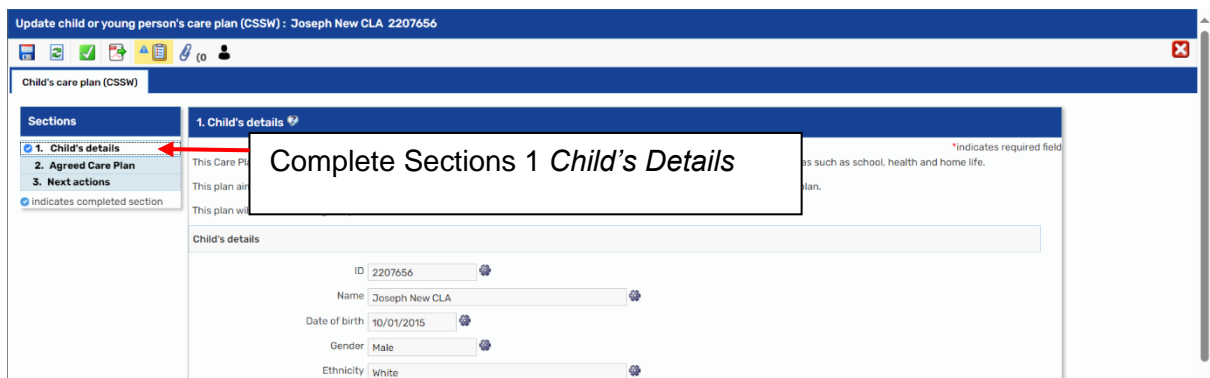
Please note: The Child's care plan (CS) workflow step must be finished before you start the Social workers Report Subsequent CLA Review, as this will affect the pre-population

The Child's care plan will be available to start from your incoming work folder or from the person summary screen

Left click onto [icon] and then start work
From the *Incoming work* folder or on the *person summary screen*

In the Child's care plan

Complete Sections 1 *Child's Details*

Update child or young person's care plan (CSSW) : Joseph New CLA 2207656

Child's care plan (CSSW)

Sections	**2. Agreed Care Plan**
1. Child's details	
2. Agreed Care Plan	*indicates required field
3. Next actions	
indicates completed section	*IRO views and recommendations*

IRO views and recommendations* First CLA Review

Complete Sections 2 *Agreed Care Plan* - The IRO views and recommendations will prepopulate from the Review, in this example First CLA Review

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3. Next actions				
indicates completed section	**Does the IRO endorse the plan?***			
	○ Yes	○ N		

Click on the *delete icon* 🗑 *to remove* details
Click on the *pencil icon* ✏ *to edit* details and you will be brought into the following screen

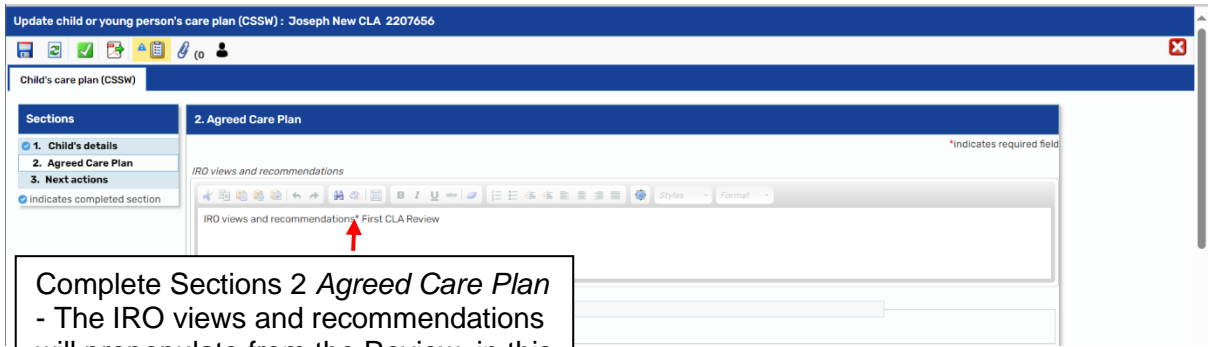| What are the child's care needs and how will they be met	What actions will be taken	Who will be responsible	When does it need to be done	
Changes to meet the child/ young person's needs (outcome)	Action to be taken	Responsible person	When it needs to be done	✏ 🗑
School attendance needs improvement	As soon as possible	Social Worker/Parent/Foster Carer	As soon as possible	📋✏🗑
Joseph's physical health needs to be met. Joseph to receive regular health care according to his individual needs.	Foster Carer to book welfare-check due health appointments for Joseph (GP, Hearing, Dentist and Optician).	Foster carer	As soon as possible	📋✏🗑
				📋 Add

Permanence planning

What are the child's care needs and how will they be met	What actions will be taken	Who will be responsible	When does it need to be done

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Update child or young person's care plan (CSSW) : Joseph New CLA 2207656

Child's care plan (CSSW)

Sections	**2. Agreed Care Plan**
1. Child's details	
2. Agreed Care Plan	*IRO views and recommendatic*
3. Next actions	IRO views and recommenda
indicates completed section	

Agreed care plan

Select Subject:*

☑ Joseph New CLA   ☐ Select all

What are the child's care needs and how will they be met: Changes to meet the child/ young person's needs (outcome) Update

What actions will be taken: Action to be taken - Update

Who will be responsible: Responsible person - Update

Does the IRO endorse the p
○ Yes

Subjects	What are the ch... met
Joseph New CLA	Changes to me (outcome)
Joseph New CLA	
Joseph	

Select the subject and Amend the details, and click onto *Save Changes*

[Save changes] [Cancel]

		Worker/Parent/Foster Carer		
Joseph's physical health needs to be met. Joseph to receive regular health care according to his individual needs.	Foster Carer to book welfare-check due health	Foster carer	As soon as possible	

Click on *Add*, to add new details the care plan. And you will be brought into the following screen

Add

Update child or young person's care plan (CSSW) : Joseph New CLA 2207656

Child's care plan (CSSW)

Sections
- ✓ 1. Child's details
- 2. Agreed Care Plan
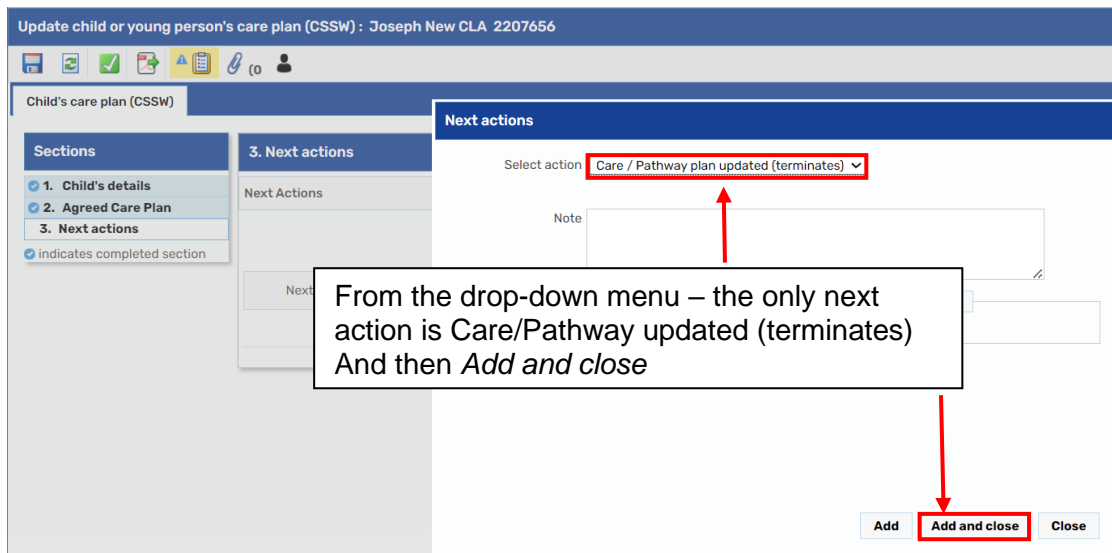- 3. Next actions
- ✓ indicates completed section

IRO views and recommendations* First CLA Review

Does the IRO endorse the

● Yes

Subjects | What are the ... met

Joseph New CLA | Changes to m... (outcome) Up...

Joseph New CLA | School attend...

Agreed care plan

Select Subject:*

☑ Joseph New CLA ☐ Select all

What are the child's care needs and how will they be met | What are the child's care needs and how will they be met – New Issues added at update child of young person's care Plan

What actions will be taken | What actions will be taken – New Issues added at update child of young person's care Plan

Who will be responsible | Who will be responsible – New Issues added at update child of young person's care Plan

...ed to be done. New Issues update child of young person's...

Add | **Add and close** | **Close**

Select the subject and add details, Click on *Add* if you wish to Add more details and *Add Close,* if you finished

---

Update child or young person's care plan (CSSW) : Joseph New CLA 2207656

Child's care plan (CSSW)

Sections
- ✓ 1. Child's details
- ✓ 2. Agreed Care Plan
- 3. Next actions
- ✓ indicates completed section

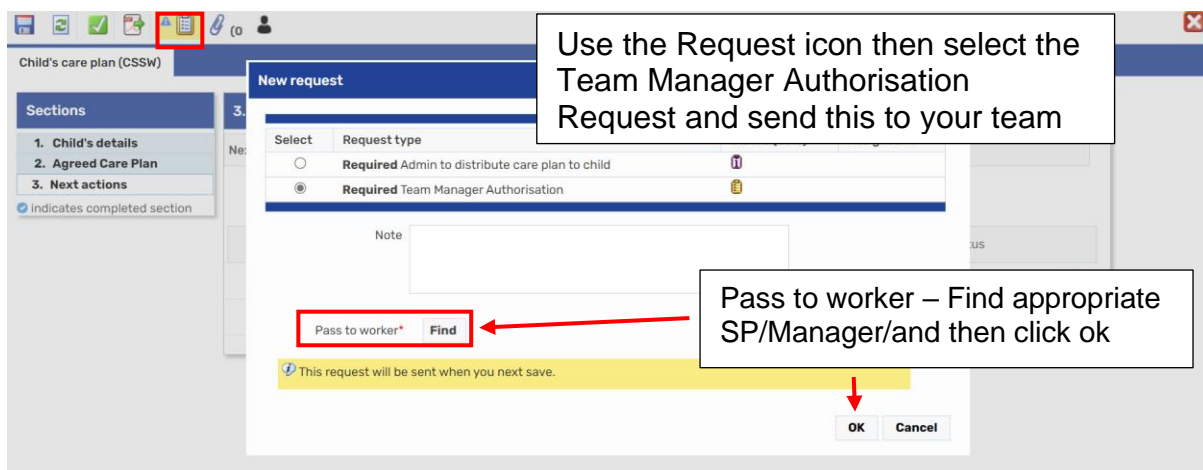**3. Next actions**

Next Actions

Next actions

Next action		Status

Complete Section 3 *Next actions* Click *Add*

Add

Update child or young person's care plan (CSSW) : Joseph New CLA 2207656

From the drop-down menu – the only next action is Care/Pathway updated (terminates) And then *Add and close*

You will also need to gain authorisation from your team manager by sending the Team Manager Authorisation Request

Use the Request icon then select the Team Manager Authorisation Request and send this to your team

Pass to worker – Find appropriate SP/Manager/and then click ok

Select ❌ to Save and Close workflow step

And the following message will appear and click on *Yes*

Your manager will authorise your report and finish the work step, however there may be times when your Plan may need further work. Continually check that the Plan is no longer in your incomplete work folder and that the work icon has not changed 🖼️ with a red arrow. If this is the case resume the work and view the comments in the Request that was originally sent and make amendments/additions as instructed. You will then need to resend the Team Manager Authorisation Request. Once approved the manager will send a Notification Request 'Admin to distribute care plan to child' to CLA Business Support then Finish the work step

Social worker's report subsequent CLA review (CS)

The IRO will assign the Social worker's report for subsequent CLA review (CS) to the social worker. This will be ready for you to start in your incoming work folder.

Please note: The updated child or young person's care plan workflow step must be finished before you start the Social workers Report Subsequent CLA Review, as this will affect the pre-population

Please note As soon as the report work step is Finished (manager has authorised and finished the work step) you will need to notify the IRO via email/teams or telephone

When ready start the work to update the invitee list, then send the Admin – Send Invitations (CLA) Request to inform Business Support to send off the invites to the invitee list

Select	Request type		Status (date)	Assigned to
○	**Required** Admin - Send Invitations (CLA)	▲	🛢	

Complete the remainder of the Report and update the plan

Complete Section 3 *Information on the plan* and Section 4 Review the child's current care plan.
The plan will pre-populate from the updated child or young person's care plan
Click on the *pencil icon* 🖉 to edit
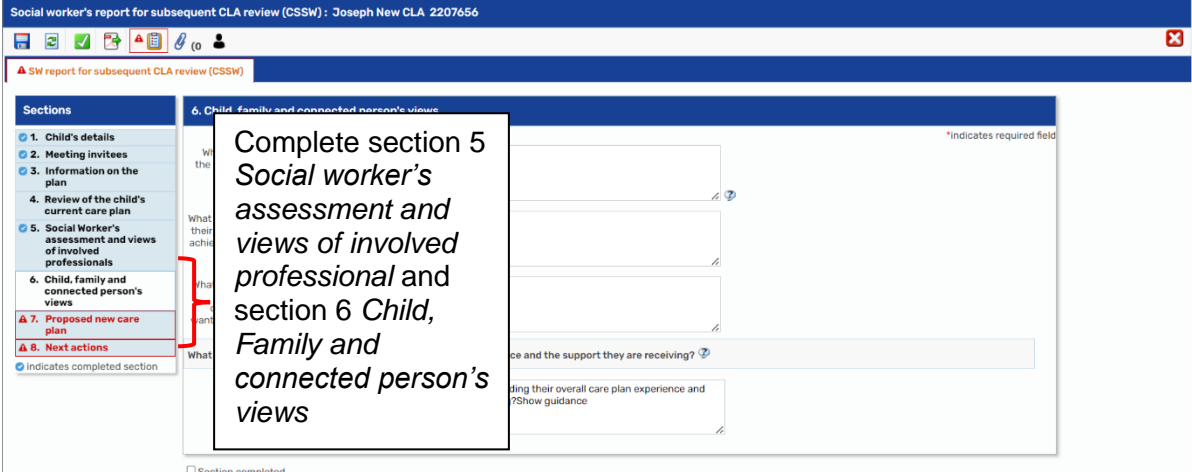

Update the progress on the progress and the *Save changes*

Follow the same process as the first review and update the progress for the Health Plan, Education Plan or permanence plan if required.

Health plan

What are the child's care needs and how will they be met	What actions will be taken	Who will be responsible	When does it need to be done	Progress	
The child's care needs and how will they be met (SW Report Initial)	The actions will be taken (SW Report Initial)	Record the responsible people (SW Report Initial)	Timeframe when it needs to be done (SW Report Initial)	Update progress on the Subsequent CLA Review	✏️ 🗑️

🗒️ **Add**

Education plan (PEP)

What are the child's care needs and how will they be met	What actions will be taken	Who will be responsible	When does it need to be done	How will the pupil premium be used to support this action	Progress	
The child's care needs and how will they be met (SW Report Initial)	The actions to be taken (SW Report Initial)	Record the responsible (SW Report Initial)	Timeframe when it needs to be done (SW Report Initial)	The pupil premium be used to support this action (SW Report Initial)	Update progress on the Subsequent CLA Review	✏️ 🗑️

🗒️ **Add**

Social worker's report for subsequent CLA review (CSSW) : Joseph New CLA 2207656

⚠️ SW report for subsequent CLA review (CSSW)

Sections

- ✅ 1. Child's details
- ✅ 2. Meeting invitees
- ✅ 3. Information on the plan
- 4. Review of the child's current care plan
- ✅ 5. Social Worker's assessment and views of involved professionals
- 6. Child, family and connected person's views
- ⚠️ 7. Proposed new care plan
- ⚠️ 8. Next actions
- ✅ indicates completed section

6. Child, family and connected person's views

*indicates required field

Complete section 5 *Social worker's assessment and views of involved professional* and section 6 *Child, Family and connected person's views*
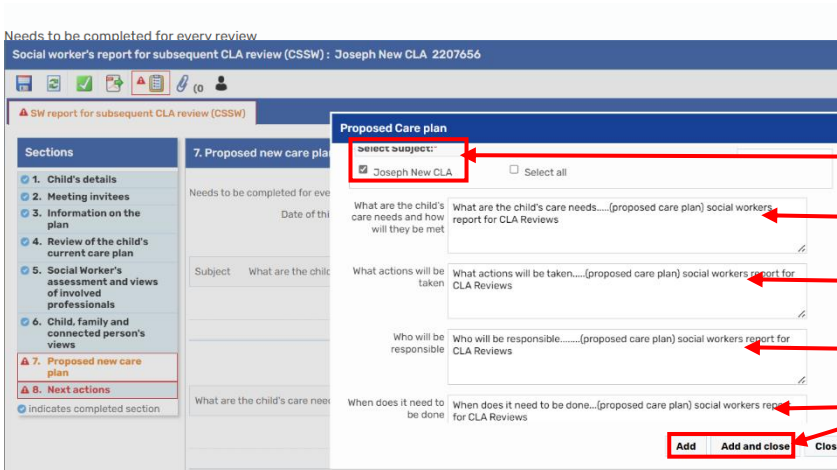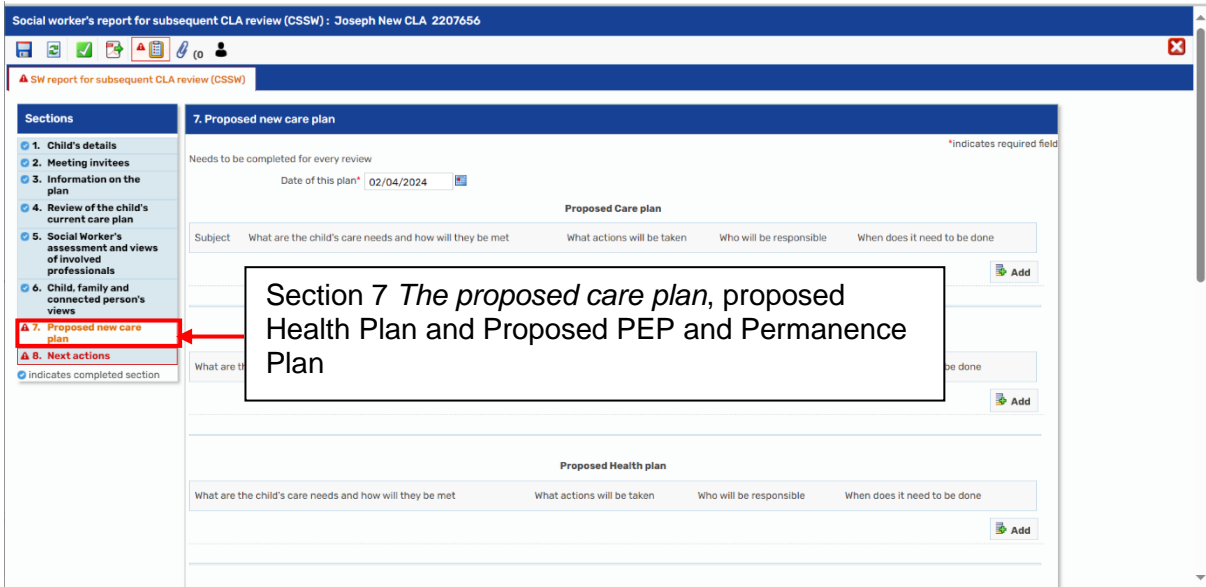
☐ Section completed

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Section 7 *The proposed care plan*, proposed Health Plan and Proposed PEP and Permanence Plan

Select the subject and complete the following.

What are the child's care needs and how will they be met?
What actions need to be taken?
Who will be responsible?
When does it need to be done?

Select *Add* if you wish to add more details or Add and close if you have finished adding to the proposed care plan.

From the drop-down menu – the only next action is Social worker's report for CLA review completed

Once you have completed the Social workers Report Subsequent CLA Review send the following request.

Your manager will authorise your report and send notification Requests 'Team manager to notify CLA admin to send out social work report' and 'Team manager to notify IRO social work report complete' to Business Support and IRO's respectively then Finish the work step, however there may be times when your report may need further work. Continually check that the report is no longer in your incomplete work folder and that the work icon has not changed to with a red arrow. If this is the case resume the work and view the comments in the Request that was originally sent and make amendments/additions as instructed. You will then need to resend the Team Manager Authorisation Request.