Children Looked After Process (Team Manager)

mosaic

Contents

Contents	2
Children Looked After Process	3
Children Looked After Team Manager Action List	4
Decision to Seek Accommodation	5
Placement Arrangement Meeting	8
Social worker's report 1 st for CLA Review	.10
Updated Child's Care Plan	.13
Social worker's report for subsequent CLA review	.15
Discharge from Care	. 18

Version History

December2021	Manual created
March 2024	Updated CLA Process
December 2024	CLA Process – Team Manager

Children Looked After Workflow

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



Children Looked After Process Team Manager Action List

Decision to seek accommodation

- 1. Pick up Request 'Request Team Manager Authorisation Approve Referral' in your incoming request folder
- 2. Review the Decision to seek accommodation (CS) work step
- 3. If placement to proceed Authorise the Request (Completed) and exit the work step
- 4. If placement is no longer required Authorise the Request (Completed) and add next action 'NFA - Accommodation no longer required', then finish the work step

Placement Arrangement Meeting (CSSW)

- 1. Pick up the Request 'Team Manager Authorisation' in your incoming request folder
- 2. Review the Placement Plan
- Authorise the Request, select 'Completed' if happy to proceed, select 'Returned', add a Note if there is need for further work by the social worker, then save and exit. If 'Completed' ensure the next action has been added e.g. Placement Arrangement Meeting Completed, Record of Life Story Work or Care leaver 18+ annual offer of support
- 4. Finish the work step

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

- 1. Pick up Request 'Team Manager Authorisation' in your incoming request folder
- 2. Review the Social worker's report
- 3. Authorise the Request, select 'Completed' if happy to proceed, select 'Returned', add a Note if there is need for further work by the social worker, then save and exit.
- 4. If 'Completed' ensure that you send the following required notification Requests
 - a. Team manager to notify CLA admin to send out Social Work report
 - b. Team manager to notify IRO social work report complete
- 5. Add next action 'Social worker's report for CLA review completed' and Finish the work step

Child's Care Plan (CS)

- 1. Pick up Request 'Team Manager Authorisation' to your team manager
- 2. Review the Care Plan
- 3. Authorise the Request, select 'Completed' if happy to proceed, select 'Returned', add a Note if there is need for further work by the social worker, then save and exit. If 'Completed' ensure the next action 'Care/Pathway updated (terminates)' has been added
- 4. Finish the work step

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

- 1. Pick up Request 'Team Manager Authorisation' in your incoming request folder
- 2. Review the Social worker's report
- 3. Authorise the Request, select 'Completed' if happy to proceed, select 'Returned', add a Note if there is need for further work by the social worker, then save and exit.
- 4. If 'Completed' ensure that you send the following required notification Requests
 - a. Team manager to notify CLA admin to send out Social Work report
 - b. Team manager to notify IRO social work report complete
- 5. Add next action 'Social worker's report for CLA review completed' and Finish the work step

Discharge from Care

- 1. Pick up the work step from your incoming work folder and start
- 2. Complete the Discharge from Care form and indicate reason for child no longer in care
- 3. Add appropriate Next actions
- 4. Send the Resources/Fostering Close Placement (TM/SP to send) Request and assign this to the Duty Worker CSSW resources/Duty Worker Fostering or Kim Abou Obida
- 5. Once approved the Duty Worker CSSW resources/Duty Worker Fostering or Kim Abou Obida will finish the work step

Decision to Seek Accommodation

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.

Please note This should only be completed as a sibling group if all siblings are to be placed together.

The Decision to Seek Accommodation is available as an outcome from the following work steps:

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

Once the Decision to Seek Accommodation has been started by the social worker they will eventually send a Team Manager Authorisation Request. This will be in your Incoming requests folder



Within the Decision to seek accommodation work step, review the form and confirm decisions then click on the Request icon



Next click on the highlighted Team Manager Authorisation



Click on the 'Completed' radio button. The social worker will then complete the Request for Placement and matching (CSSW) form and send a further request to the Duty Worker CSSW Resources before finishing the work item. **Note that if the placement doesn't go ahead, you will still need to select 'Completed'**, this will allow for you to finish the work step with the outcome 'NFA - Accommodation no longer required'

Decision to seek accommodation	on (CSSW) : 🛎 New CLA					·
- 2 🔽 🔁 🗄	🎍 🖉 (o 🛎					×
A Record of accommodation decis	Placement Status	Sent request				
 I. Details and history 	New Placement Placement assessment dec	Request ID: 1043959 Request type: Team Ma	nager Authorisation - App	rove Referral (SW to send) (Re	ead guired)	
C 2. Reasons for accommodation A Decisions A 4. Next actions indicates completed section	Further de Has search for residential a O Yes Has search for P&V fosterir O Yes	You may complete Status © Completed Note	D Returned	Click into then ok	completed and	
	Date agreed for Looked		Statu	s history		
	Date agreed to review this poor	DateTime	Action	Worker/team	Note	
	Decision confirmed	 Verified at 11:19AM on Spencer, Role:SSC Bu Worker, Organisation; 	12/03/2024 by Loretta W isiness & Information Adm CSSW Children and Famili	illiams (Acting for: Jenni inistrator) Role: Corelogic es Division	OK Cancel	

FOR REFERENCE

The following next actions are required for a Child Looked After

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

Next actions required for a Change of Placement

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

Placement Arrangement Meeting

The social worker will complete the Placement Arrangement Meeting and complete a Placement Plan.

On completion, they will send a Manager Authorisation Request, you will find this in your Incoming request folder. Click on the work icon and select Resume work.



Review the Placement Plan then select the Requests icon to pick up the Management Authorisation Request

Placement Arrangement Meeting (CSSW): Conce the SP/TM have read the placement plan. Click onto the Request icon and then click onto request Next actions form Placement Plan								
Sections 1. Child,	/young person's details							
⊘ 1. Child/young person's details	be used as the detention p	placement plan?	Ŷ					
2. Details of involved professionals			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	4					
 6. Emotional and behavioural development and self-care skills 	Address	42 Mornington Cr London NW1 7RB	rescent		*			
7. Health 8. Education 9. Visits	Gender	Male	#					

Click on the Team Manager Authorisation and then, if you are happy with the Placement Plan, select 'Completed'. Alternatively, you may select Returned and add a Note if there is need for further work, the social worker should then follow this up and then send a further Team Manager Authorisation request. If 'Completed' ensure a next action has been added e.g. Placement Arrangement Meeting Completed, Record of Life Story Work or Care leaver 18+ annual offer of support

Placement Arrangement Meeting (CSSW) : Joseph New CLA 2207656								
\Xi 🗷 🛃 🐴	🥫 🖉 👩 🛍 👗							
Next actions form	Team Manager Authorisation (Required) - 15/03/2024 (Jenni Spencer)							
Sections	Send request							
 Child/young person's details 2. Details of involved 	Click onto the Team Manager Authorisation							

Placement Arrangement Mee	ting (CSSW) : Joseph New CLA 22	07656					
🔒 🖸 🚺 🎦	📑 🖉 (o 🖻 👗						×
Next actions form Placemen	nt Plan	ent request				1	
Sections	1. Child/young person's det	Request ID: 1043963					
I. Child/young person's details	Will this be used as the deten	Request type: Team Manager Authori	sation (Required	1)			
2. Details of involved professionals	Oyes		request.				
3. Placement details		Status					
4. All about the child/young person	N	Completed CReturned					
5. Contact arrangements	Date of I	Note					
 6. Emotional and behavioural development and self-care skills 	Add	Click into	comp	leted and	then ok		
7. Health	Co						
Ø 8. Education	Ger	DateTime	Action	Worker/team	Note		
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	Communication needs (including				OK Cancel		

Placement Arrangement Meeting (CSSW) : Joseph New CLA 2207656									
🖬 🖻 🗹 🖶 Select 🗹 to FINISH workflow step									
Next actions form Place									
Sections	1. Child/young person's details								
1. Child/young person's details	Will this be used as the detention placement plan? ${ \mathfrak{P} }$	Will this be used as the detention placement plan? ${ \mathfrak{P} }$							
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 worker's report for 1st CLA review

Please note The Social worker 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> as the team manager, you will be responsible for authorising the report and then sending Notification Requests to the CLA admin to send out the social worker's report and the IRO to inform them that the report has been completed prior to finishing the work step

Click on the work icon next to the Team Manager Authorisation: Social worker's report for 1st CLA review (CS) and select Resume work.

G

Current work

Туре ↑	Subject	Title					
2	Incoming work (1)						
e	Incoming reques	ts (3)					
4	Child 1 Test (2197271)	Pass to PO for out of borough authorisation (Resources to send):Decision to seek accommodation (CS)					
æ	Child 1 Test (2197271)	<u>Team Manager</u> <u>Authorisation -</u> <u>Approve Referral</u> <u>(SW to</u> <u>send):Decision to</u> <u>seek</u> <u>accommodation</u> <u>(CS)</u>					
Resume Assign	Child 1 Test work	<u>Team Manager</u> <u>Authorisation:Socia</u> <u>I worker's report for</u> <u>1st CLA review (CS)</u>					
2	Incomplete work	(8)					
2	Future work (1)						
2	Alerts (1)						

Review the Social workers report then select the Requests icon to pick up the Team Manager Authorisation Request and the Request will be highlighted in red

Social worker's report for 1st CLA review (CS) : Child 1 Test 2197271							
🗟 🗾 🛃	▲ 🗐 🖉 (o 💄						
A Social Workers report	A 🔀 Team Manager Authorisation (Required) - 19/12/2024 (Garon Pang)						
Sections	Bend request						
1. Child's details							
2. Meeting invitees							

Select the Request, Team Manager Authorisation and then, if you are happy with the Social Workers report, select 'Completed'. Alternatively, you may select Returned and add a Note if there is need for further work then save and exit the work step. The social worker should then follow this up and then send a further Team Manager Authorisation request.

Social worker's report for ist clareview (cs): Child Test 21972/1								
	Sent request							
A Social Workers report for 1st CL	Request ID: 1088220	4						
O and the set		Request type: leam N	Manager Authorisa	ation (Required)				
Sections	3. Information or	You may comple	te, withdraw or re	turn the request	, change the	note or reassig	n to ano	ther
1. Child's details		party.						
2. Meeting invitees		Status						
A 3. Information on the plan	Details of child's cur	Sent	○ Withdrawn	○ Complete	d Or	eturned		
 Social Worker's assessment and views of involved professionals 		Note						
▲ 5. Child, family and connected person's views	Tur			Ctatus hist			h	
A 6. Proposed new Care	141			Status filst	bry			
Plan		DateTime		Action	Worker/te	am	Not	te
A /. Next actions	Date current pl							
Indicates completed section	If any of the above in	19/12/2024 14:55		Sent to	Garon Pa	ng		
	- Is the child placed							
	✓ Yes					Reassign	ОК	Cancel

If 'Completed'. You will need to notify CLA Admin and the IRO by sending 2 separate Requests. Use the Request icon and select Send request. To avoid any delay, it is important to send these Requests and to finish the work step to ensure the Report is distributed and for the IRO to know that they may start their report. Social worker's report for 1st CLA review (CS): Child 1 Test 2197271

🗟 🖸 🔀	▲ 🗐 🖉 (o 💄					
A Social Workers report Team Manager Authorisation (Required) - 19/12/2024						
Sections	😫 Send request					
 Child's details Meeting invitees 	This form should be used for initial CLA review meetings. There is a separate form for					

Each of the following required notification Requests will need to be sent separately

a. Team manager to notify CLA admin to send out Social Work report

		-	-						
b.	Team	manager to	notify	IRO	social	work r	eport	comp	olete

ew reque	est		
Select	Request type	Status (date)	Assigned to
0	Required Admin - Send Invitations (CLA)	ũ	
0	Required Team Manager Authorisation	(19/12/2024)	Garon Pang
0	Required Team manager to notify CLA admin to send out social work report	ũ	
0	Required Team manager to notify IRO social work report complete	ũ	
	Note	1.	
			OK Canc

To finish the work step, ensure the next action 'Social worker's report for CLA review completed' has been added and use the Finish button

Social worker's report for initial	OLA	A
General worker's report for □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	ce all appropriate re nt. Select 🗹 to FINI	quests have been completed and SH workflow step
Social Workers report for 1s		1
Sections	7. Next actions	
I. Child's details	Next Actions	
2. Meeting invitees		
3. Information on the plan		
4. Social Worker's assessment and views of involved professionals	Next action	
5. Child, family and connected person's views	Report Completed	
6. Proposed new Care Plan		
7. Next actions		
indicates completed section		

Updated Child's Care Plan

Once the Initial CLA Review workflow step has been finished by the IRO, the 'update child or young person's care plan' work step will be assigned the social worker for completion.

Following the Review, based on the recommendations and views of the IRO, the social worker will be expected to update the child or young person's care plan.

Once the social worker has completed the Care Plan they will send you a Team Manager Authorisation Request, you will find this in your Incoming request folder. Click on the work icon and select Resume work.

∨ Cu	rrent work	C
2	Incoming work	(1)
>	Incoming reque	ests (4)
40	<u>Child 1 Test</u> (<u>2197271)</u>	Pass to PO for out of borough authorisation (Resources to send):Decision to seek accommodation (CS)
8	<u>Child 1 Test</u> (2197271)	Team Manager Authorisation - Approve Referral (SW to send):Decision to seek accommodation (CS)
8	Child 1 Test (2197271)	Team Manager Authorisation:Soci al worker's report for 1st CLA review (CS)
Resur Assign	Child 1 Test	Team Manager Authorisation:Chil d's care plan (CS)
2	Future work (1)	

Review the Care Plan then select the Requests icon for the pick up the Team Manager Authorisation Request and the Request will be highlighted in red

Child's care plan (CS) : Child 1 Test 2197271							
🔚 🗷 🛃 📥 🖉 (o 🚢							
A Child's care plan (CSS A B Team Manager Authorisation (Required) - 19/12/2024 (Garon Pang)							

Select the Request, Team Manager Authorisation and then, if you are happy with the Social Workers report, select 'Completed'. Alternatively, you may select Returned and add a Note if there is need for further work then save and exit the work step. The social worker should then follow this up and then send a further Team Manager Authorisation request.

Child's care plan (CS) : Child 1 Test 2197271								
🔒 🛛 🚺 🏝	Ø (0	±						
A Child's care plan (CSSW)		Sent request						
Sections	1.	Request ID: 10882 Request type: Tea	21 m Manager Authorisa	ation (Required)				
A 2. Agreed Care Plan A 3. Next actions	Th Th	Th You may complete, withdraw or return the request, change the note or reassign to party.						
indicates completed section	ть	Status						
	Ch	Sent	○ Withdrawn	○ Completed	○ Returned			
		No	te			4		

If 'Completed' ensure the next action 'Care/Pathway updated (terminates)' has been added and use the Finish button

Update child or young person's care plan (CSSW) : Joseph New CLA 2207656							
🔒 🖸 🔽 🔁 🔴	🖉 (o 👗						
Child's care plan (CSSW)		Next actions					
Sections	3. Next actions	Select action Care / Pathway plan updated (terminates) 🗸					
 1. Child's details 2. Agreed Care Plan 3. Next actions indicates completed section 	Next Actions	Note					
	Next From the action is And the	e drop-down menu – the only next s Care/Pathway updated (terminates) en use the Finish button					
		Add Add and close Close					

Social worker's report for Subsequent CLA review



<u>Reminder</u>: The updated child or young person's care plan work step must be finished before the Social workers Report for Subsequent CLA Review, as this will affect the pre-population

Please note The Social worker report <u>MUST</u> be completed before the IRO starts the Subsequent CLA Review and <u>should be completed at least 5 days before the</u> review as the team manager, you will be responsible for authorising the report and then sending Notification Requests to the CLA admin to send out the social worker's report and the IRO to inform them that the report has been completed prior to finishing the work step

Click on the work icon next to the Team Manager Authorisation: Social worker's report for Subsequent CLA review (CS) and select Resume work.

v Cui	Tent Work	C
Туре↑	Subject	Title
2	Incoming work	(1)
a	Incoming reque	ests (5)
4	Child 1 Test (2197271)	Pass to PO for out of borough authorisation (Resources to send):Decision to seek accommodation (CS)
8	<u>Child 1 Test</u> (<u>2197271</u>)	Team Manager Authorisation - Approve Referral (SW to send):Decision to seek accommodation (CS)
æ	<u>Child 1 Test</u> (2197271)	Team Manager Authorisation:Soci al worker's report for 1st CLA review (CS)
8	Child 1 Test (2197271)	<u>Team Manager</u> <u>Authorisation:Chil</u> <u>d's care plan (CS)</u>
Resun Assigr	Lhild 1 Test	Team Manager Authorisation:Soci al worker's report or subsequent CLA review (CS)
2	Incomplete wor	rk (8)
2	Future work (2)	

Review the Social workers report then select the Requests icon to pick up the Team Manager Authorisation Request and the Request will be highlighted in red Social worker's report for subsequent CLA review (CS) : Child 1 Test 2197271



Select the Request, Team Manager Authorisation and then, if you are happy with the Social Workers report, select 'Completed'. Alternatively, you may select Returned and add a Note if there is need for further work then save and exit the work step. The social worker should then follow this up and then send a further Team Manager Authorisation request.

	Ø (o 💄	Sent request				
A SW report for subsequent CLA	review (CSSW)	Request ID: 1088222				
O		Request type: Team M	lanager Authorisa	tion (Required)		
Sections	1. Child's det	You may complete	te, withdraw or re	turn the request, o	change the note or reas	ssign to another
1. Child's details		party.			.	
2. Meeting invitees	This form shoul	Status				
A 3. Information on the plan	moving to a ros	Status	∩ With drawn	Completed	OBsturned	
A 4. Review of the child's current care plan		Sent Note		Completed	⊖ Returned	
5. Social Worker's assessment and views of involved professionals	Date					le le
A 6. Child, family and connected person's views	Child's Inde			Status histor	у	
A 7. Proposed new care plan	Information on	DateTime		Action	Worker/team	Note
A 8. Next actions	Is the child a	19/12/2024 17:34		Sent to	Garon Pang	
o indicates completed section	OYes					
	Does the chi				Reassig	n OK Cance

If 'Completed'. You will need to notify CLA Admin and the IRO by sending 2 separate Requests. Use the Request icon and select Send request. To avoid any delay, it is important to send these Requests and to finish the work step to ensure the Report is distributed and for the IRO to know that they may start their report.

\Xi 🛛 🔽	▲ 🗐 🖉 (o 🕹	
A Social Workers report	💕 Team Manager Authorisation (Required) - 19/12/2024	
Sections	🛱 Send request	

Each of the following required notification Requests will need to be sent separately a. Team manager to notify CLA admin to send out Social Work report

b.	Team manager to	o notify IRO	social work r	eport complete	е
----	-----------------	--------------	---------------	----------------	---

Select	Request type	Status (date)	Assigned to
0	Required Admin - Send Invitations (CLA)	ũ	
0	Required Team Manager Authorisation	(19/12/2024)	Garon Pang
0	Required Team manager to notify CLA admin to send out social work report	ũ	
0	Required Team manager to notify IRO social work report complete	Ũ	
	Note		
		1.	

Once the Requests have been sent ensure the next action 'Social worker's report for CLA review completed' has been added

review completed has	s been added		
Next actions			
Select action Social w	orker's report for CLA review comple	ated ¥	
Select action Social w	orkers report for CLA review comple	tueu 🔹	
Note			
		1.	
Priority			
🔿 🚵 Urgent	🖲 🖹 Normal	O 🏖 Low	
		Add Add and close Close	
	-		
Use the Finish button	to complete the wo	rk step	
Social worker's report for	Once all appropriate re	quests have been complete	ed and
	sent. Select 🐸 to FIN	ISH workflow step	
Social Workers report for 19			
Sections	7. Next actions		
I. Child's details	Next Actions		
2. Meeting invitees			
3. Information on the plan			
4. Social Worker's			
assessment and views of involved	Next action		
professionals			
5. Child, family and connected person's	Report Completed		
views			
Plan			
7. Next actions			
indicates completed section			

Discharge from Care

If the decision is to Discharge from care, they IRO will assign the 'Discharge from Care' work step to the Team Manager to complete. You will need to pick this work up from your Incoming work folder by selecting the work icon ²/₂ and choosing the start work option



Within the Discharge from Care work step indicate the reason why the CYP ceased to be looked after



Discharge from Care : Joseph No	ew CLA 2207656					M
Image: Construction of the section		Next actions Select action		From the drop-down menu Select the appropriate next actions and assign to the appropriate worker and Add and close		
		C ar organi	◆ a rolina	Add Add and	close Close	



Then choose the Resources/Fostering – Close Placement (TM/SP to send) Request and assign this to the Duty Worker CSSW resources/Duty Worker Fostering or Kim Abou Obida

0	Required Resources/Fostering - Close Placement (TM/SP to send)	ũ	

Resources/Fostering/Kim will:

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