

Children Looked After Process (IRO)



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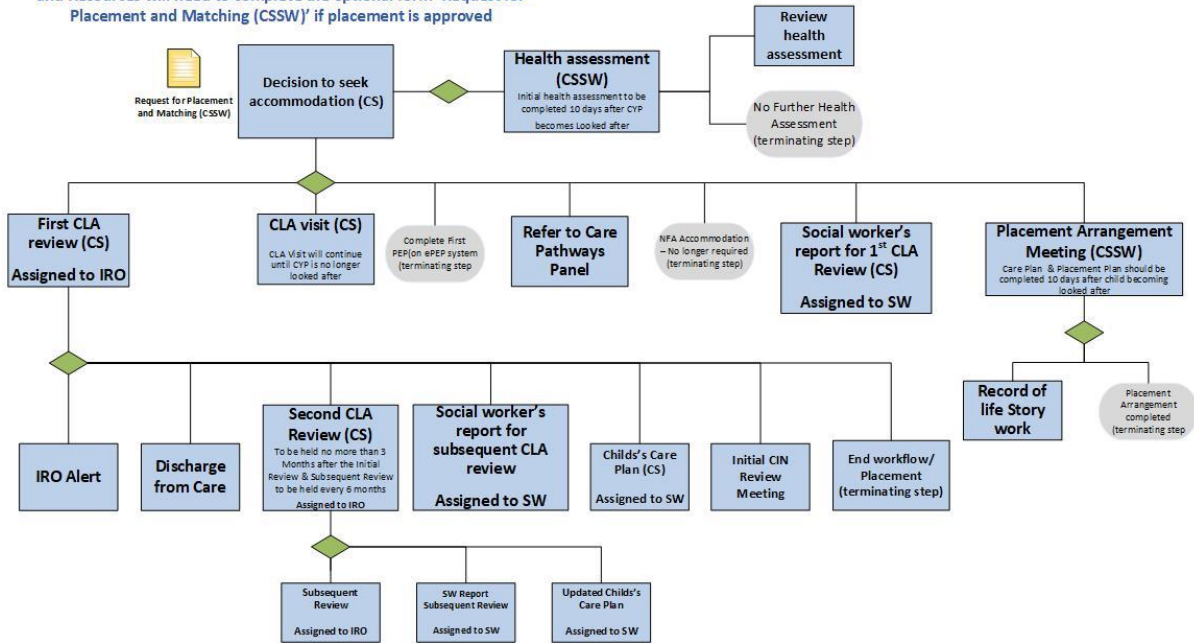
Version History

December2021	Manual created
March 2024	Updated CLA Process
December 2024	CLA Process - IRO

Children Looked After Process

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



Children Looked After Process IRO 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
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
6. Once approved the manager will 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
4. Once approved the manager will send Request 'Admin to distribute care plan to child' to CLA Business Support then Finish the work step

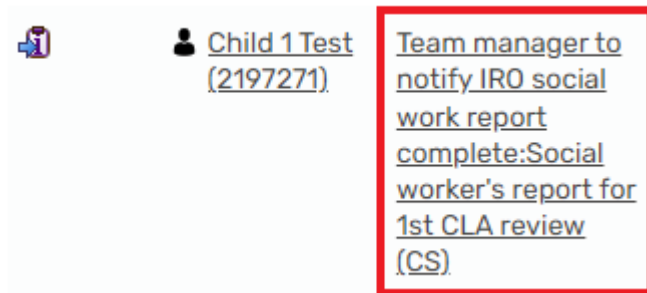
Starting the CLA Process

The Social Worker will initiate the 'Decision to Seek Accommodation' work step as part of starting the Looked After process. This step records the decision to accommodate the child(ren) and the management approval as well as the placement and matching information. The Duty Worker CSSW Resources will Finish this work step.

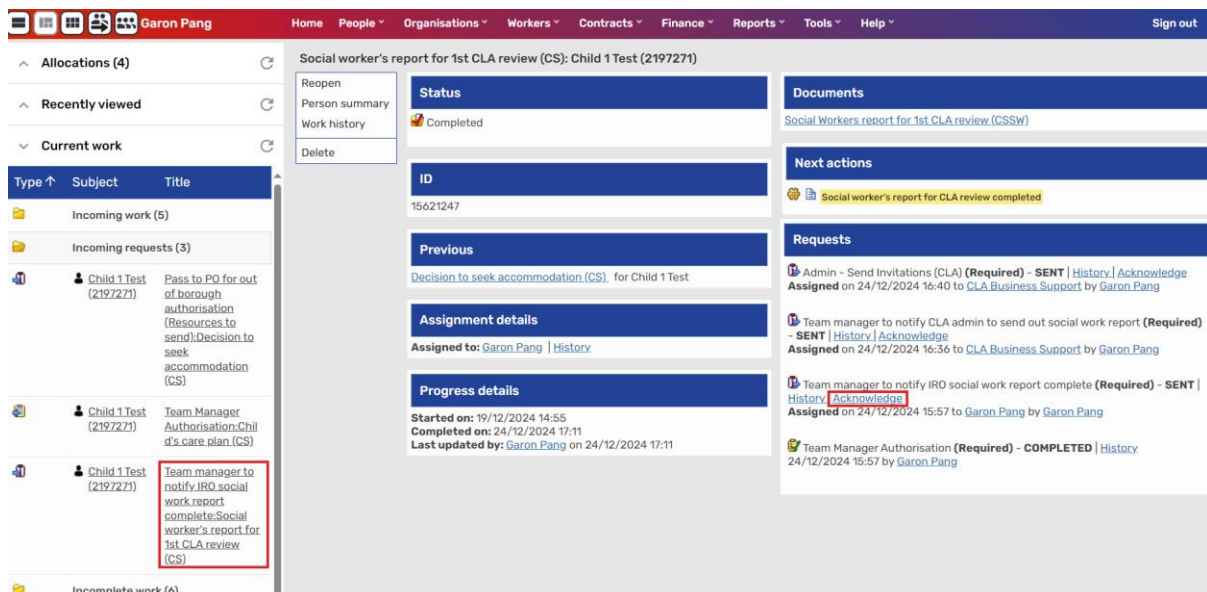
The Social worker will then be assigned the Health Assessment, Placement Arrangement Meeting and the Social workers report for completion. The Social workers report should be completed at least 5 days before the 1st Review. As the IRO you will be assigned the First CLA Review (CS) work step.

Note that the proposed care plan, health plan and PEP within the Social workers report will pre-populate through to the CLA Chairs report and record of review (CSSW). You will be sent a Notification Request 'Team manager to notify IRO social work report complete notification' to inform you when the social workers report has been completed. This will appear in your Incoming requests folder with the following icon 

To acknowledge the Notification Request you will need to go to the work step summary screen. Do this by selecting the work Link in your Incoming request folder




You will be brought to the work step summary screen and under the Requests heading, you will find the Request that was sent to you with a Link to Acknowledge the Notification Request. This will only be available when the work step has been finished by the Manager




First CLA Review (CS)

The IRO will be assigned the First CLA Review from the Decision to accommodate and will find the workflow step within their future work or Incoming work folder. It is also possible to start the work from the subject's person summary screen under the Current work heading

The screenshot shows a software interface with a navigation menu on the left and a main content area. The navigation menu includes 'Allocations (53)', 'Recently viewed', and 'Current work'. Under 'Current work', there are folders for 'Incoming work (3)' and 'Current work'. A callout box with a white background and black border contains the text: 'Left click onto  and then start work From the Incoming work folder or on the person summary screen'. Red arrows point from the callout box to the document icon in the 'Incoming work' folder and to the 'Start work' button in the 'Current work' section of the person summary screen.

This will open the First CLA review (CS) work step and the CLA chair monitoring form will be the primary form. The CLA Chairs report and record of review (CSSW) is an optional form that should **Only** be created once confirmation of the Social worker's report has been completed (this is to ensure that the plan pulls through to the Chair's report). The CLA chairs monitoring form will be available for completion when you are ready or where the Review has been held and the Social worker's report is still incomplete.

To create the CLA Chairs report and record of review (CSSW) select the Option forms and letter icon  then click on the link for the form

The screenshot shows a form titled 'First CLA review (CS) : Child 1 Test 2197271'. Below the title is a toolbar with various icons. The main content area is titled 'CLA chairs monitoring form'. On the left, there is a 'Sections' sidebar with a list: '1. Child's details', '2. Review details', '3. Next review', and '4. Next actions'. A blue checkmark icon indicates that section 1 is completed. The main form area is titled '1. Child's details' and contains the following fields: 'Child's name' (Child 1 Test), 'Date of birth' (01/01/2015), 'Current key stage' (Please Select), 'Social worker' (Garon Pang), and 'Chair of CLA review' (empty). A checkbox at the bottom indicates 'Section completed'.

Then select the CLA Chairs report and record of review (CSSW) form

Optional forms and letters

Forms

[CLA Chairs report and record of review \(CSSW\)](#)

Complete Sections 1 – 2, *Please note* Section 3 Review of the Child's current care plan – will not be pre-populated, as this is the initial CLA Review

First CLA review (CS): Child 1 Test 2197271

CLA chairs monitoring form | CLA Chairs report and record of review (CSSW)

Sections	3. Review of the child's current Care Plan																														
<ul style="list-style-type: none"> 1. Information on the child 2. Information on the plan 3. Review of the child's current Care Plan 4. Record of meeting 5. Proposed new Care Plan 6. Permanence plan 7. Outcomes <p>Indicates completed section</p>	<p>Child's plan</p> <table border="1"> <tr> <td>What are the child's care needs and how will they be met</td> <td>What actions will be taken</td> <td>Who will be responsible</td> <td>When does it need to be done</td> <td>Progress</td> </tr> </table> <p style="text-align: right;"></p> <p>Permanence plan</p> <table border="1"> <tr> <td>What are the child's care needs and how will they be met</td> <td>What actions will be taken</td> <td>Who will be responsible</td> <td>When does it need to be done</td> <td>Progress</td> </tr> </table> <p>Health plan</p> <table border="1"> <tr> <td>What are the child's care needs and how will they be met</td> <td>What actions will be taken</td> <td>Who will be responsible</td> <td>When does it need to be done</td> <td>Progress</td> </tr> </table> <p>Education plan (PEP)</p> <table border="1"> <tr> <td>What are the child's care needs and how will they be met</td> <td>What actions will be taken</td> <td>Who will be responsible</td> <td>When does it need to be done</td> <td>How will the pupil premium be used to support this action</td> <td>Progress</td> </tr> </table> <p>Exploitation plan</p> <table border="1"> <tr> <td>What needs to change to reduce risk and increase support</td> <td>What actions will be taken</td> <td>Who will be responsible</td> <td>When does it need to be done</td> <td>Progress</td> </tr> </table>					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	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	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	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	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
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Record the details of the meeting within Section 4 and in Section 5, the proposed Care Plan, Health Plan and PEP will pre-populate from the Social Worker's Report 1st CLA Review, note that **this must be completed** for the information to pre-populate. *If you find that this is blank and has not prepopulated then it is likely the report was not finished. You can use the trash icon to delete the form or exit the work step without saving and wait for the Social Workers report to be completed before resuming.*

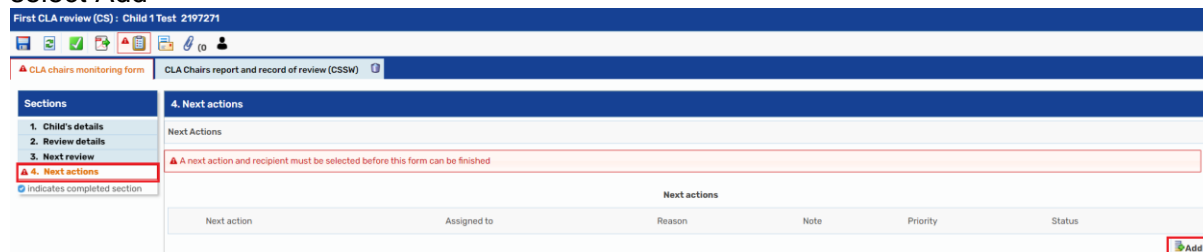
To complete the form Section 6 *Permanence Plan* and Section 7 *Outcomes* will need to be completed

First CLA review (CS): Child 1 Test 2197271

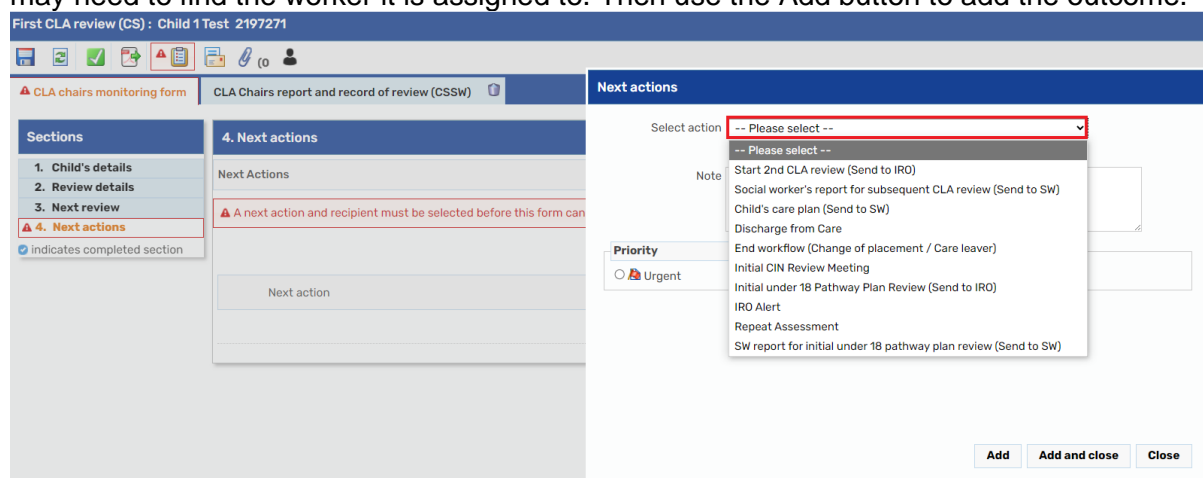
CLA chairs monitoring form | CLA Chairs report and record of review (CSSW)

Sections	5. Proposed new Care Plan																													
<ul style="list-style-type: none"> 1. Information on the child 2. Information on the plan 3. Review of the child's current Care Plan 4. Record of meeting 5. Proposed new Care Plan 6. Permanence plan 7. Outcomes <p>Indicates completed section</p>	<p>Date of this plan* 24/12/2024 </p> <p>Proposed care plan</p> <table border="1"> <tr> <td>What are the child's care needs and how will they be met</td> <td>What actions will be taken</td> <td>Who will be responsible</td> <td>When does it need to be done</td> <td></td> </tr> <tr> <td>child's needs</td> <td>Actions</td> <td>Who</td> <td>When</td> <td> </td> </tr> </table> <p style="text-align: right;"></p> <p>Proposed Permanence plan</p> <table border="1"> <tr> <td>What are the child's care needs and how will they be met</td> <td>What actions will be taken</td> <td>Who will be responsible</td> <td>When does it need to be done</td> <td></td> </tr> </table> <p>Proposed Health plan</p> <table border="1"> <tr> <td>What are the child's care needs and how will they be met</td> <td>What actions will be taken</td> <td>Who will be responsible</td> <td>When does it need to be done</td> <td></td> </tr> </table> <p>Proposed Education plan (PEP)</p> <table border="1"> <tr> <td>What are the child's care needs and how will they be met</td> <td>What actions will be taken</td> <td>Who will be responsible</td> <td>When does it need to be done</td> <td>How will the pupil premium be used to support this action</td> </tr> </table>					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		child's needs	Actions	Who	When		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		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		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
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On completion of both the CLA Chairs report and record of review (CSSW) and CLA chairs monitoring form you will need to add the Next actions. These will appear in the final section of the primary form (section 4 of the CLA chairs monitoring form). Go to the section and select Add



Select the appropriate next actions from the drop-down list. As you add each next action you may need to find the worker it is assigned to. Then use the Add button to add the outcome.



For example where a child continues to be looked after, from the drop-down list select *Start 2nd CLA review (Send to IRO)* and pass this to yourself (select *Assign To Me*) and click on *Add*, then select *Social worker's report for subsequent CLA review (Send to SW)*, find the social worker and select *Add*, next select *Child's care plan (Send to SW)*, find the social worker and select *Add and close*.

The following is a list of next actions required for each scenario


Next actions for Child remaining CLA	Assign
<i>2nd CLA review (Send to IRO)</i>	IRO
<i>Social worker's report for subsequent CLA review (Send to SW)</i>	Social Worker
<i>Child's care plan (Send to SW)</i>	Social Worker

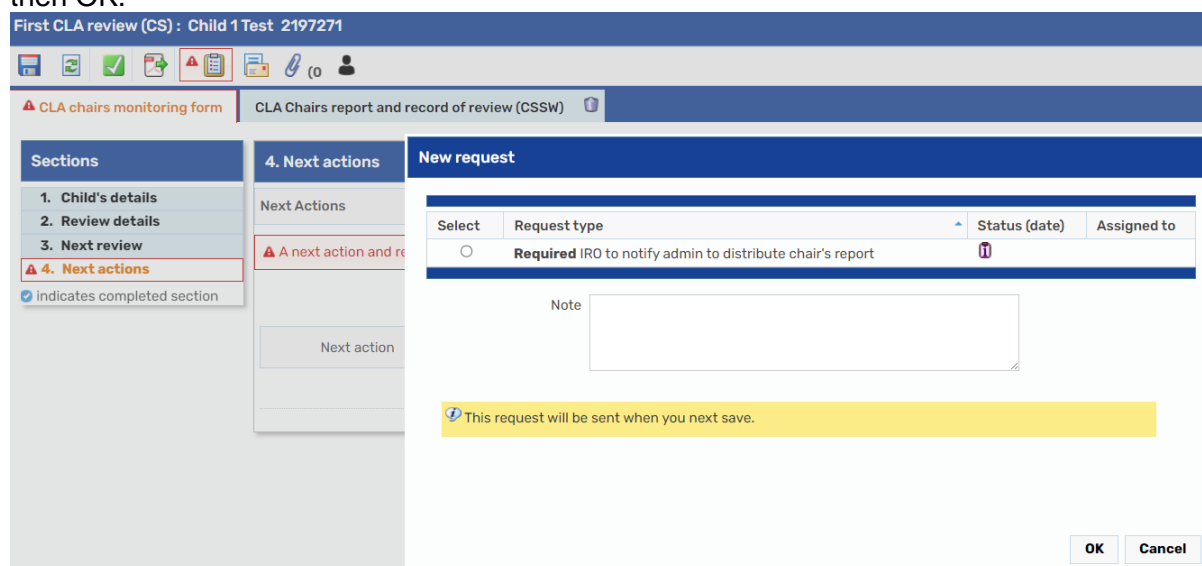
Next actions for Child stepping down to CIN	Assign
<i>Discharge from Care</i>	IRO
<i>Initial CIN Review Meeting</i>	Social Worker
<i>Child in need visit (CSSW)</i>	Social Worker

Next actions for CYP turning 18	Assign
<i>Initial under 18 Pathway Plan Review (Send to IRO)</i>	IRO
<i>SW report for initial under 18 pathway plan review (Send to SW)</i>	Social Worker
<i>Child's care plan (Send to SW)</i>	Social Worker

Note that the IRO Alert next action is for highlighting a specific concern with regards to social work practice or a dispute at this Review, this should be assigned to yourself and completed accordingly with a Request sent to the appropriate level of management for response and action.

If appropriate a Repeat Assessment can also be assigned to the social worker for updating. Once the First CLA review (CS) is ready for completion you will then need to inform the CLA admin to distribute the report and minutes by sending a Request.

Use the Request icon  to bring up the Request, select the IRO to notify admin to distribute chair's report Request and select the option to send to the CLA Business Support then OK.



First CLA review (CS) : Child 1 Test 2197271

CLA chairs monitoring form | CLA Chairs report and record of review (CSSW)

Sections

- 1. Child's details
- 2. Review details
- 3. Next review
- 4. Next actions

indicates completed section

4. Next actions

Next Actions

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Next action


New request

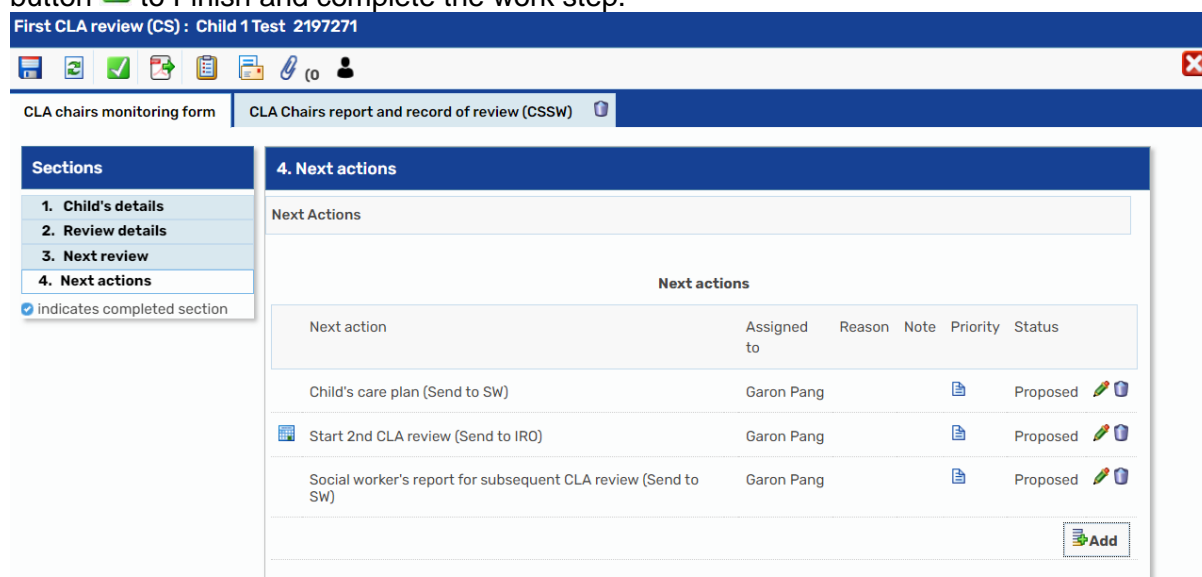
Select	Request type	Status (date)	Assigned to
<input type="radio"/>	Required IRO to notify admin to distribute chair's report		

Note

This request will be sent when you next save.

OK Cancel

Double check the Next actions are correct before finishing the work step. Use the Finish button  to Finish and complete the work step.



First CLA review (CS) : Child 1 Test 2197271

CLA chairs monitoring form | CLA Chairs report and record of review (CSSW)

Sections

- 1. Child's details
- 2. Review details
- 3. Next review
- 4. Next actions

indicates completed section

4. Next actions

Next Actions

Next actions

Next action	Assigned to	Reason	Note	Priority	Status
Child's care plan (Send to SW)	Garon Pang				Proposed
Start 2nd CLA review (Send to IRO)	Garon Pang				Proposed
Social worker's report for subsequent CLA review (Send to SW)	Garon Pang				Proposed


Add

Continuing the CLA Process

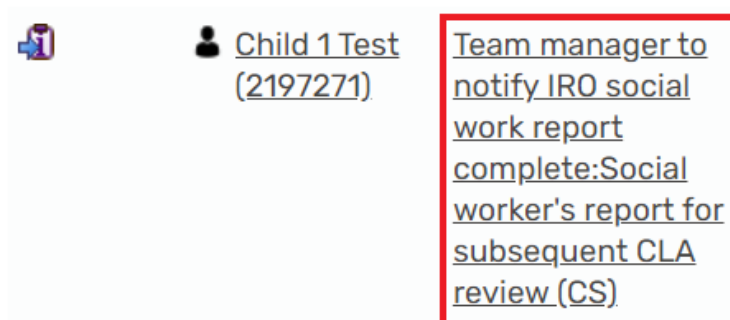
The social worker will be expected to update care plan and complete the social worker's report prior to the subsequent CLA Review. Note that the care plan fields will populate from the CLA Chairs report and record of review (CSSW) at the previous First CLA Review step.

Following the completion of the Care Plan the social worker should then complete the social worker's report for subsequent CLA review (CSSW) this will ensure the information prepopulates through correctly.

Like the SW report for 1st CLA review work step, the social worker's report for subsequent CLA review must be finished before you begin the CLA Chairs report and record of review (CSSW) for the information to pre-populate through.

You will be sent a 'Team manager to notify IRO social work report complete notification' Notification Request to inform you when the social workers report has been completed. This will appear in your Incoming requests folder with the following icon 

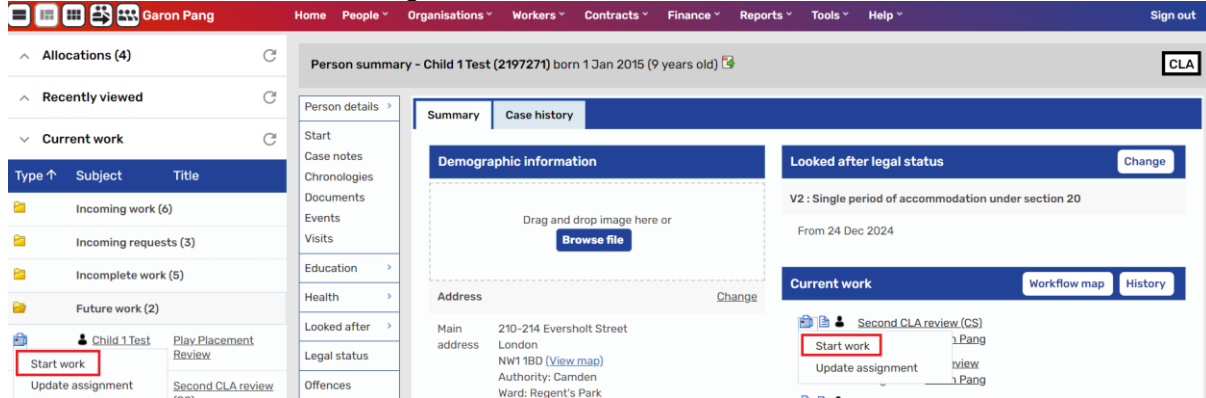
To acknowledge the Notification Request you will need to go to the work step summary screen. Do this by selecting the work Link in your Incoming request folder




You will be brought to the work step summary screen and under the Requests heading, you will find the Request that was sent to you with a Link to Acknowledge the Notification Request. This will only be available when the work step has been finished by the Manager

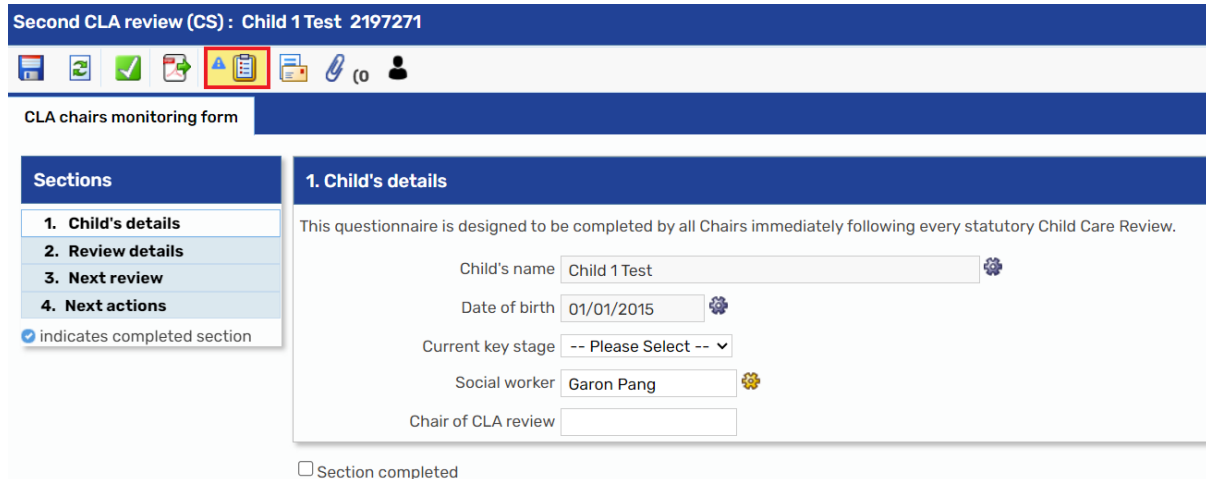
Second CLA Review

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 work folder, use the work step icon to start work. It is also possible to start the work from the subject's person summary screen under the Current work heading

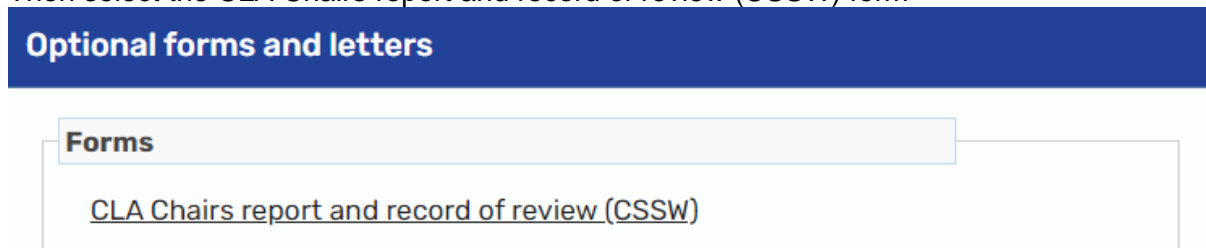


This will open the Second CLA review (CS) work step and the CLA chair monitoring form will be the primary form. The CLA Chairs report and record of review (CSSW) is an optional form that should **Only** be created once confirmation of the Social worker's report has been completed (this is to ensure that the plan pulls through to the Chair's report). The CLA chairs monitoring form will be available for completion when you are ready or where the Review has been held and the Social worker's report is still incomplete.

To create the CLA Chairs report and record of review (CSSW) select the Option forms and letter icon  then click on the link for the form

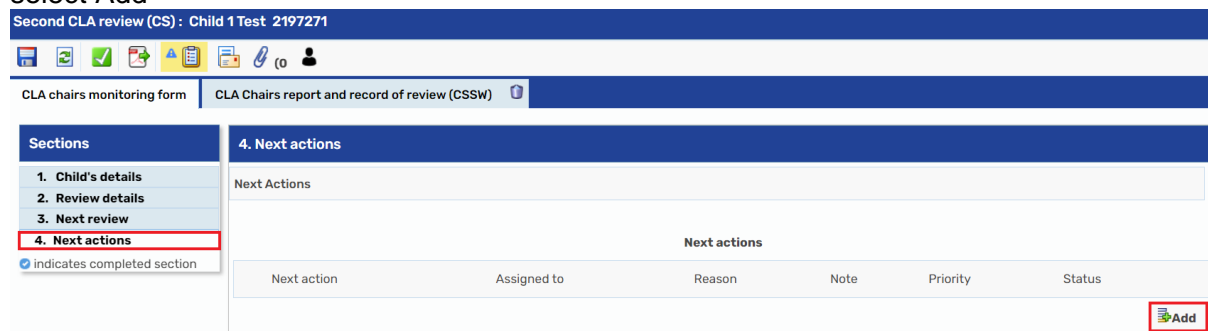


Then select the CLA Chairs report and record of review (CSSW) form

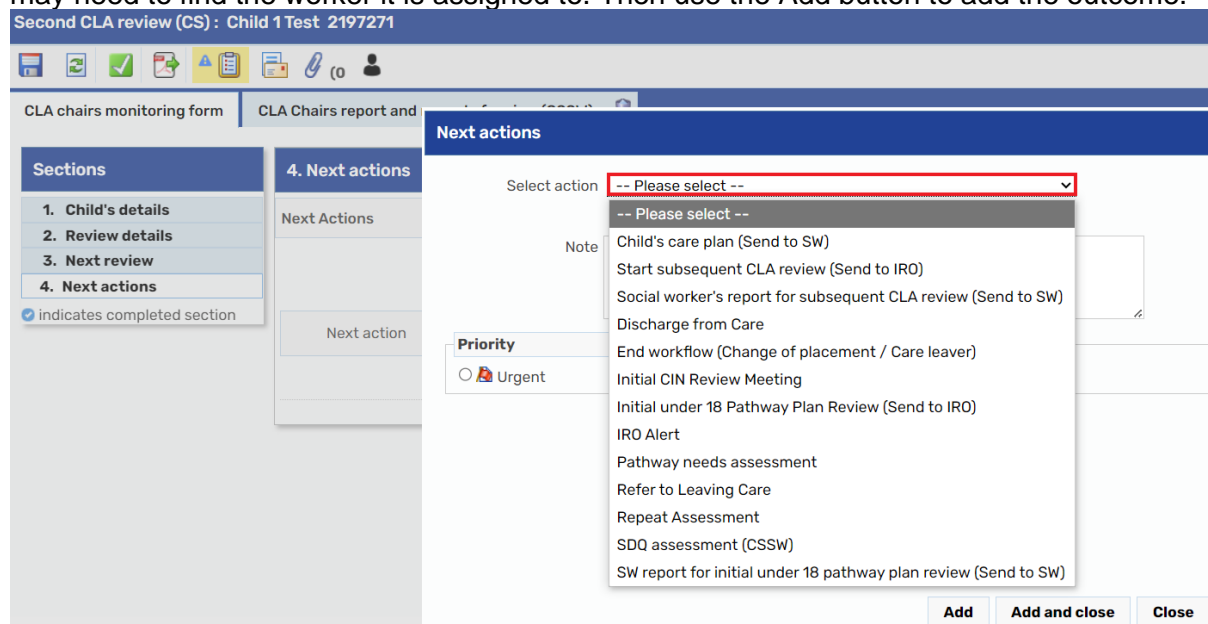


Note that Section 3 Review of the child's current Care Plan and Section 5 Proposed new Care Plan is prepopulate with information from the SW report for subsequent CLA review (CSSW). If this is appearing blank it may be because the report is still incomplete. You can use the trash icon to delete the form or exit the work step without saving and wait for the Social Workers report to be completed before resuming.

On completion of both the CLA Chairs report and record of review (CSSW) and CLA chairs monitoring form you will need to add the Next actions. These will appear in the final section of the primary form (section 4 of the CLA chairs monitoring form). Go to the section and select Add



Select the appropriate next actions from the drop-down list. As you add each next action you may need to find the worker it is assigned to. Then use the Add button to add the outcome.



For example where a child continues to be looked after, from the drop-down list select *Start subsequent CLA review (Send to IRO)* and pass this to yourself (select *Assign To Me*) and click on *Add*, then select *Social worker's report for subsequent CLA review (Send to SW)*, find the social worker and select *Add*, next select *Child's care plan (Send to SW)*, find the social worker and select *Add and close*.

The following is a list of next actions required for each scenario


Next actions for Child remaining CLA	Assign
<i>2nd CLA review (Send to IRO)</i>	IRO
<i>Social worker's report for subsequent CLA review (Send to SW)</i>	Social Worker
<i>Child's care plan (Send to SW)</i>	Social Worker

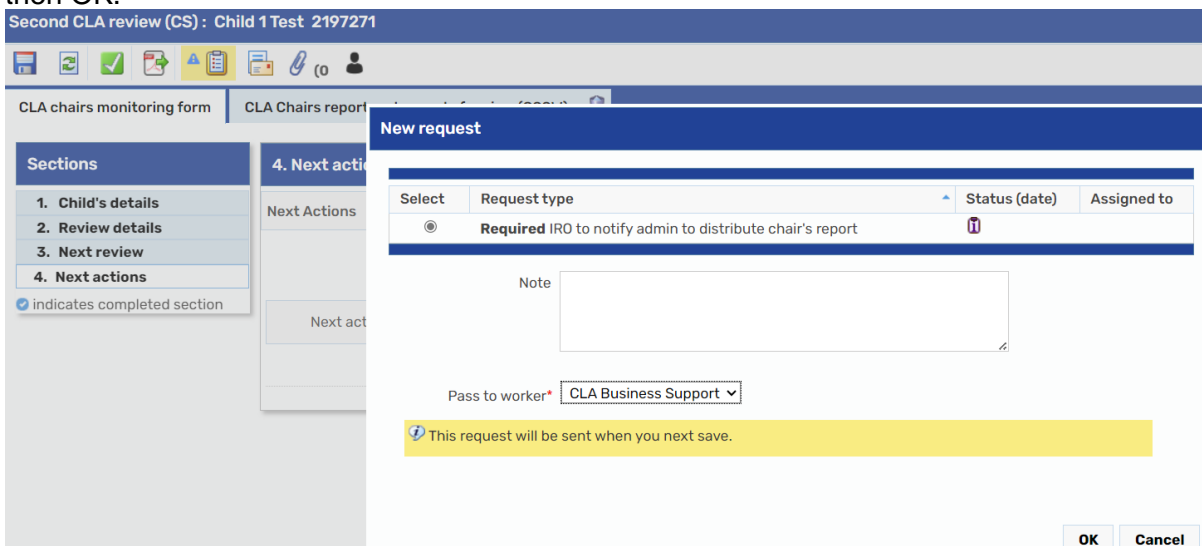
Next actions for Child stepping down to CIN	Assign
<i>Discharge from Care</i>	IRO
<i>Initial CIN Review Meeting</i>	Social Worker
<i>Child in need visit (CSSW)</i>	Social Worker


Next actions for CYP turning 18	Assign
<i>Initial under 18 Pathway Plan Review (Send to IRO)</i>	IRO
<i>SW report for initial under 18 pathway plan review (Send to SW)</i>	Social Worker
<i>Child's care plan (Send to SW)</i>	Social Worker

Note that the IRO Alert next action is for highlighting a specific concern with regards to social work practice or a dispute at this Review, this should be assigned to yourself and completed accordingly with a Request sent to the appropriate level of management for response and action.

If appropriate a Repeat Assessment can also be assigned to the social worker for updating. Once the First CLA review (CS) is ready for completion you will then need to inform the CLA admin to distribute the report and minutes by sending a Request.

Use the Request icon  to bring up the Request, select the IRO to notify admin to distribute chair's report Request and select the option to send to the CLA Business Support then OK.



Double check the Next actions are correct before finishing the work step. Use the Finish button  to Finish and complete the work step.

