Children Looked After Manual

Inosaic

March 2024

Contents

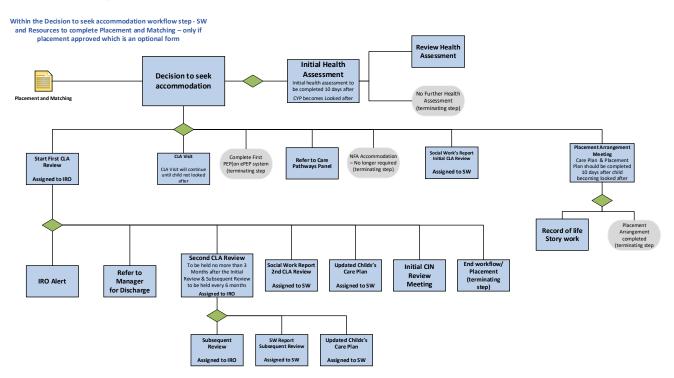
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Second CLA Review	
Discharge from Care	

Version History

December2021	Manual created
March 2024	Updated CLA Process

Children Looked After Process

You can initiate a Decision to seek accommodation from the start menu, 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)



Decision to Seek Accommodation

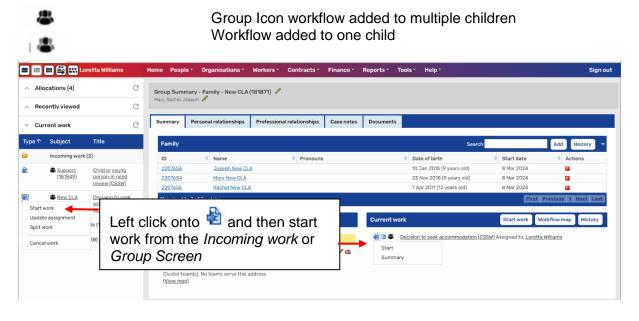
Social Worker

The 'Decision to Seek Accommodation' Step should be started by a CSSW Social Worker. This step records the decision to accommodate the child(ren) and the management approval for it. Without this step the CLA process cannot be started. The 'Decision to Seek Accommodation' 'Next Action' is available from the following workflow Steps

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

- 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

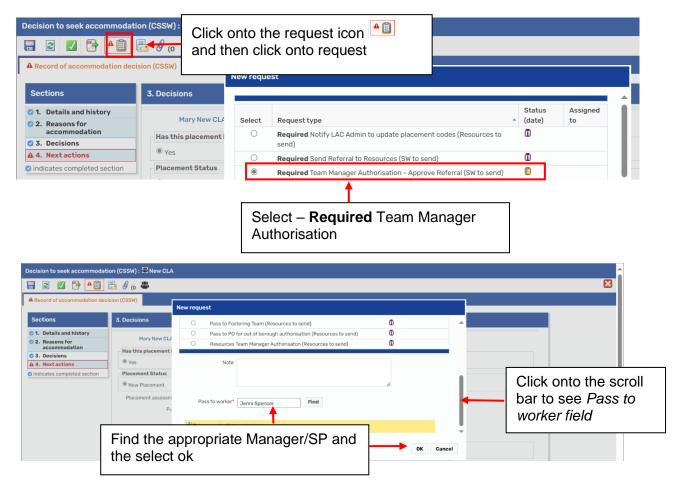
<u>Please note:</u> The Decision to seek accommodation is a group workflow step and you can start step from the group screen



You will be brought into Decision to seek accommodation

Decision to seek accommodation	n (CSSW) : 🖳 New CLA	
🗟 🗹 🔁 着	Δ 🖉 το 🛎	×
Record of accommodation decision	(CSSW)	✓Find
Sections C 1. Details and history C 2. Reasons for accommodation G 3. Decisions 4. Next actions C indicates completed section	The Social worker will complete Sections 1 – 3 and please note that Section 1 <i>Details and history</i> and Section 3 <i>Decisions</i> are group enabled complete the history and decisions for each child	
	commencing Has this child previously been looked after?	
	⊙ Yes ® No	
	If the child has been in care before have they been subject to any of the following orders?	
	Type of order Date of order Local authority involved with arrangements	
		Add
	Rachel New CLA	
	Is the child / young person subject to any legal orders?	
	○ Yes ® No	
	Type of order	
	Date of commencement	-

Sending a request

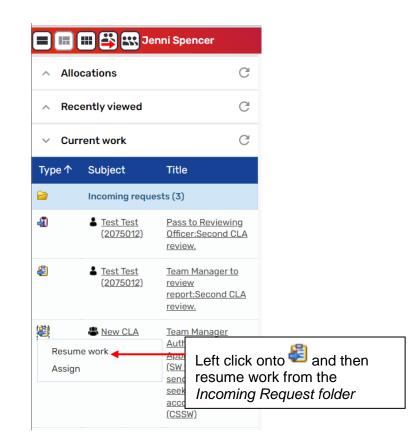


			Select 🛿 step	to Save	and Close workflow		
Decision to seek accommo	dation (CSSW) : 🛎 New CLA						
🔒 🖸 🚺 🎦 🔺	i 🗄 🖉 (o 🛎					×	Ī
A Record of accommodation	decision (CSSW)			1			
Sections	3. Decisions	Do you wish to save changes m seek accommodation (CSSW)?	ade to the Decision to				
 2 1. Details and history 2 2. Reasons for accommodation 	Mary New CLA		es No Cancel				l
 3. Decisions 4. Next actions 	® Yes	○ _{No}					
	And the following n on <i>Yes</i>	nessage will a	appear ar	nd click			

Senior Practitioner/Team Manager

Completing a request

The Decision to seek accommodation request will be in your Incoming Requests folder



And you will be brought back into the Decision to seek accommodation

Decision to seek accommodatio Commonstantial Commonstantial Commonstantia Commonstantia Commonstantia Commonst		Click onto the request icon and then click onto request	Heeren and a local and a	
O 1. Details and history	Placement assessment decisior	Not known	✓ Ø	
2. Reasons for accommodation	Further details	s		
3. Decisions				
A 4. Next actions			4	
 indicates completed section 	Has search for residential acco	mmodation been agreed?		
	Oyes	ONO		
	Has search for P&V fostering b	een agreed?		
	Oyes	○ _{No}		
	Date agreed for Looked Afte period to star			
	Date agreed to review this period of care			-1
		Decision confirmed by	The SP/TM and will read and click <i>Decision confirmed by</i>	
	Decision confirmed by	Verfied at 11:19AM on 12/03/2024 by Loretta Williams (Acting for: 3enni Spencer, Roles SCB Busines & Anformation Administrator) Role: Corelogic Worker, Organisation: CSSW Children and Families Division	a.	-
	Section completed			

Decision to seek accom	modation (CSSW) : 墨 New CLA	
🗟 🛃 🛃	📋 🖥 🖉 (o 🛎	
A Record of accommod	Event Manager Authorisation - Approve Referral (SW to send) (Required) - 12/03/2024 (Jenni Spencer)	
Sections	B Send request	hange
 2 1. Details and history 2 Reasons for 	Click onto the Team Manager Authorisation	

Decision to seek accommodation	on (CSSW) : 🛎 New CLA						
🗖 Z 🔽 🔁 🖺	🛃 🖉 (o 🛎						×
A Record of accommodation decis		Sent request					
Sections I. Details and history I. Reasons for accommodation 3. Decisions I. A. Next actions Indicates completed section	New Placement Placement assessment dec Further de Has search for residential a Yes Has search for P&V fosterir	Request ID: 1043959 Request type: Team Manager Ar 2 You may complete or retur Status 8 Completed O Return Note	ed Cl	e Referral (SW to send) (Re ick into cc en ok		and	
	O Yes Date agreed for Looked , period to		Status h	istory			
	Date agreed to review this poor	DateTime 12/03/2024 11:05	Action Sent to	Worker/team Jenni Spencer	Note		
	Decision confirmed I	DY Verified at 11:19AM on 12/03/2 Spencer, Role:SSC Busines:SSW Cl Worker. Organisation: CSSW Cl	Information Adminis	strator) Role: Corelogic	OK Cancel		

Social Worker/Resource Team

If the placement is approved, the CSSW social worker will start the' Request for placement and matching (CSSW)' optional form by clicking on the envelope icon found on the toolbar.

Decis	ion to see	ek accommodati	ion (CSSW) : 墨 New CLA
	2		-	Click onto the optional form and letters icon.
A Re	cord of ac	commodation dec	ision (CSSW	<i>I</i>)
Decision to	seek accommodat	tion (CSSW) : 🖑 New CLA		
Record o	of accommodation dec	ision (CSSW)	Ontional form	
Sections	ils and history	1. Details and history	Optional form	
2. Reas		This form should only be used as a	Request fo	r placement and matching (CSSW)

Select the Request for placement and Matching

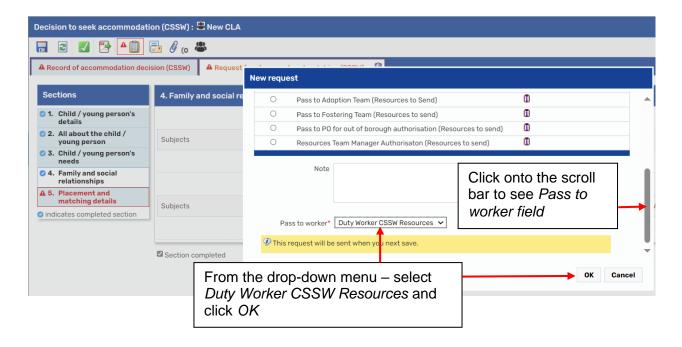
(CSSW)

And you will be brought into the Request for placement and matching

Record of accommodation de	cision (CSSW) Requ	lest for placeme	nt and matching (C	ssw) 🛈		
Sections	1. Child / young p	person's detail	s 🦻			
 Child / young person's details 	This form should or	nly be used		ha ahiidaaa ay ka ha ata addaa d		
2. All about the child / young person			The So	cial worker ne	eds to complete	Sections 1 – 4
 Child / young person's needs 	Nanje	Date of			•	
4. Family and social relationships	Joseph New CLA	10/01/2015	Male	42 Mornington Crescent London	White	1
5. Placement and matching details				NW17RB		
indicates completed section	Mary New CLA	23/11/2018	Female	42 Mornington Crescent London NW1 7RB	White	1
	Rachel New CLA	07/04/2011	Female	42 Mornington Crescent London NW1 7RB	White	1
	Reason placement i	s required				
	* 10 10 18 19	• → H ↔	B I U -	• ● E E & # E = = =	🕼 Styles • Normal •	

Once the above sections have been completed, the following 'Request' should be sent by the social worker to the Resource team

Decision to seek accommodat	Clic and	ck onto I then	o the request icon elick onto request		
Sections	4. Family and social re				
I. Child / young person's		Select	Request type	 Status (date) 	Assigned to
details		0	Required Notify LAC Admin to update placement codes	ũ	
2. All about the child / young person	Subjects		(Resources to send)		_
 3. Child / young person's 		۲	Required Send Referral to Resources (SW to send)	ũ	
needs		0	Required Team Manager Autrorisation - Approve Referral (SW to	Ē	Jenni
4. Family and social			send)	(12/03/2024)	Spencer
			elect – Send Referral to sources (SW to Send)		



Record of accommodation decision (CSSW) Sections 1. Child / young person's details 2. All about the child / young person's details	A Request for placement and matching (CSSW)) 🛈
Sections 4. Family a • 1. Child / young person's details • • 2. All about the child / •) 🛈
 1. Child / young person's details 2. All about the child / Subject 	and social relationships 🔗	
details 2. All about the child /		
Cubiasta		Contact for ch
	Name of contact	Frequence
3. Child / young person's needs	resource team completes	s Section 5 –
	cement and matching de	
A 5. Placement and matching details	uest for placement and	matching form.
Indicates completed section		

Once the placement has started, the Resource Team, will then need to complete Send Referral to Resources request

Once the placement has been agreed the Resource Team will then need to notify LAC Admin to update the Placement codes on Mosaic by sending the Mandatory Request

Required Notify LAC Admin to update placement codes (Resources to send)

Please note: if you need to send request to Adoption or Fostering Teams, you will need to send a request see below:

Select	Request type	Status (date)	Assigned to	
0	Required Notify LAC Admin to update placement codes (Resources to send)	B (12/03/2024)	LAC Admin Crowndale	
0	Required Send Referral to Resources (SW to send)	B (12/03/2024)	Duty Worker CSSW Resources	
0	Required Team Manager Authorisation - Approve Referral (SW to send)) (12/03/2024)	Jenni Spencer	
0	Fostering and Adoption Finance Request Authorisation (Fostering/Adoption to send)	۵		
\bigcirc	Notify Virtual School Head (Resources to send)	1		
0	Pass to AD for out of borough authorisation (PO to send)	1		
0	Pass to Adoption Team (Resources to Send)	ũ		

Social Worker

The Social Worker can add the following 'Next Actions' to the 'Decision to Seek Accommodation' and some of the next actions you can send immediately.

Decision to seek accommodation (CSSW) : 🖶 New CLA							
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A Record of accommodation dec	ision (CSSW) Request for pl	acement and matching (CSSW)					
Sections	Sections 4. Next actions						
1. Details and history	Next Actions	NextActions					
2. Reasons for accommodation		must be selected before this form can be finished					
3. Decisions	A next action and recipient	must be selected before this form can be finished					
A 4. Next actions indicates completed section	Next actions						
	Next action Section 4 Next Actions Select Add						

Decision to seek accommodation (CSSW) : 🗄 New CLA						
A Record of accommodation decis						
A Record of accommodation decis	sion (CSSW) Request for plac	Next actions				
Sections	4. Next actions	Select action Social worker's report for initial CLA review (CSSW)	Section 4 Next actions is group			
I. Details and history	Next Actions	Applies to :	enabled, Select Social worker's			
2. Reasons for accommodation	A next action and recipient m	Joseph New CLA Mary New CLA Bachel New CLA	report for Initial CLA review			
3. Decisions	A next action and recipient in	Select all				
A 4. Next actions			(CSSW) from the drop- down			
indicates completed section		Pass to worker Loretta Williams Find Clear Assign To Me				
	Next action		menu, select all or appropriate			
			siblings and pass to worker.			
		Note				
			(social worker) and then Add			
		Priority				
		O 🕭 Urgent 🛞 🖹 Normal O 🎡 Low				
		Add Add and close	Close			

Once you click on Add the following warning message will appear

Decision to seek accommodation (CSSW) : 📇 New CLA					
	• 🖉 (o 🖀				
A Record of accommodation dec	ision (CSSW) Request for plac				
۱ <u>ــــــ</u>		Next actions Confirm			
Sections	4. Next actions	Select action The selected next action is not available for multiple subjects. A separate action will be created for each			
I. Details and history	Next Actions	Applies to : person selected.			
2. Reasons for accommodation		Joseph New CLA			
3. Decisions	A next action and recipient m				
A 4. Next actions					
indicates completed section		Pass			
	Next action	The Social worker's report for Initial CLA review (CSSW			
		is not a group enabled workflow step – The selected next action is not available for multiple subjects. A separate action will be created for each person selected. Click ok			

Decision to seek accommodat	ion (CSSW) : 🖶 New CLA					
A Record of accommodation dec	cision (CSSW) Request for placement and matching (CSSW)					
Sections	4. Next actions					
1. Details and history 2. Reasons for accommodation	Next Actions	Next Actions				
3. Decisions A 4. Next actions	A The following action(s) must also be selected as part of an inclusive rule: Start first child looked after review - Joseph New CLA. Mary New CLA. Rachel New CLA					
indicates completed section	Section Complete first PEP (on ePEP system) is a required action because 'Placement Status' question was answered 'New Placement' and is not yet added for Joseph New CLA. Mary New CLA. Rachel New CLA. Mary New CLA. Rachel New CLA. Mary New CLA. Rachel Ne					
	Next actions Next action Subjects Assigned to Reason Note Priority Status					
	Social worker's r Social worker's r					

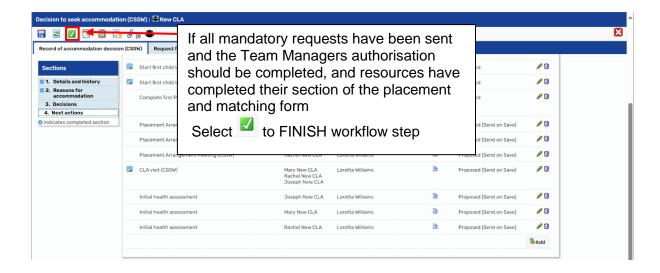
Next actions required for CLA process

Next Actions	Send Immediately	Group Enabled	Assigned
Social worker's report for initial CLA review (CSSW)	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

A

Please note: if this a change of placement these are the following next actions

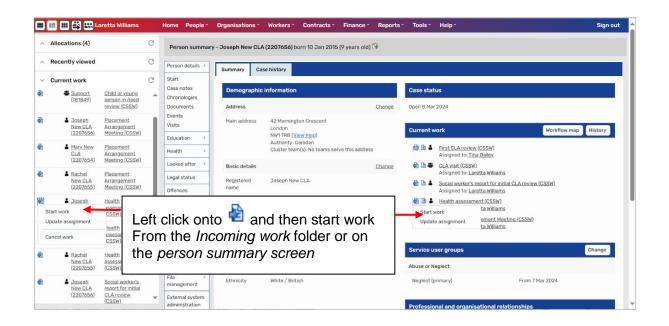
Placement Arrangement Meeting Start first child looked after review) Social worker's report for Initial CLA review (CSSW)



Initial Health Assessment

Social Worker

The Initial Health Assessment is completed by the Social Worker/PA.



You will be then brought into the Health Assessment

Health assessment (CSSW) : Joseph New CI A 2007/EF							
Child Looked After health assess	Click onto the Optional forms and letters icon						
	outcome, actions needed to meet the objectives, the person responsible for each action and the timescales for achieving this;						
Sections	Their health plan reviewed.						
	This should all be done in accordance with the relevant regulations and best practice to ensure that it is possible to comply with these requirements in every child's case.						
Child Health Assessment	The purpose of Health Assessments is to promote children's physical and mental health and to inform the child's Health Plan.						
2. Next actions							
indicates completed section	Frequency of Health Assessments						
	Each Child Looked After must have a Health Assessment at specified intervals as set out below. • The first assessment should be conducted before the first placement or, if not reasonably practicable, before the child's first Child Care Review (unless one has been done within the previous 3 months); • For children aged up to and including five years, further Health Assessments should occur at least once every six months; • For children aged our five years, further Health Assessments should occur at least annually. These are a statutory requirement for all Children Looked After and young people up to the age of 18 years. Who carries out Health Assessments? The first Health Assessments must be conducted by a registered medical practitioner. Subsequent assessments may be carried out by a suitable professional who is deemed most appropriate, which may be either the child's first On urse. The relevant pro-forma should be chosen based on whether it is the child or young person's first Health Assessment (IHA) or a Review Health Assessment (RHA) and on the child or young person's age (up to and including 10 years, or over 10 years). © Section completed						

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The cooked Arter Hearth assess		Optional forms and letters	
Sections	1. Child Health Assessment	Forms	
1. Child Health Assessment	Duties to Children Looked After	CLA placement and health consent form (CSSW)	
2. Next actions indicates completed section	Frequency of Health Assessments Each Child Looked After must have a - The first assessment should be cond previous 3 months). - For children aged up to and including - For children aged over five years, further H These are a statutory requirement for all Chi Who carries out Health Assessments?	amote children's physical and mental health and to inform the child's Health Plan. Select the appropriate IHA for ealth Assessments should occur at least annually. Idren Looked After and young people up to the age of 18 years.	rm has been done within the

Health assessment (CSSW) :	Once completed Click onto the request icon	×
Sections	1. Guidelines for completing form IHA Children	
1. Guidelines for completing form IHA Children 2. Part A 3. Part B 4. Part C 5. Part D	Complete Section 2 Part A	
 Indicates completed section 	CommBAAF children's health assessment forms. This form is part of an integrated system of forms. including: • Consent Form (consent for obtaining and sharing health information). • Orm M (mother's health) • Tom M (for the single state of the second state of t	

And you will be brought into the request screen

Health assessment (CSSW): Joseph New CLA 2207656					
. . . .	📑 🖉 (о 💄				
A Child Looked After health asse	essment (CSSW) Coram [®]				
Sections	1. Guidelines for com	New request			
1. Guidelines for completing form IHA Children		Select Request type Required Pass to LAC Health Team	Select Pass to LAC Team		
2. Part A 3. Part B		O LAC Admin - Distribute Health Assessment	ream		
4. Part C 5. Part D	Recommended for child	Note			
indicates completed section	CoramBAAF children's t This form is part of an int Consent Form (conser Form M (mother's hea Form B (baby's health	Pass to worker* Find Pass to team* LAC Health Team V	From the drop-down select <i>LAC Health Team</i> And then click <i>ok</i>		
	 Form PH (parental heat Form IHA-C (initial heat Form IHA-YP (initial heat Form RHA-C (review heat Form RHA-YP (review heat 		OK Cancel		

Health assessment (CSSW) : Joseph New CLA 2207656						
🖃 🗉 🛃 🎦	🗄 🖉 (c) 👗	×				
Child Looked After health asse	ssment (CSSW) CoramBAAF - IHA - Children 0-9 0					
Sections	2.1 ext actions					
1. Child Health Assessment	NextActions					
2. Next actions indicates completed section	Ensure that you are in the Child Look after health assessment form and select Add					

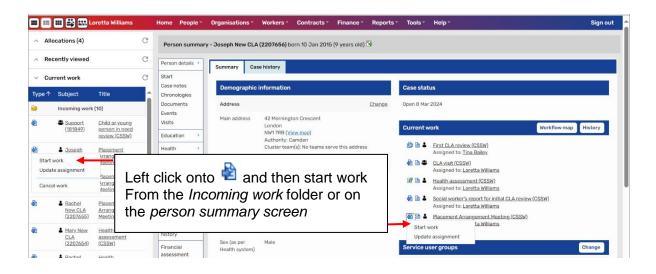
Health assessment (CSSW) : Jo	oseph New CLA 2207656						
Child Looked After health asses		Next actions			•	propriate next Health Assessr	
The Schedu			Review health assessment	←	g. Neview i		
this can be u	Next action	Pass to worker	Fin	d Clear Assign To	- rass 10 a	appropriate wor <i>I and close</i>	ker and
		Priority	(8) 🖪 Normal	C 🖢 Low	Add and close Close	Add	

Health assessment (CSSW): Joseph New CLA 2207656			Select 🛿 to Save and Close workflow step		
Child Looked After health assessment (CSSW) CoramBAAF - IHA - Children 0-9					
Sections	2. Next actions	Do you wish to save ch assessment (CSSW)?	hanges made to the Health		
Assessment	Next Actions		Yes No Cancel		
2. Next actions					
indicates completed section			Nexactions		
	Next action	Assigned to	Reason Note Priority Status		
	And the following r Yes	nessage	will appear and click on 🛛 🗖 🥒 🖉		

The Health assessment will appear within your incomplete work until the LAC Health Team have finished with the assessment/request and Clicked onto Select dot FINISH workflow step

Placement Arrangement Meeting

Social Worker



And you will be brought into the Placement Arrangement Meeting

Placement Arrangement Meeting (CSSW): Josep		_					X
Next actions form							
Sections	1. Actions Taken						
1. Actions Taken						*indicat	es required field
indicates completed section	Subject Details						
		Find Subject Find First Names* Joseph & Last Names New CLA &					
			Next actions				
	Next action	Assigned to	Reason	Note	Priority	Status	
							Add
	Section completed	1					

Placement Arrangement Mee	eting (CSSW) : Joseph New CLA 2:	207656					
🔒 🖸 🚺 🔁 📲	🛃 🖉 (о 💄						
Next actions form		Optional forms and letter	rs				
Sections	1. Actions Taken	Forms					
 Actions Taken Indicates completed section 	Subject Details Find Subje First Name Last Name	s* Jost	ecklist	c	ancel	"indicates required field	
			Next actions				
	Next action	Assigned	Reason	Note	Priority	Status	
	Section completed	Select the Plac	ement Pla	n		₿Add	

lacement Arrangement Heeting (CSSW) : Joseph New CLA 2207656 A Next actions form Placement Plan A Next actions form Placement Plan A Next actions form Placement Plan A Next actions form 1 . Child/young person's details 1 . Child/young person's details 2 . Details of invived professionals 3 . Placement details 1 . Detail of birth 10/01/2015 A Address 42 Mornington Crescent London
Next actions form Placement Plan
Sections
1. Child/young person's details Will Uls be used as the detention placement plan? * 2. Details of involved professionals Ver ONo 3. Placement details ID 2007656 ID 4. All about the child/young person Dosepn New CLA ID Dosepn New CLA 6. Contact arrangements Date of birth 10/01/2015 ID 6. Emotional and Address 42 Mornington Crescent
1 Child/young person's details 2 Cetails of involved professionals 3. Placement details 4 All about the child/young person 5. Contact 5. Contact 6 Date of birth 10/01/2015 6 Emotional and
Person's details Ove Ove 2. Details of involved professionals Ove Ove 3. Placement details ID 220765 4. All about the child/young person Date of birth 10/01/2015 5. Contact Date of birth 10/01/2015 6. Emotional and Address 42 Mornington Crescent
2. Declarios mais ID 2207656 3. Placement details ID 2207656 4. All about the child/young person Name Joseph New CLA 5. Contact Date of birth 10/01/2015 6. Emotional and Address 42 Mornington Crescent
3. Placement details ID 2207656 4. All about the child/young person Daseph New CLA 5. Contact arrangements Date of birth 10/01/2015 6. Emotional and Address 42 wornington Crescent
All about the Date of birth 10/01/2015 Contact 42 Mornington Crescent
childyoung person Image: Childyoung person 5. Contact Date of birth 10/07/2015 6. Emotional and Address 42 Mornington Crescent
arrangements Address 42 Mornington Crescent 6. Emotional and Address 42 Mornington Crescent
development and
7. Health Complete all sections 1 - 14
8. Education
9. Visits
10.Financial support Ethnicity White
and ending Religion
12. Additional information for placements made under section 20
13.Additional information for detention plans
14.4.ditional Current legal status Please Select
information - Current legal status Please Select V

Placement Arrangement Meet	ing (CSSW): Joseph New CLA 2207656	
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A Next actions form Placeme	ent Plan 🛈	
Sections	1. Actions Taken	
A 1. Actions Taken	Indicates required field	
 indicates completed section 	Subject Details	
	Find Subject Find First Names* Joseph Last Names New CLA A next action and recipient must be selected before this form can be finished	
	you are on the Next Resson Note Priority Status	

Placement Arrangement Meet	acement Arrangement Meeting (CSSW): Joseph New CLA 2207656							
🔒 🖸 🚺 🏝	🛃 🖉 (о 💄							
A Next actions form Placeme	ent Plan 🛈	Next actions						
Sections	1. Actions Taken							
A 1. Actions Taken	Cubicat Dataila	Select action Record of Life Story Work	Section 1 Next actions, Select					
indicates completed section	Subject Details	Pass to worker Loretta Williams Find Clear Assign To Me	Record of Life Story Work from					
	Find St		the drop- down menu <u>, <i>please</i></u>					
	First Na	Note	<u>note</u> this can be sent immediately					
			by clicking in the check box pass					
	A next action and recipient m	Priority	to worker. (social worker) and					
		O 🏝 Urgent 🐵 🖻 Normal O 🎥 Low	then Add and close					
	Next action							
		Add Add and c	BeAdd					
	Section completed							

Placement Arrangement Meet	🛃 Once com	pleted Click o	nto the I	equest i	con 📲		×
Sections O 1. Actions Taken O indicates completed section	1. Actions Taken Subject Details Find Subject First Names J Last Names N	oseph 🏶				"indicates required field	
			Next actions				
	Next action	Assigned to	Reason N	lote Priority	Status		
	Record of Life Story Work	Loretta Williams		A state	Proposed (Send on Save)	/ 0	
						BbA€	
	Section completed						

And you will be brought into the request screen

Placement Arrangement Meet	ing (CSSW) : Joseph New	CLA 2207656	
🔚 🖬 🔽 🍃 📲	🛃 🖉 (о 💄		×
Next actions form Placement	: Plan 🛈	New request	
Sections	1. Actions Taken		
 1. Actions Taken indicates completed section 	Subject Details	Select Request type Status (date) Required Team Manager Authorisation Authorisation	
	Fi L	Pass to worker – Find Pass to worker – Find appropriate SP/Manager/And then click <i>ok</i>	
	Record of Life Story 1	OK Cancel Sent B	

Placement Arrangement Meeti	ing (CSSW) : Joseph	1 New CLA 2207656		Select 🖾 to Save and Close workflow	
	🛃 🖉 (o 👗			step	→ 🗵
Next actions form Placement	Plan 🛈				
Sections	1. Actions Taken			sh to save changes made to the Placement	
1. Actions Taken indicates completed section	Subject Details		Arrangeme	ent Meeting (CSSW)? "Indicates required field Yes No Cancel	
		Find Subject Find First Names* Joseph	*		
	Next action Record of Life 5	Yes		g message will appear and click on	
				bad	

Team Manager/Senior Practitioner

^ Allo	ocations		C
~ Rec	cently viewed		C
v Cur	rent work		C
Гуре 个	Subject	Title	
2	Incoming reques	sts (3)	
D	Test Test (2075012)	Pass to Reviewing Officer:Second CL review.	
	Test Test (2075012)	<u>Team Manager to</u> review report:Second CL review.	
8	Soseph New	Team Manager Authorisation:Pl	(9)
Resun Assigr	ne work	ment Arrangeme Meeting (CSSW)	Left click onto ² and then resun work from the <i>Incoming request</i>
3	Incomplete work	(3)	

And you will be brought back into the Placement Arrangement Meeting

Placement Arrangement Meeting (Next actions form Placement Plan	onto the re	Once the SP/TM have read the placement plan. Click onto the request icon and then click onto request				
Sections 1.	. Child/young person's details					
I. Child/young person's details	Will this be used as the detention j	placement plan? 😨				
2. Details of involved professionals	○ Yes	ONO				
3. Placement details	ID	2207656				
4. All about the child/young person	Name	Joseph New CLA	*			
5. Contact arrangements	Date of birth	10/01/2015				
 6. Emotional and behavioural development and self-care skills 	Address	42 Mornington Crescent London NW1 7RB	4 🏶			
7. Health8. Education	Gender	Male 🏶				
🛛 9. Visits		Disabled				

Placement Arrangement Mee	ting (CSSW) : Joseph New CLA 2207656
🔒 🗈 🗹 🔁 🐴	
Next actions form	Team Manager Authorisation (Required) - 15/03/2024 (Jenni Spencer)
(B)	
Sections	Send request
Child/young person's details	Click onto the Team Manager
2. Details of involved	Authorisation

Placement Arrangement Mee	ting (CSSW): Joseph New CLA 22	07656	^
🔚 🖻 🔽 🄁 📲	🛃 🖉 (o 🖻 👗		
Next actions form Placemen		ent request	
Sections	1. Child/young person's det	Request ID: 1043963	
C 1. Child/young person's details		Request type: Team Manager Authorisation (Required)	
2. Details of involved professionals	Oyes	You may complete or return the request.	
3. Placement details		Status	
4. All about the child/young person	N	Completed O Returned	
5. Contact arrangements	Date of I	Note	
 6. Emotional and behavioural development and self-care skills 	Add	Click into completed and	
7. Health	Ge	then ok	
8. Education	Ge	DateTin	
O 9. Visits			
 10. Financial support 11. Placement duration 	Ethn	15/03/2024 14:18 Sent to Jenni Spencer	
and ending	Reli		
 12. Additional information for placements made under section 20 13. Additional 	Communication needs (including	OK. Cancel	

	Placement Arrangement Meeting (CSSW) : Joseph New CLA 2207656						
Γ	Next actions form Place	Select 🗹 to FINISH workflow step					
	Sections	1. Child/young person's details	_				
	2 1. Child/young person's details						
	2. Details of involved professionals	O Yes O No					
	3. Placement details	ID 2207656					
	4. All about the child/young person	Name Joseph New CLA	#				
	5. Contact arrangements	Date of birth 10/01/2015					
	6. Emotional and behavioural development and self-care skills	Address 42 Mornington Crescent London NW1 7RB					

Social Work's Report Initial CLA Review

Social Worker

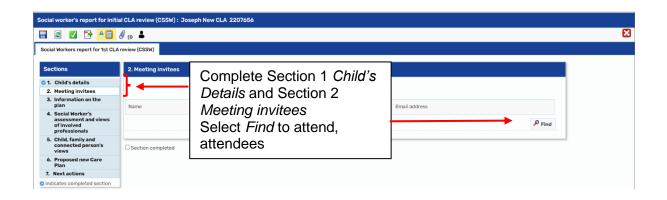
Ť

The Social Worker will complete the Social Work report and will be within their Incoming Work Folder and once completed they will notify the appropriate IRO

<u>Please note</u> The social work report <u>MUST</u> be completed before the IRO starts the Initial CLA Review and <u>should be completed at least 5 days before the review</u>

		oretta Willian	ns	Home Pe	ople * Organisations *	Workers * Contracts *	Finance *	Reports ~	∕ Tools≚ Help≚	Sign ou
∧ Allα	ocations (4)		C	Person s	ummary - Joseph New CL/	A (2207656) born 10 Jan 201	5 (9 years old)	3		
^ Rec	cently viewed		G	Person deta	ails > Summary Ca	ise history				
~ Cur	rrent work		C	Start					61	
Туре ↑	Subject	Title	-	Case notes Chronologie	Demographic	; information			Case status	
-	Incoming work	(10)		Documents				Change	Open 8 Mar 2024	
2	Support (181849)	Child or you person in ne	ed	Visits	Main address	42 Mornington Crescent London NW1 7RB (<u>View map</u>)			Current work	Workflow map History
Ð	A Mary New	review (CSS Placement	W)	Education	>	Authority: Camden Cluster team(s): No teams se	erve this address	0	Eirst CLA review (CSSW) Assigned to: Tina Bailey	
	CLA (2207654)	Arrangemer Meeting (CS		Looked afte	Basic details			<u>Change</u>	CLA visit (CSSW) Assigned to: Loretta Williams	
B	Rachel New CLA	Placement Arrangemer	nt	Legal statu:	s Registered	Joseph New CLA			and the story work Record of Life Story Work	
	(2207655)	Meeting (CS		Offences					Assigned to: Loretta Williams	
A	Mary New CLA	Health assessme		Registration	ns Context	Child			Assigned to: Loretta Williams	
Ð	(2207654)	(CSSW) Health assessme				and then sta			Start work ta Williams	CLA review.(CSSW)
	(2207655)	(CSSW) Social wor			•	work folde	r or or	ו	Service user groups	Change
Start	work	2LA revies CSSW)	the	pers	on summa	ry screen			Abuse or Neglect	From 7 May 2004
Cance	te assignment el work	Social works		External sys	stem				Neglect (primary)	From 7 Mar 2024
		Service 191.111	d	administrat	ion				Professional and organisational relation	onships

And you will be brought into the Social Worker's Report Initial CLA Review



Social worker's report for initial CLA review (CSSW) : Joseph New CLA 2207656							
	Ø (o 👗						
Social Workers report for 1st CLA	review (CSSW)					-	
		Find party					
Sections	2. Meeting invitees						
2 1. Child's details		Find person	Find worker	Find organisation	Manual input		
2. Meeting invitees					At least one fi	eld marked with a # is requi	
3. Information on the plan	Name	resence of the space character in Post Code will affect s					
4. Social Worker's assessment and views of involved professionals		Last nam First nam	e(s)				
	carer Find Wo Organisa	Select Find Person to Add e.g. Family member/F					

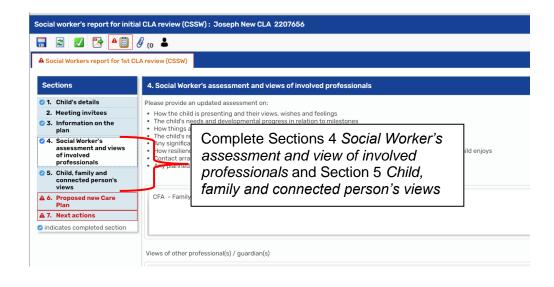
Social worker's report for initia	ial CLA review (CSSW) :	Joseph New CLA 2207656				
🖬 🖻 🖉 🎦 🛻 Once you have added the attendees, Click onto the					E	
Social Workers report for 1st C Sections	2. Meetir	quest icon 🔳 and	d then click onto	request		
🕑 1. Child's details						
2. Meeting invitees		P	eople invited to the review meeting			
▲ 3. Information on the plan	Name	Agency	Telephone	Email address		
 Social Worker's assessment and views of involved professionals 	Foster Mum New CLA				0	
A 5. Child, family and connected person's views	Tina Bailey	CSSW QAU	Switchboard 020 7974 5022 Mobile 07500607879	Tina.Bailey@camden.gov.uk	5 0	
A 6. Proposed new Care Plan	-	St Marks Academy	Switchboard 020 8648 6627		3 0	
A 7. Next actions	Loretta Williams	CSSW Children and Families Division		Loretta.Williams@camden.gov.uk	5 0	
Indicates completed section					P Find	
	Section completed					

Social worker's report for initi	al CLA review (CSSW) : J	Joseph New CLA 2207656	
2 🗸 🄁 🛋	🖉 (o 💄		
A Social Workers report for 1st C	CLA review (CSSW)	New request	
Sections	1. Child's details	Select Request type * (date)	to
🕑 1. Child's details		Required Admin - Send Invitations (CLA)	
2. Meeting invitees	This form should be used	O Required Team Manager Authorisation	
A 3. Information on the plan	N	O Required Team manager to notify CLA admin to send	
4. Social Worker's assessment and views of involved professionals	Date child became	(CLA) request a	and Pass to
▲ 5. Child, family and connected person's views	Da Child's Independer		
A 6. Proposed new Care Plan	Information on documer	then click onto	ok
A 7. Next actions		y	
 indicates completed section 	Is the child a British c		OK Cancel
	Does the child have a	passport?	
	Oyes	ONO	
	- Tes	~ NU	

Socia	l wor	ker's	repor	t for init	ial C
	ŝ	-		A	Ø
A Social Workers report for 1st CLA					

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

Social worker's report for initia	al CLA review (CSSW) : Joseph New CLA 2207656		
			×
A Social Workers report for 1st C	LA review (CSSW)		
Sections	3. Information on the plan		
1. Child's details		*indicates required field	
2. Meeting invitees	Details of child's current placement		,
 Information on the plan 	Details of child's current placement	Section 3. Information on the	plan
 Social Worker's assessment and views of involved professionals 	Find Clear	Click on <i>Find</i> to search for the and the carer's name will pre-	Carer
▲ 5. Child, family and connected person's views	Type of placement* Placement with other foster carer - not long term or Fi 🏶	to the Name of Carer field. Ty	
A 6. Proposed new Care Plan	Date current placement started 18/03/2024		
A 7. Next actions	If any of the above information is incorrect, please update on the front screen	Placement will pre-populate fr	om the
indicates completed section	Reason for child being looked after	Looked after episodes on the	nerson
	Why is accommodation needed for this / these child(rer) / young person(s)? DTSA	summary screen, recorded by LAC	
	Ø		
	What is the overall care plan for this Return to birth family within six months child?*	~	
	Has the child been seen alone since the last review?*		
	® Yes ONo		
	Has the child's bedroom been seen since the last review?*		-



Social worker's report for initial CLA review (CSSW) : Joseph New CLA 2207656								
A Social Workers report for 1st CLA review (CSSW)								
Sections 6. Proposed new Care Plan								
I. Child's details					*indic	ates required field		
2. Meeting invitees	Needs to be con	npleted for every review						
3. Information on the plan			Proposed care plan 🦃					
4. Social Worker's assessment and views of involved professionals	Subjects	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			
5. Child, family and connected person's views	Joseph New CLA	Changes to meet the child/ young person's needs (outcome)	Action to be taken	Responsible person	When it needs to be done	/ 🛈		
 ▲ 6. Proposed new Care Plan ▲ 7. Next actions 	Joseph New CLA	School attendance needs improvement	As soon as possible	Social Worker/Parent/Foster Carer	As soon as possible	ā / O		
Plan CLA Carer								

And you will be brought into the following screen

Social worker's report for initia	al CLA review (CSSW) : Josep	h New CLA 2207656	Select the subject and complete the	
🔒 🖸 🚺 🛃	Ø (o 💄		Select the subject and complete the following.	
A Social Workers report for 1st C	LA review (CSSW)		lonowing.	
		Proposed care plan		
Sections	6. Proposed new Care Pla	Select Subject:*	What are the child's care needs and how will	
I. Child's details		Joseph New CLA	they be met?	
2. Meeting invitees	Needs to be completed for eve		What actions need to be taken?	
3. Information on the plan		What are the child's Joseph's physical health ne care needs and how will they be met	Who will be responsible?	
 4. Social Worker's assessment and views of involved professionals 	Subjects What are the met	What actions need to Foster Carer to book welfare-	When does it need to be done?	
 Child, family and connected person's views 	Joseph New Changes to CLA (outcome)	be taken (GP, Hearing, Dentist and Opt	Select Add if you wish to add more details	
A 6. Proposed new Care Plan	Joseph New School atte	Who will be Foster carer	or Add and close if you have finished	
A 7. Next actions	CLA	responsible	adding to the proposed care plan.	
indicates completed section]			
		When does it need to As soon as possible be done		
			Add Add and close Close	
	What are the child's care need	s and how will they be met What action	ns will be taken Who will be responsible When	

	Proposed Health plan		
Within Section 6 click on <i>Add</i> to add the <u>proposed health plan. And</u> <u>proposed Education Plan (PEP)</u> – follow guidance as above Please note The Health Plan and	What actions will be taken	Who will be responsible	When does it need to be done
Education Plan will not prepopulate from the child and family assessment or the UASC Assessment	Proposed Education plan (P e Who will be Who responsible dor	en does it need to be How v	will the pupil premium be used to support ction



A

Please ensure that Proposed Care Plan, Proposed Health Plan and Proposed Education Plan (PEP) are updated, as this information will pre-populate onto 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			

Social worker's report for initial CLA review (CSSW) : Joseph New CLA 2207656							
A Social Workers report for 1st CLA review (CSSW)							
Sections	Sections 7. Next actions						
🕑 1. Child's details	Next Actions						
2. Meeting invitees							
3. Information on the plan	A next action and recipient m	ust be selected before this form can be finished					
4. Social Worker's assessment and views of involved professionals		Section 7 Next Actions and select					
5. Child, family and connected person's views	Next action	Add	Status				
6. Proposed new Care Plan							
A 7. Next actions							
indicates completed section							

A Social Workers report for 1s	t CLA review (CSSW)	Next actions		Section 7 Next	actions, there i	s
Sections	7. Next actions	Select action	Please select 🗸	only one option	,	
3 1. Child's details	Next Actions		Please select Report Completed	down menu – s	•	
 2. Meeting invitees 3. Information on the plan 	A next action and recipient m	Note	Report completed	complete, and t		
4. Social Worker's assessment and views of involved		Priority		cannot be assig and close	jned and then a	40
 professionals 5. Child, family and connected person's views 	Next action	O 🕭 Urgent	le 🖹 Normal	O 퉐 Low		
 6. Proposed new Care Plan 						
A 7. Next actions						
indicates completed section						

Restance of the second sec			Once you have added the next action, Click onto the						
			request ico	n 👛 an	d then	click or	to send rec	uest	
Sections	😫 Sen	d request	•						1
2 1. Child's details		NextActions							
2. Meeting invitees									
3. Information on the plan					Next actions				
4. Social Worker's					Next actions				
assessment and view of involved professionals	s	Next action		Assigned to	Reason	Note	Priority	Status	
 5. Child, family and connected person's 		Report Completed					A state	Proposed	/ 🛈
views									Add
6. Proposed new Care Plan									
7. Next actions									
indicates completed section	n								

And the following screen will appear

Social worker's report for initia	al CLA review (CSSW)	W) : Joseph New CLA 2207656
Select Team Manager Authorisation. (This request should be sent before you notify		New request
		Required Admin - Send Invitations (CLA) LAC Admin (21/03/2024) Crowndale
	-	Required Team Manager Authorisation
the IRO) as it needs Managers authorisation		Required Team manager to notify CLA admin to send out Social Work report
first		Required Team manager to notify IRO social work report complete
professionals 5. Child, family and connected person's views 6. Proposed new Care	Report Comple	appropriate SP/Manager/Ar
Plan 7. Next actions		Pass to worker* Jenni Spencer Find
indicates completed section		OK Cancel

Social worker's report for initial	Ø (o 👗): Joseph New CLA 2207656		Selec step	t 🔀 to	o Save	and Clos	e workflow	
Sections	7. Next actions		Do you wish to save cha		ocial worker's				
 Child's details 2. Meeting invitees 3. Information on the 	Next Actions		report for initial CLA revi	ew (CSSW)? Yes No	Cancel				
plan 2 4. Social Worker's assessment and views of involved	Next action	As	signed to	Next actions	Note	Priority	Status		
professionals 5. Child, family and connected person's views	Report Comple	eted				B	Proposed	/0	
O. Proposed new Care Plan Next actions indicates completed section		And the follow Yes	wing mess	age wi	l appe	ear and	l click on	Add	

Social Worker

Click onto link – for How to Send a Request or go to Page 6

Managers/Senior Practitioners

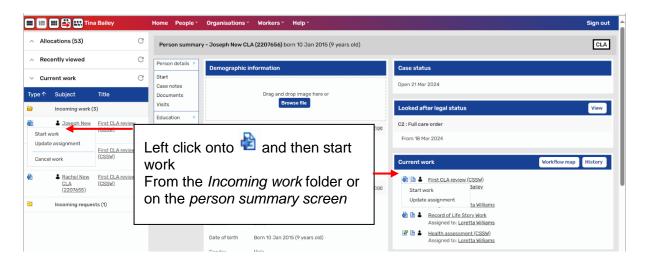
<u>Click onto link – for How to Complete a requests or go to Page 7</u>

Social worker's report fo		
	ce all appropriate requ	uests have been completed and
		•
ser	nt. Select 🗹 to FINIS	H workflow step
Social Workers report for 1		-
•		
Sections	7. Next actions	
Sections	7. Next actions	
I. Child's details	Next Actions	
2. Meeting invitees	Next Actions	
3. Information on the		
plan		
4. Social Worker's		
assessment and views of involved	Next action	
professionals		
 5. Child, family and 	Report Completed	
connected person's		
views		
6. Proposed new Care		
Plan		

First CLA Review

The Reviewing Officer (IRO)

The IRO will be assigned the First CLA Review from the Decision to accommodate and will find the workflow step within the future work or Incoming



And you will be brought into the following screen

First CLA review (CSSW) : Jose	ph New CLA 2207656	
a 🛛 🔽 🔁 🐣	Ø (o å	
CLA Chairs report and record of re	view (CSSW) CLA chairs monitoring form	
Sections	3. Review of the child's current Care Plan	
C 1. Information on the child C. Information on the plan Review of the child's current Care Plan Review of the meeting S. Proposed new Care Plan C Permanence plan Outcomes Next actions	Complete Sections 1 – 2, <i>Please note</i> Section 3 Review of the Childs current care plan – will not be pre-populated, as this is the Initial CLA Review	
indicates completed section	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	
	Education plan (PEP)	
	What are the child's care needs and how will 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 Progress	
	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 Progress	

CLA Chairs report and record o	f review (CSSW) CLA chairs monitoring form		
Sections	5. Proposed new Care Plan 🕅		٦
I. Information on the child	Date of this plan [•] 26/03/2024	Record details of the meeting within Section 4	
2. Information on the plan	Date of this plan 26/03/2024	Record of meeting and Section 5 The proposed	
3. Review of the child's current Care Plan	What are the child's care needs and how will they be me	care plan, proposed Health Plan and Proposed	
4. Record of meeting	that are the child's care needs and now will they be me		
5. Proposed new Care Plan	Changes to meet the child/ young person's needs	PEP will only pre-populate if information has been	
6. Permanence plan	(butcome)	recorded within the Social Worker's Report Initial	
7. Outcomes	School attendance needs improvement		
8. Next actions indicates completed section	Seriod acceluance needs improvement	CLA Review, this <i>must</i> be completed before the	
indicates completed section	-	IRO has started work on the review.	
	Joseph's physical health needs to be met. Joseph to receive regular health care according to his individual		
	needs.	Complete Section 6 Permanence Plan and	
		Section 7 Outcomes	
		Section 7 Outcomes	
			1
	What are the child's care needs and how will they be me	t What actions will be taken Who will be responsible When does it need to be done	
		Proposed Health plan	
		Proposed nearch plan	

First CLA review (CSSW) : Joseph New CLA 2207656					
🖬 🖻 🗾 🔁 📲	🖉 (o 🖁				
CLA Chairs report and record of r	eview (CSSW) CLA chairs monitoring form				
Sections	8. Next actions				
I. Information on the child	Next Actions				
2. Information on the plan					
3. Review of the child's current Care Plan		Next actions			
4. Record of meeting	Next action	As Section 8 Next Actions and select	Status		
5. Proposed new Care Plan		Add	bbA₫		
6. Permanence plan		, 100			
7. Outcomes					
8. Next actions					
indicates completed section					

And you will be brought into the following screen

First CLA review (CSSW) : Joseph New CLA 2207656				
🖬 🗷 🛃 🐣 💾 🖉 to 👗				
CLA Chairs report and record of review (CSSW) CLA chairs mor				
From the drop-down menu Select	t actions			
Update child or young person's	Select action	Update child or young person's care plan	(CSSW) 🗸	
care review and pass to	Pass to worker	Loretta Williams Find Cle	ar	
appropriate social worker and click on Add, please see table below for further next actions all actions have been added – Add and close	Note			<i>i</i> ,
8. Next actions	noncy ○ 🏝 Urgent	Normal	O 🎥 Low	
indicates completed section	-		Add Add an	d close Close

Name of Workflow	Assign
Child or young person's	Social Worker
care review	
Social worker's report for	Social Worker
subsequent CLA review	
(CSSW)	
Start second child looked	IRO
after review	

First CLA review (CSSW) : Joseph New CLA 2207656 × 🖬 🗷 🛂 🐴 🖉 👩 🚢 CLA Chairs report and record of review (CSSW) CLA chairs monitoring form Once you have added all the next Sections 8. Next actions actions click onto to the CLA Chairs 1. Information on the child Next Actions monitoring form, child match of the delta of the plan Information on the plan Review of the child's current Care Plan A. Record of meeting Proposed new Care Plan Outcomes Next actions Next action Assigned to Reason Note Priority Status Þ / 🛈 Update child or young person's care plan (CSSW) Loretta Williams Proposed B / 🛈 Social worker's report for subsequent CLA review (CSSW) Loretta Williams Proposed Start second child looked after review *P* 🛈 Tina Bailey Proposed indicates completed section Add

Click onto link - for How to Send a Request or go to Page 6

First CLA review (CSSW) : Joseph New CLA 2207656						
🚍 🛃 🛃 🔁 🛃	g (o 🛔					
CLA Chairs report and record of re	eview (CSSW) CLA chair	New reque				
Sections	3. Next review					
1. Child's details		Select	Request type	*	Status (date)	Assigned to
2. Review details	Date booked for n	۲	Required IRO to notify admin to distribute chair's report		۵	
3. Next review						
 indicates completed section 			Note			

Once the request has been sent

First CLA review (CSSW) : Jos	. Select to FINISH workflow step
Sections	3. Next review
Child's details 2. Review details 3. Next review indicates completed section	Date booked for next review* 08/05/2024
	Section completed

Updated Child's Care Plan

Once the Review workflow step has been finished by the IRO, they will have assigned to the social worker/personal advisor the updated Child or young person's care plan.

Based on the recommendations and views of the IRO the social worker/personal advisor will update the child or young person's care plan.

Social Worker

🔲 💷 🖴 👯 Loretta Williams	Home People Organisations Workers Cont	acts* Finance* Reports* Tools* Help* Sign out
 Allocations (4) 	Person summary - Joseph New CLA (2207656) born 10	an 2015 (9 years old) 🔂
∧ Recently viewed	Person details > Summary Case history	
Current work Joseph Record of Life New CLA Story Work (2207556)	Start Case notes Chronologies Documents Address	Case status Change Open 21 Mar 2024
Mew CLA CLA visit (CSSW) (181871)	Events Visits Main address London	ent Looked affer legal status Change
Germia Social worker's Kerina report for initial Lubin CLA review (2072749) (CSSW)	Education Authority: Camden Health	earns serve this address C2 : Full care order From 18 Mar 2024
Germia Placement Kerina Arrangement Lubin Meeting.(CSSW) (2072749)	Left click onto 🗟 and the	
Joseph Update child or oung person's Start work alls part (volum) Update assignment Social worker's	work From the <i>Incoming work</i>	
Cancel work enotified a control of a control	on the person summary s	SCIEEN

And you will be brought into Child's care plan

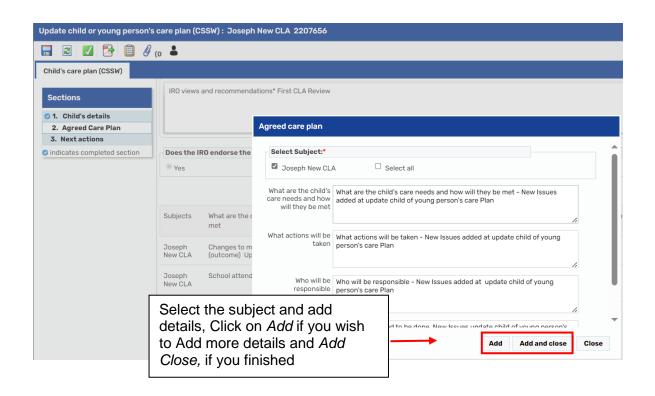
Update child or young person's	care plan (CSSW) : Joseph New	CLA 2207656			
🔒 🖬 🚺 🔁 💾	9 (o 🖁				
Child's care plan (CSSW)					
Sections	1. Child's details 🦻				
1. Child's details 2. Agreed Care Plan 3. Next actions indicates completed section	This Comple This plan air This plan wi	ete Sections 1 Child	's Details	*indicates required field is such as school, health and home life. Ian.	
	Child's details				
	ID	2207656			
		Joseph New CLA	@		
	Date of birth	10/01/2015			
	Gender	Male 🏶			
	Ethnicity	White	\$		-

Update child or young person's care plan (CSSW) : Joseph New CLA 2207656						
🔒 🖸 🚺 🎦	Ø (o 🕹		8			
Child's care plan (CSSW)						
Sections	2. Agreed Care Plan					
1. Child's details 2. Agreed Care Plan 3. Next actions indicates completed section	IRD views and recommendations IRD views and recommendations IRD views and recommendations* First CLA Review IRD views and recommendations* First CLA Review	*Indicates required field				
- The IRO will prepop	Sections 2 Agreed Care Plan views and recommendations ulate from the Review, in this irst CLA Review					

3. Next actions indicates completed section	Does the IRO endorse the plan?*	No	Click on the de details Click on the pe details and you following scree	encil icon 🖉 u will be bro	to edit	
	What are the child's care needs and how will they be met	What actions will I	be taken	Who will be responsible	When does it need to be done	Ţ
	Changes to meet the child/ young person's needs (outcome)	Action to be taken		Responsible person	When it needs to be done	/0
	School attendance needs improvement	As soon as possib	le	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.		ook welfare-check due health Joseph (GP, Hearing, Dentist and	Foster carer	As soon as possible	🗟 🥖 🛈
						률 Add
			Permanence planning			
	What are the child's care needs and how will they be met	Whata	actions will be taken Who will b	be responsible When o	does it need to be don	9

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 3. Next actions 	IRO views and recommendatic	a Agreed care plan							
 indicates completed section 	IRO views and recommenda								
		Joseph New CLA Select all							
	Does the IRO endorse the p	What are the child's Changes to meet the child/ young person's needs (outcome) Update care needs and how will they be met							
		What actions will be taken - Update taken							
	Subjects What are the ch met								
	Joseph Changes to me New CLA (outcome)	Who will be Responsible person - Update							
		the subject and Amend the details, the onto Save Changes							
	Joseph								

		Worker/Parent/Foster Carer	
Joseph's physical health needs to be met. Joseph to	Foster Carer to book welfare-check due health	Foster carer	As soon as possible 🛛 🗟 🖉 🛈
receive regular health care according to his individual needs.	Click on <i>Add</i> , to add new c plan. And you will be broug following screen		Adc



Follow the same guidance to update or Add details to the Health Plan and Education Plan (PEP)

Update child or young person'	s care plan (CSSW) : Joseph New CLA :	2207656				
Child's care plan (CSSW)						
Sections	3. Next actions					
😋 1. Child's details	NextActions					
2. Agreed Care Plan						
3. Next actions						
indicates completed section		Next actions				
	Next action	Complete Section 3 Next actions Click Add	Status			

Update child or young person'	's care plan (CSSW) : Joseph	New CLA 2207656
a 🛛 🔽 📤	🖉 (0 👗	
Child's care plan (CSSW)		Next actions
Sections	3. Next actions	Select action Care / Pathway plan updated (terminates) 🗸
🕑 1. Child's details	Next Actions	
 2. Agreed Care Plan 3. Next actions 		Note
 indicates completed section 		
	action i	he drop-down menu – the only next is Care/Pathway updated (terminates) en Add and close
		Add Add and close Close

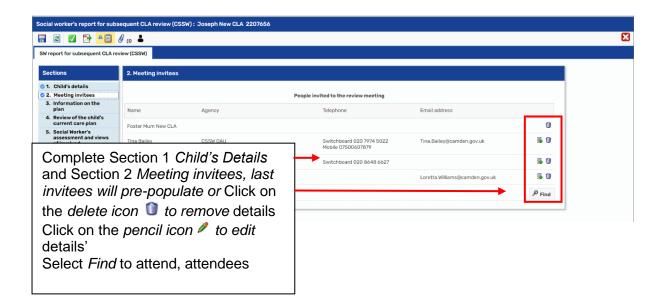
Social Work's Report Subsequent CLA Review

Social Worker

The IRO will assign the Social workers Report Subsequent CLA Review the social worker

And you will be brought into the following screen

🗅 Access Mosaic Case Management - Work -	Microsoft Edge	- 0 X
https://lbc-dev-app.accessacloud	.com/mosdev/frameset.jsp?mainFrameHref=/mosdev/controller/subject/PER22076	56%3FnoWorkViewRefresh%3Dtrue&leftFrameHref=/mosdev/con Q A [®]
🖿 💷 🔛 👯 🔛 Loretta Williams	Home People Organisations Workers Contracts Finance Reports	s × Tools × Help × Sign out *
∧ Allocations (4) C	Person summary - Joseph New CLA (2207656) born 10 Jan 2015 (9 years old) 📴	CLA
∧ Recently viewed C [*]	Person details > Summary Case history	
✓ Current work C	Start Case notes Demographic information	Case status
Joseph Record of Life New CLA Story Work (2207656)	Chronologies Documents Address Change Events	Open 21 Mar 2024
New CLA CLA visit.(CSSW) (181871)	Visits Main address 42 Mornington Crescent Education > Authority: Candon NW1 778 (View man) Authority: Candien	Looked after legal status Change
Germia Social worker's Kerina report for initial Lubin CLA review	Health Cluster team(s): No teams serve this address	C2 : Full care order From 18 Mar 2024
(2072749) (CSSW)	Looked after Basic details Change	Current work Workflow map History
Lubin Meeting (CSSW) (2072749)	Left click onto 🖄 and then start work	Second CLA review.(CSSW) Assigned to: <u>Tina Bailey</u>
Start work eport for Update assignment eview (CSSW)	From the Incoming work folder or	Social worker's report for subsequent CLA review (CSSW) Art work ta Williams Update assignment ta Williams
Cancel work Health issessment (2207658) (CSSW)	on the person summary screen	Record of Life Story Work Assigned to: Loretta Williams
Luke CLA Placement U18 Arrangement (2207658) Meeting (CSSW)	management Ethnicity White / British	Health assessment (CSSW) Assigned to: Loretta Williams
A Cormin Eiret CLA muleur	 External system administration 	Service user groups Change



Once you have updated the invitee list send the following request

J				
	Select	Request type	Status (date)	Assigned to
	0	Required Admin - Send Invitations (CLA)	1	
ų	~		•	

Click onto link – for How to Send a Request or go to Page 6

Report for subsequent CLA re				
Sections	4. Review of the child's current care plan			*indicates required field
C. Child's details C. Neeting invitess C. Information on the plan A. Review of the child's current care plan Social Worker's assessment and views of invoives of invoives of socials A. Child, family and connected person's views A. Proposed new care plan A. Next actions Guidcasts completed section	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	ible - Update tt/Foster Carer	When does it need to be done When it needs to be done - update As soon as possible As soon as possible	Progress
maicates completed section	Click on the pencil icon / to edit	ible - New Issues iild of young	When does it need to be done. New Issues update child of young person's care Plan	s Add
	Permanence plan What are the child's care needs and how will they be met What actions will be taken Wh	o will be responsible	When does it need to be do	ne Progress
				Add

And you will be brought into the following screen.

Social worker's report for subs	Social worker's report for subsequent CLA review (CSSW) : Joseph New CLA 2207656						
🖬 🖻 💆 🔁 🐣 📕 🖉 🕫 👗							
A SW report for subsequent CLA review (CSSW) Child's plan							
Sections	4. Review of the child's c	What actions will be	Action to be taken - Update		▲		
 1. Child's details 2. Meeting invitees 3. Information on the 	Only complete when there is a	taken	Action to be taken - Update	4		indicates required field	
 3. Information on the plan 4. Review of the child's current care plan 5. Social Worker's 	What are the child's care need will they be met	Who will be responsible	Responsible person - Update		ed to be Pro	ogress	
assessment and views of involved professionals A.6. Child, family and	Changes to meet the child/ y person's needs (outcome) Up	When does it need to be done	When it needs to be done - update	"	ebe done -	/0	
Update the the the progress		Progress	Update progress on the Subsequent CLA Review	~	ble	5/0	
Save changes					s update	5 / 0	
						Add	



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 pro-perulation as this will affect the pre-population

Follow the same process to 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	1

			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	1
						률 Add

 Notations A Stratetions A Stratetion	Social worker's report for subsequent CLA review (CSSW) : Jo	oseph New CLA 2207656	
Sections c. Child family and connected person's views 1. Child setails Complete section 5 3. Information on the professionals Complete section 5 6. Social worker's assessment and views of involved professional and section 6 Child, Family and connected person's connected person's Image: Connected person's	🖬 🖻 🛃 🚰 🐣 🖉 to		
 Complete section 5 Information on the plan A. Review of the child's or finvolved professional and section 6 Child, Family and connected person's involved professional and section 6 Child, Family and connected person's involved person's involved professional and section 6 Child, Family and connected person's involved person's involv	A SW report for subsequent CLA review (CSSW)		
 a. Information on the plan b. Social worker's assessment and views of involved professional and section 6 Child, Family and connected person's a. Retactions 	Sections 6. Child family and connect	tad narean'e viawe	
	 3. Information on the plan 5. Social we assessment and views of involved professionals 6. Child, Family and connected persons views A. R. Next actions Indicates completed section 	vorker's ment and f involved ional and 6 Child, and ed person's ting their overall care plan experience and	"Indicates required field

Social worker's report for subs	equent CLA review (CSSW) : Joseph New CLA 2207656	
🔒 🛛 🚺 🎦	Ø (o 🕹	
A SW report for subsequent CLA		
Sections	7. Proposed new care plan	
 Child's details 2. Meeting invitees 	*Indicates required field Needs to be completed for every review	
3. Information on the plan	Date of this plan* 02/04/2024	
4. Review of the child's current care plan	Proposed Care plan	
 S. Social Worker's assessment and views of involved professionals C. Child, family and connected persons views 7. Proposed new care plan 8. Next actions indicates completed section 	Subject 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 Section 7 The proposed care plan, proposed Health Plan and Proposed PEP and Permanence Plan	
	Proposed 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	
	Add	

iocial worker's report for	subsequent CLA review (CSSW) :	Joseph New CLA 2207656	Select the subject and complete the following.
SW report for subsequen	t CLA review (CSSW)	Proposed Care plan	
Sections	7. Proposed new care pla	Select Subject:	What are the child's care needs
1. Child's details		Joseph New CLA	
2. Meeting invitees	Needs to be completed for eve		and how will they be met?
3. Information on the plan	Date of thi	What are the child's What are the child's care needs(proposed care plan) social workers care needs and how will they be met	What actions need to be taken?
4. Review of the child's current care plan			Who will be responsible?
5. Social Worker's assessment and view of involved professionals	vs Subject What are the child	What actions will be What actions will be taken(proposed care plan) social workers report taken CLA Reviews	When does it need to be done?
6. Child, family and connected person's views		Who will be "who will be responsible(proposed care plan) social workers report for responsible	Select <i>Add</i> if you wish to add
A 7. Proposed new care plan		responsible CLA Reviews	more details or Add and close if
A 8. Next actions			
indicates completed sections indicates completed sections indicates completed sections	what are the child's care neer	When does it need to 'When does it need to be done(proposed care plan) social workers reported be done for CLA Reviews Add Add and close	you have infished adding to the

SW report for subsequent CLA		
		Next actions
Sections	8. Next actions	Select action Social worker's report for CLA review completed 🗸
2 1. Child's details	Next Actions	
2. Meeting invitees		Note
3. Information on the plan	A next action and recipient m	Note
 Review of the child's current care plan 		From the drop-down menu – the only next
5. Social Worker's assessment and views of involved professionals	Next action	action is Social worker's report for CLA review completed
6. Child, family and connected person's views		
7. Proposed new care plan		
A 8. Next actions		
indicates completed section		

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

0	Required Team Manager Authorisation	Ē	

<u>Click onto link – for How to Send a Request or go to Page 6</u> <u>Click onto link – for How to Complete a requests or go to Page 7</u>

And once the Managers has authorised, they will complete request, they will send the following request

0	Required Team manager to notify CLA admin to send out Social Work report	۵
0	Required Team manager to notify IRO social work report complete	1)

Once all requests have sent the Team Manager will finish the workflow step

Social worker's report for subsequent CLA review (CSSW) : Joseph New CLA 2207656						
🗟 🗹 🔁 🗳 Select 🗹 to FINISH workflow step						
SW report for subsequent CLA review (CSSW)						
Sections	1. Child's details					
1. Child's details						

Second CLA Review

The Reviewing Officer (IRO)

The IRO will assign themselves the Second CLA Review from the First CLA Review and will find the workflow step within the Future work or Incoming

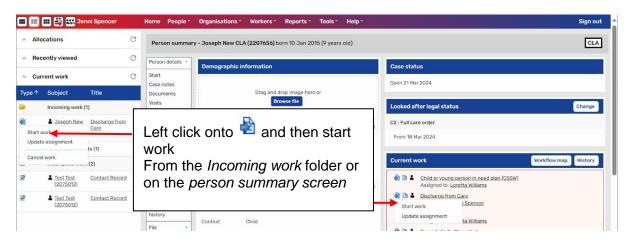
Second CLA review (CSSW) : J	Joseph New CLA 2207656	
a 🛛 🔽 🔁 📲	🖉 (o 👗	
CLA Chairs report and record of r	review (CSSW) CLA chairs monitoring form	
Sections	1. Information on the child	
Sections	i. Information on the child	
 Information on the child 		*indicates required field
2. Information on the plan	Name of child Joseph New CLA	
3. Review of the child's current Care Plan	Please click on the below link for how	
4. Record of meeting		
5. Proposed new Care Plan	to complete CLA Reviews	
6. Permanence plan		
7. Outcomes		
8. Next actions	Is the child in full time education?*	
indicates completed section	○ Yes ® No ○ N/A	
	Date of last dental appointment	
	Has the child had a dental appointment in the last 6 months?*	
	O Yes O No	
	- 100	
	Does child have an advocate?*	
	○ Yes ● No	
	Chair to provide child with details of advocacy options	
	Date to be discharged from care (if known)	
	Chair to contact team manager to prompt them to complete the Discharge from care form, for all children who are to be discharged from care	
	Date child turns 18* 10/01/2033	

How to complete the CLA Review's go to page 30

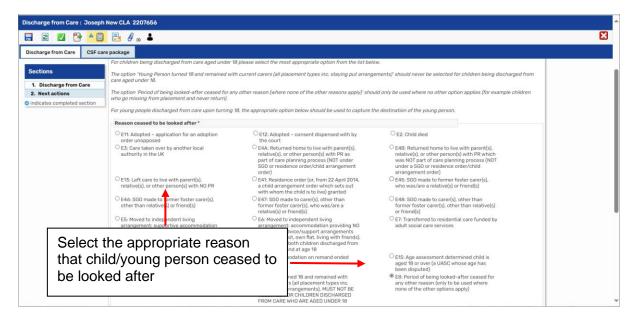
Discharge from Care

Team Manager

If the decision is to Discharge from care, they IRO will assign *the Discharge from Care workflow step* to the Team Manager to complete.



And you will be brought into the following screen



Discharge from Care : Joseph							
🖬 🖻 🔽 🔂 🐣 🗎	🔁 🖉 (o 👗						×
Discharge from Care CSF care	e package	Next actions			From the	e drop-down m	nenu Select
Sections C 1. Discharge from Care C. Next actions C indicates completed section	2. Next actions Next Actions	Select action Please select Please select Closure Record. Note Initial CIN Review Meeting. Ongoing CP Investigation / Plan Remains open for CYPDS Short Breaks provision only YP turned 18		the appropriate next actions and assign to the appropriate worker and Add and close			
	Next action	Priority					
		C \Lambda Urgent	Normal	Add Add and	close Close	Add	

Discharge from Care : Joseph New					
Discharge from Care CSF care package					
Sections 2.	. Next actions				
⊘ 1. Discharge from Care Ne	ext Actions				
Required Resources/Fostering - Close Placement (TM/SP to send)					

Assign: to the Duty Worker CSSW resources/Duty Worker Fostering or Kim Abou Obida

Resources/Fostering/Kim will:

- End the placement
- Liaise with LAC Admin to end the LAC placement codes
- Finish the step

New request						
Select	Request type		Status (date)	Assigned to		
۲	Required CLA Admin - Codes, Out-of-Borough Notification (Fostering/Resources to send)		Ũ			



<u>Please note</u>: Fostering/Resources to send the above request to LAC Admin

<u>Click onto link – for How to Send a Request go to page 6</u> <u>Click onto link – for How to Complete a requests go to page 7</u>

Discharge from Care : Joseph New CLA 2207656							
Discharge from Care	CSF car	e package					
Sections		2. Next actions					
 Discharge from 0 Next actions 	Care	Next Actions					
 indicates completed s 	ection						