

Children Looked After Process (Team Manager)



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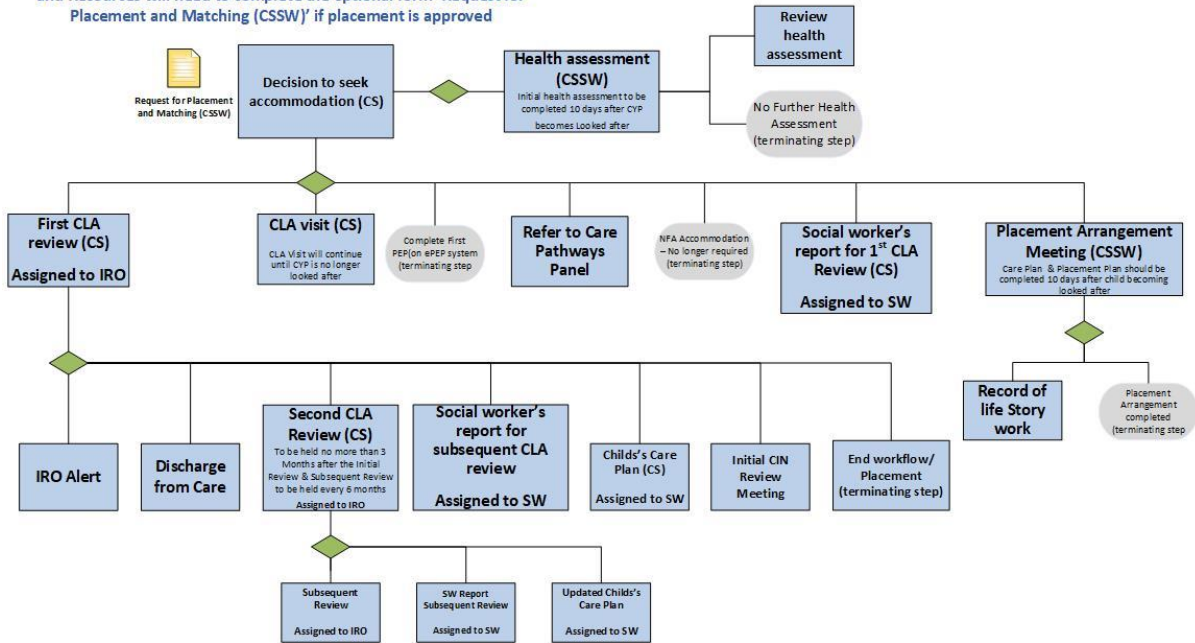
Version History

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

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 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
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 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

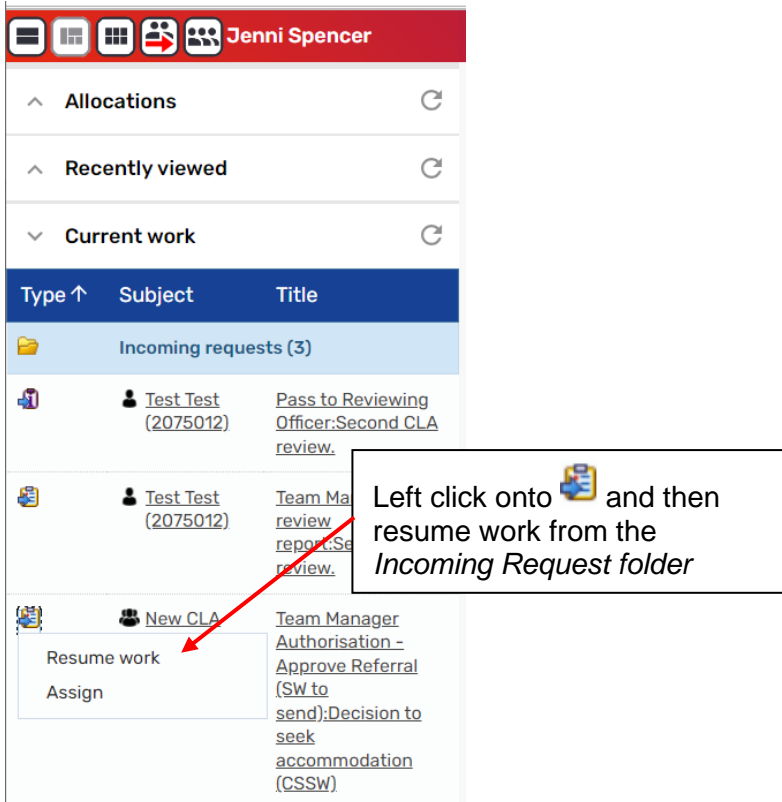
The 'Decision to Seek Accommodation' Step should be started by a CSSW Social Worker. This step records the decision to accommodate the child(ren) and the management approval for it. Without this step the CLA process cannot be started.

 **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







Jenni Spencer

Allocations


Recently viewed


Current work

Type ↑	Subject	Title
	Incoming requests (3)	
	Test Test (2075012)	Pass to Reviewing Officer:Second CLA review.
	Test Test (2075012)	Team Ma review report:Se review.
	New CLA	Team Manager Authorisation - Approve Referral (SW to send):Decision to seek accommodation (CSSW)

Resume work

Assign

Left click onto  and then resume work from the Incoming Request 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'**

DateTime	Action	Worker/team	Note
12/03/2024 11:05	Sent to	Jenni Spencer	

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

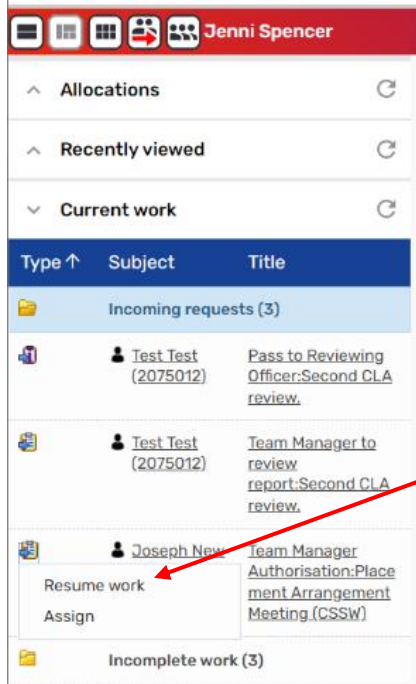
Next actions required for a Change of Placement


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

Placement Arrangement Meeting

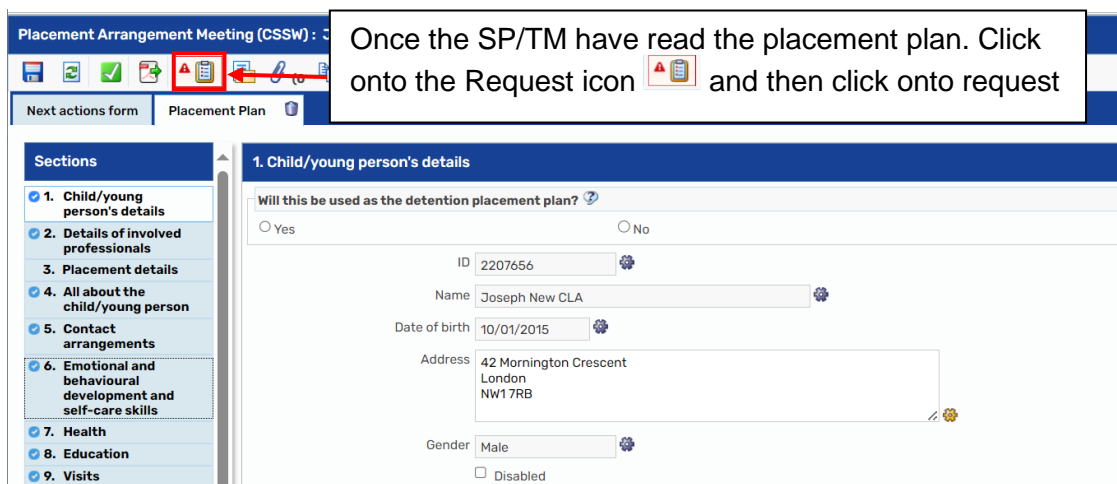
The social worker will complete the Placement Arrangement Meeting and complete a Placement Plan.

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.

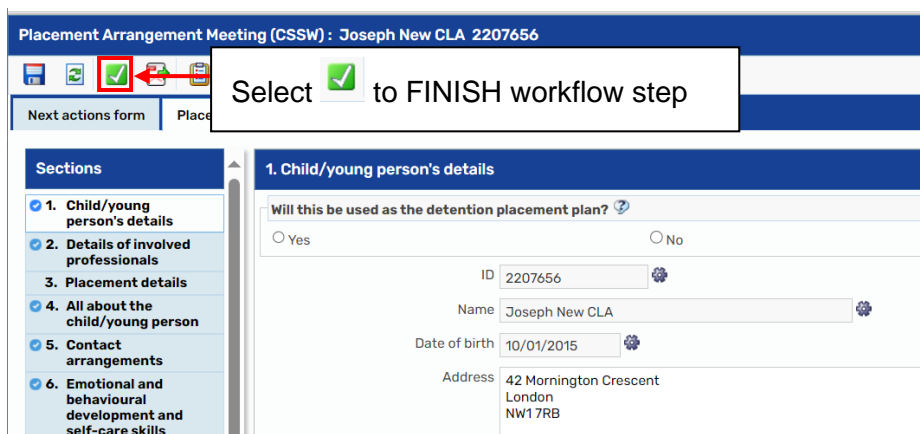
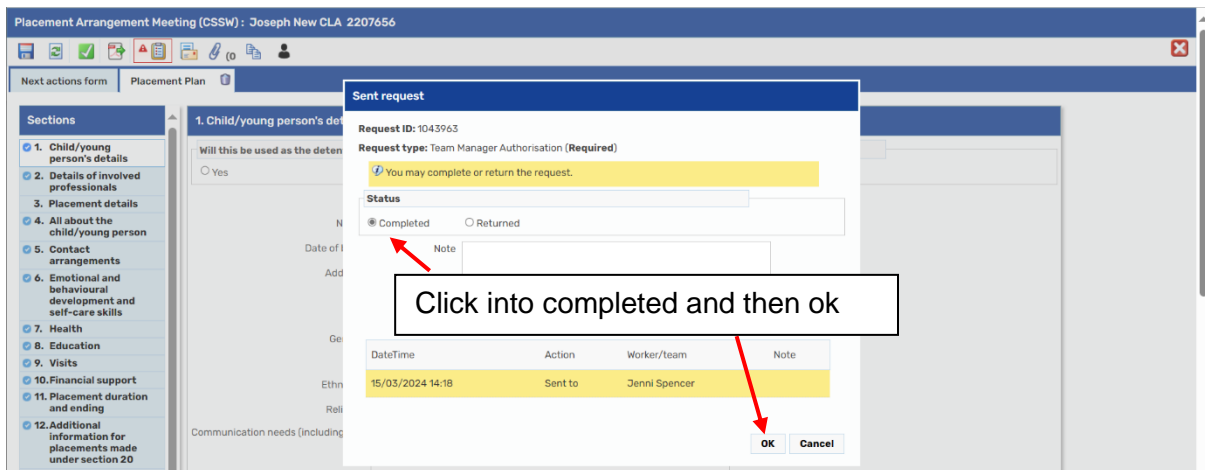


Left click onto  and then resume work from the *Incoming request* folder


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




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












Social worker's report for 1st CLA review

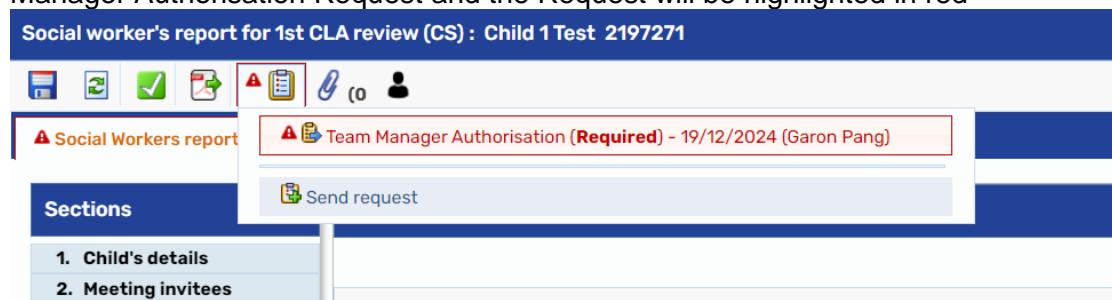
 Please note The Social worker report **MUST** be completed before the IRO starts the Initial CLA Review and **should be completed at least 5 days before the review** as the team manager, you will be responsible for authorising the report and then sending Notification Requests to the CLA admin to send 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 1st CLA review (CS) and select Resume work.

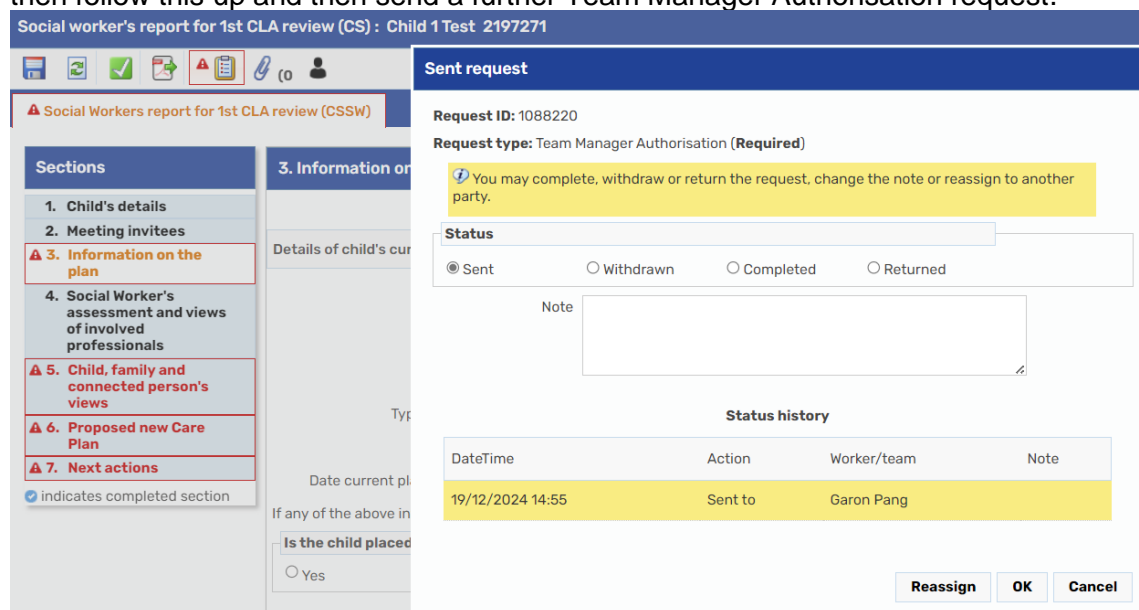
▼ **Current work** 


Type ↑	Subject	Title
	Incoming work (1)	
	Incoming requests (3)	
	 Child 1 Test (2197271)	Pass to PO for out of borough authorisation (Resources to send):Decision to seek accommodation (CS)
	 Child 1 Test (2197271)	Team Manager Authorisation - Approve Referral (SW to send):Decision to seek accommodation (CS)
	 Child 1 Test (2197271)	Team Manager Authorisation:Social worker's report for 1st CLA review (CS)
<div style="border: 1px solid #ccc; padding: 5px;"> Resume work Assign </div>		
	Incomplete work (8)	
	Future work (1)	
	Alerts (1)	

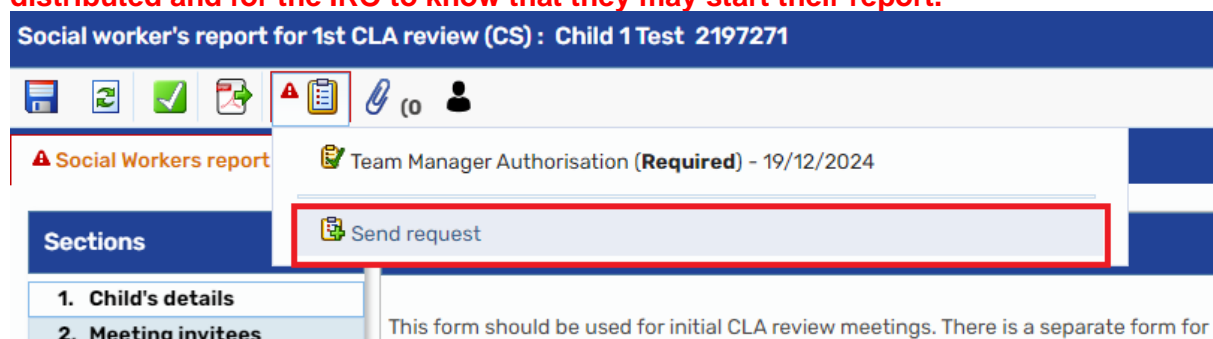
Review the Social workers report then select the Requests icon  to pick up the Team Manager Authorisation Request and the Request will be highlighted in red



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.



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.**



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 report complete

New request

Select	Request type	Status (date)	Assigned to
<input type="radio"/>	Required Admin - Send Invitations (CLA)		
<input type="radio"/>	Required Team Manager Authorisation	 (19/12/2024)	Garon Pang
<input type="radio"/>	Required Team manager to notify CLA admin to send out social work report		
<input type="radio"/>	Required Team manager to notify IRO social work report complete		

Note

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 CLA Meeting (2024) 7

Once all appropriate requests have been completed and sent. Select to FINISH workflow step

Sections

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

indicates completed section

7. Next actions

Next Actions

Next action

Report Completed


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.


Current work C


 Incoming work (1)


 Incoming requests (4)


	Child 1 Test (2197271)	Pass to PO for out of borough authorisation (Resources to send):Decision to seek accommodation (CS)
	Child 1 Test (2197271)	Team Manager Authorisation - Approve Referral (SW to send):Decision to seek accommodation (CS)
	Child 1 Test (2197271)	Team Manager Authorisation:Social worker's report for 1st CLA review (CS)
	Child 1 Test (2197271)	Team Manager Authorisation:Child's care plan (CS)

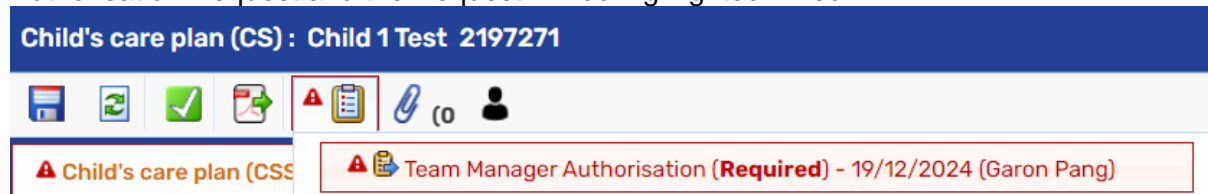
 Resume work

 Assign

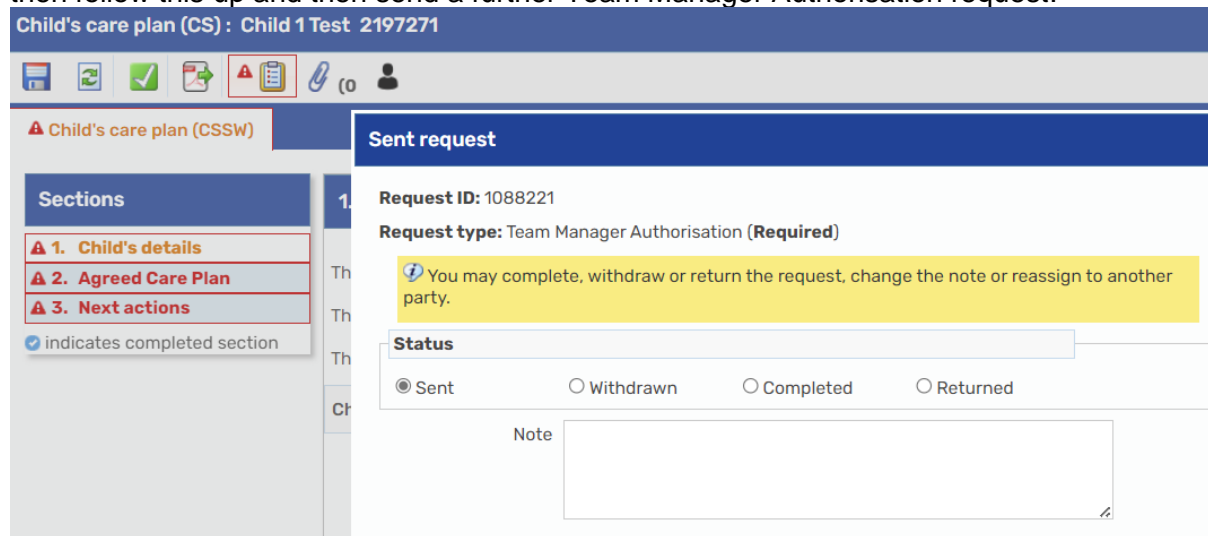
 Incomplete work (8)


 Future work (1)

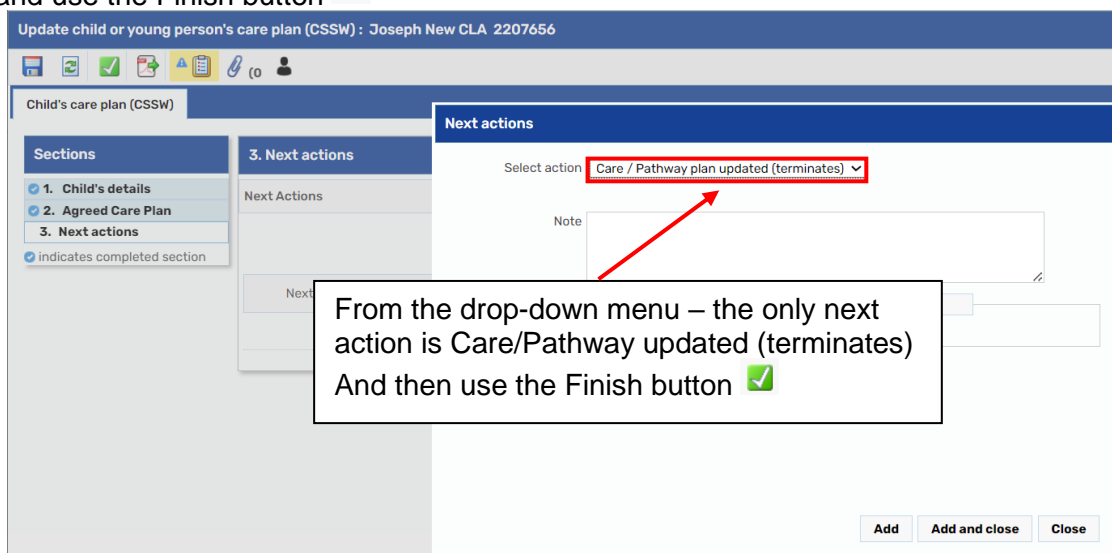
Review the Care Plan then select the Requests icon  to pick up the Team Manager Authorisation Request and the Request will be highlighted in red



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.



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



Social worker's report for Subsequent CLA review



Reminder: 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 **MUST** be completed before the IRO starts the Subsequent CLA Review and **should be completed at least 5 days before the 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.

Current work C

Type ↑	Subject	Title
Incoming work (1)		
Incoming requests (5)		
	Child 1 Test (2197271)	Pass to PO for out of borough authorisation (Resources to send):Decision to seek accommodation (CS)
	Child 1 Test (2197271)	Team Manager Authorisation - Approve Referral (SW to send):Decision to seek accommodation (CS)
	Child 1 Test (2197271)	Team Manager Authorisation:Social worker's report for 1st CLA review (CS)
	Child 1 Test (2197271)	Team Manager Authorisation:Child's care plan (CS)
	Child 1 Test (2197271)	Team Manager Authorisation:Social worker's report or subsequent CLA review (CS)
Incomplete work (8)		
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

(0)

SW report for subsequent CLA review (CS) | **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.

Social worker's report for subsequent CLA review (CS) : Child 1 Test 2197271

Sent request

Request ID: 1088222
Request type: Team Manager Authorisation (Required)

You may complete, withdraw or return the request, change the note or reassign to another party.

Status


Sent Withdrawn Completed Returned

Note

Status history

DateTime	Action	Worker/team	Note
19/12/2024 17:34	Sent to	Garon Pang	

Reassign OK 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 Workers report Team Manager Authorisation (Required) - 19/12/2024

Send request

- Each of the following required notification Requests will need to be sent separately
- Team manager to notify CLA admin to send out Social Work report
 - Team manager to notify IRO social work report complete

New request

Select	Request type	Status (date)	Assigned to
<input type="radio"/>	Required Admin - Send Invitations (CLA)		
<input type="radio"/>	Required Team Manager Authorisation	(19/12/2024)	Garon Pang
<input type="radio"/>	Required Team manager to notify CLA admin to send out social work report		
<input type="radio"/>	Required Team manager to notify IRO social work report complete		

Note

OK Cancel

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

Next actions

Select action


Note

Priority

Urgent Normal Low

Use the Finish button  to complete the work step

Social worker's report for


Once all appropriate requests have been completed and sent. Select  to FINISH workflow step

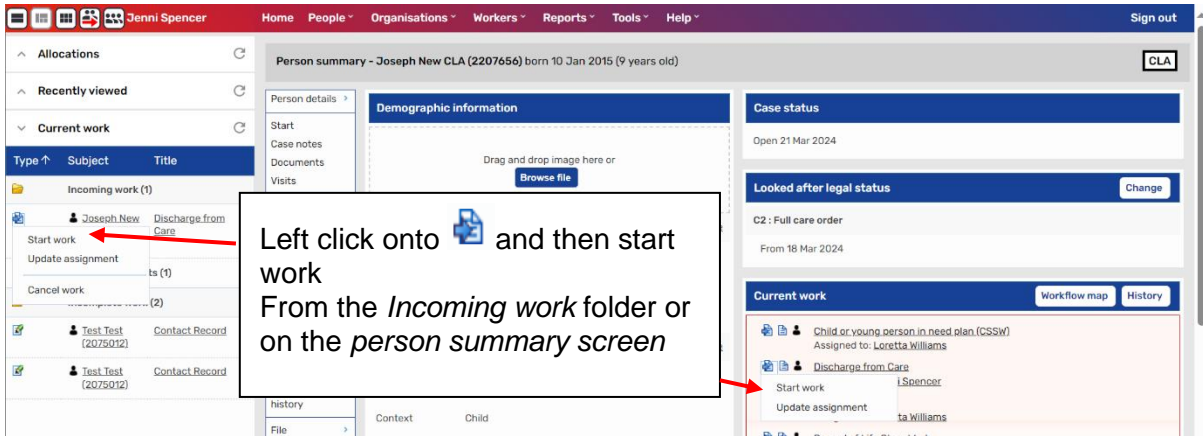
Social Workers report for 19...

Sections	7. Next actions
<input checked="" type="checkbox"/> 1. Child's details	Next Actions
<input checked="" type="checkbox"/> 2. Meeting invitees	
<input checked="" type="checkbox"/> 3. Information on the plan	
<input checked="" type="checkbox"/> 4. Social Worker's assessment and views of involved professionals	Next action
<input checked="" type="checkbox"/> 5. Child, family and connected person's views	Report Completed
<input checked="" type="checkbox"/> 6. Proposed new Care Plan	
<input type="checkbox"/> 7. Next actions	

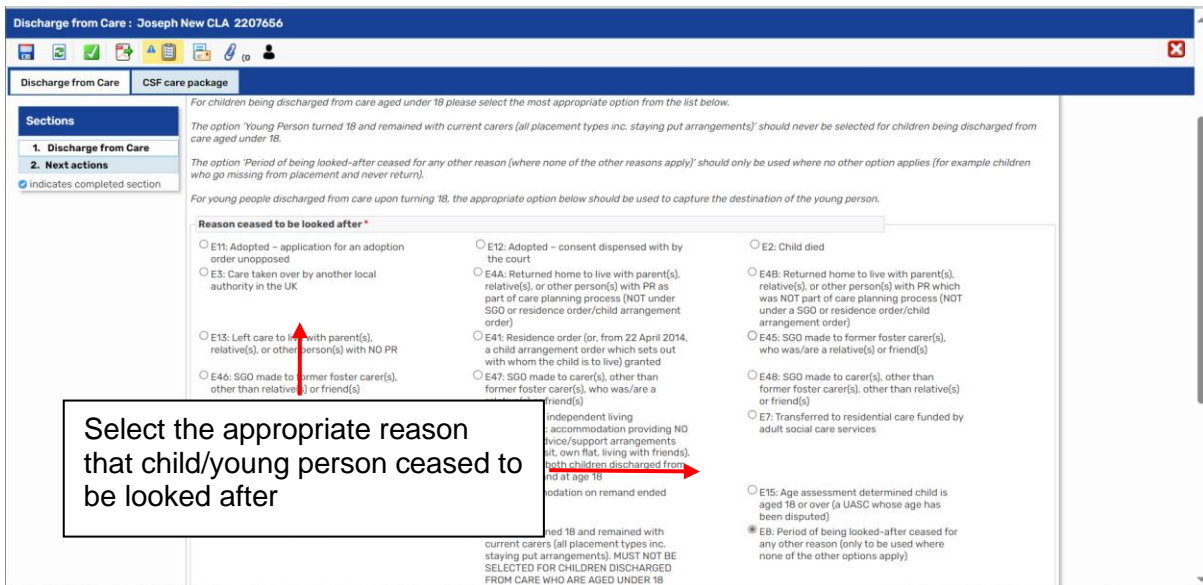
indicates completed section

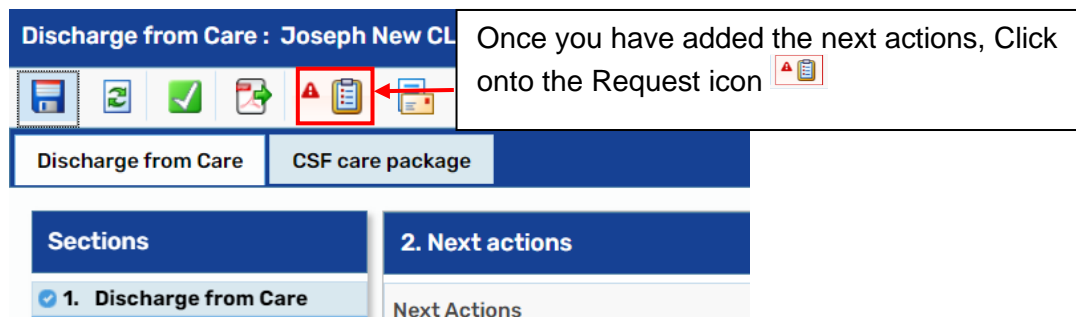
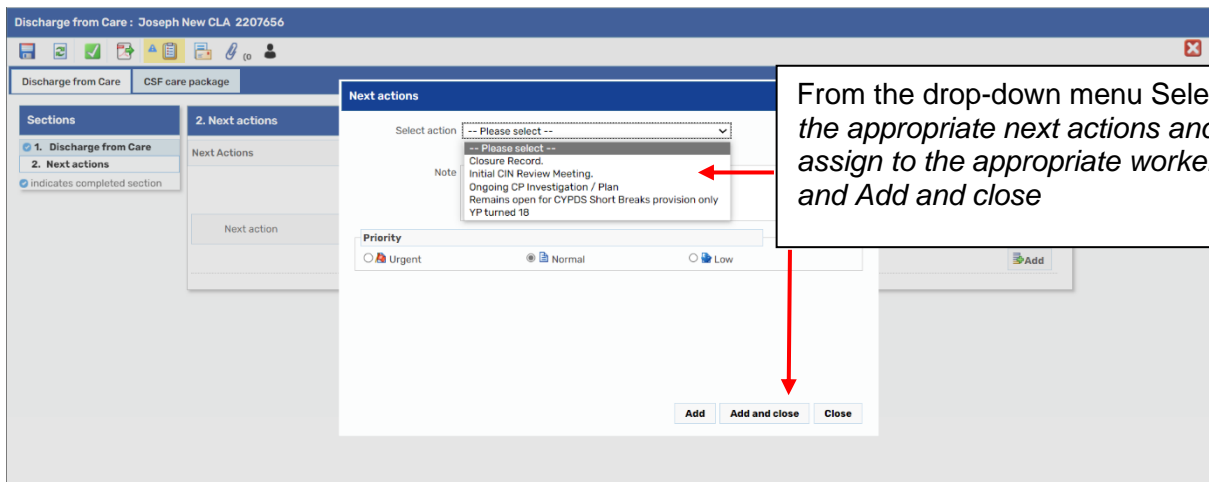
Discharge from Care

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  and choosing the start work option

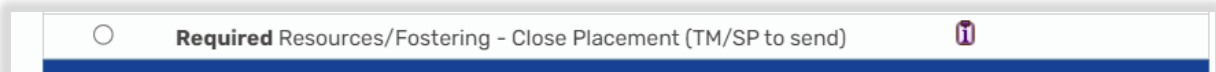


Within the Discharge from Care work step indicate the reason why the CYP ceased to be looked after





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



Resources/Fostering/Kim will:

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