

Children Looked After Manual



March 2024

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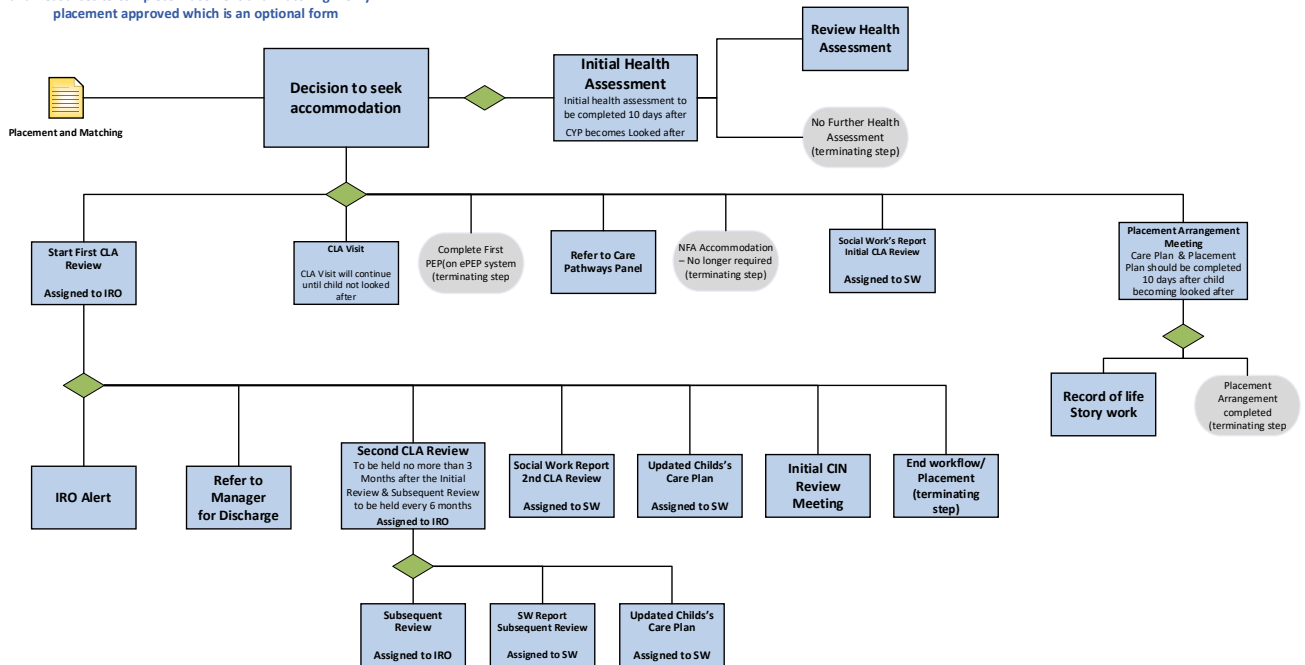
Version History

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)


Within the Decision to seek accommodation workflow step - SW and Resources to complete Placement and Matching – only if placement approved which is an optional form



Decision to Seek Accommodation



Social Worker

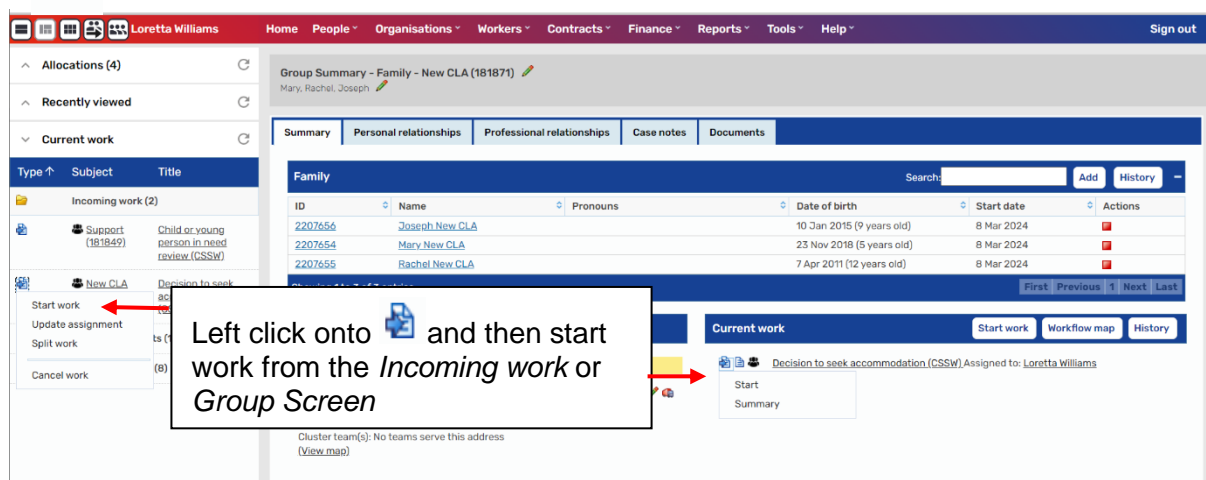
The 'Decision to Seek Accommodation' Step should be started by a CSSW Social Worker. This step records the decision to accommodate the child(ren) and the management approval for it. Without this step the CLA process cannot be started. The 'Decision to Seek Accommodation' 'Next Action' is available from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

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

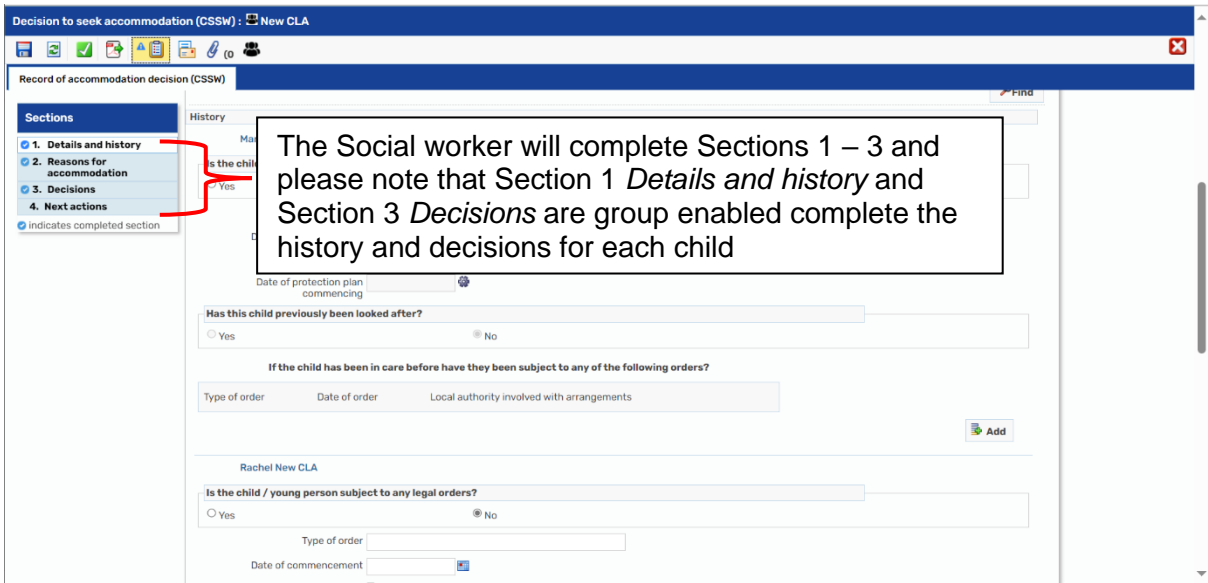
 Group Icon workflow added to multiple children
 Workflow added to one child



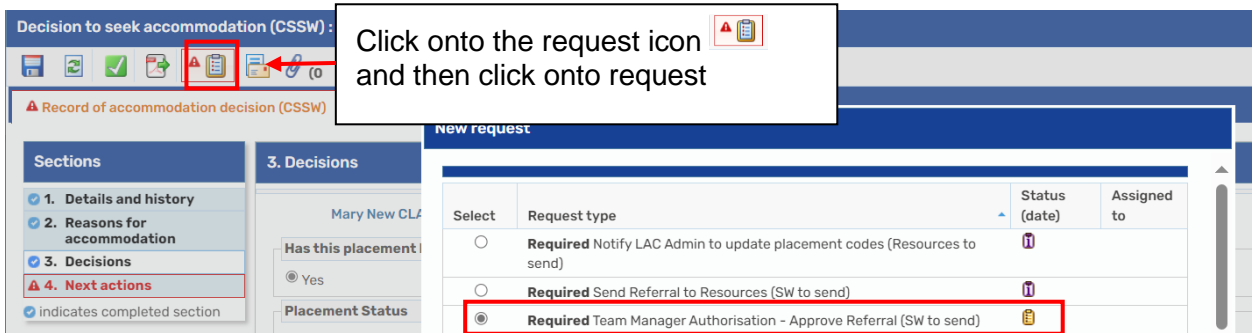
Left click onto  and then start work from the *Incoming work* or *Group Screen*

ID	Name	Pronouns	Date of birth	Start date	Actions
2207656	Joseph New CLA		10 Jan 2015 (9 years old)	8 Mar 2024	
2207654	Mary New CLA		23 Nov 2018 (5 years old)	8 Mar 2024	
2207655	Rachel New CLA		7 Apr 2011 (12 years old)	8 Mar 2024	

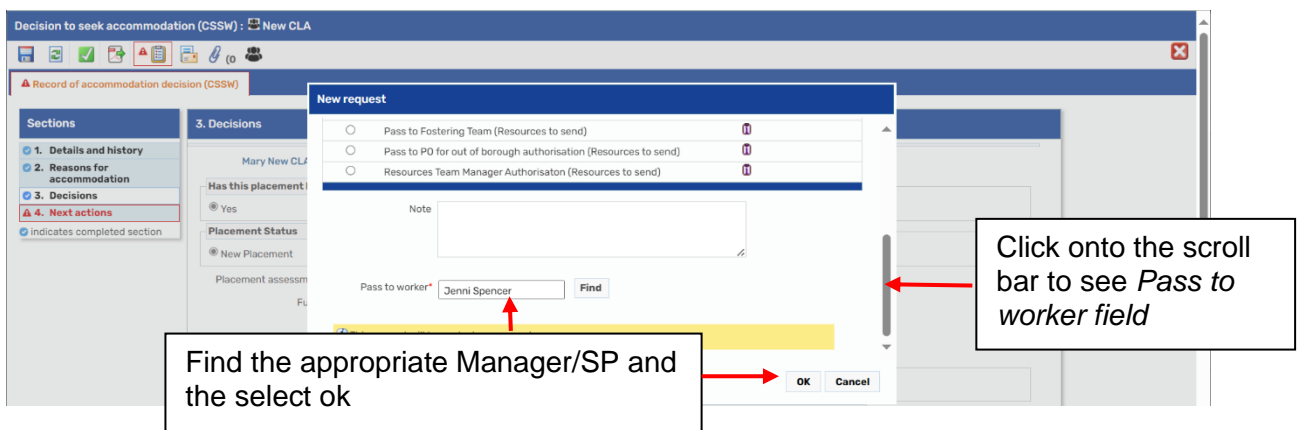
You will be brought into Decision to seek accommodation




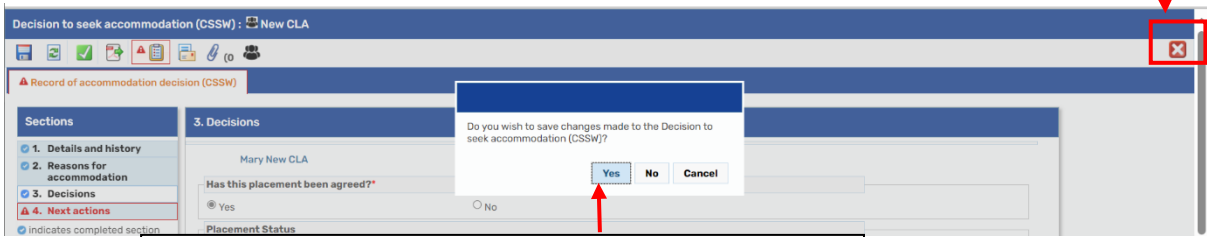
Sending a Request



Select – **Required Team Manager Authorisation**



Select  to Save and Close workflow step

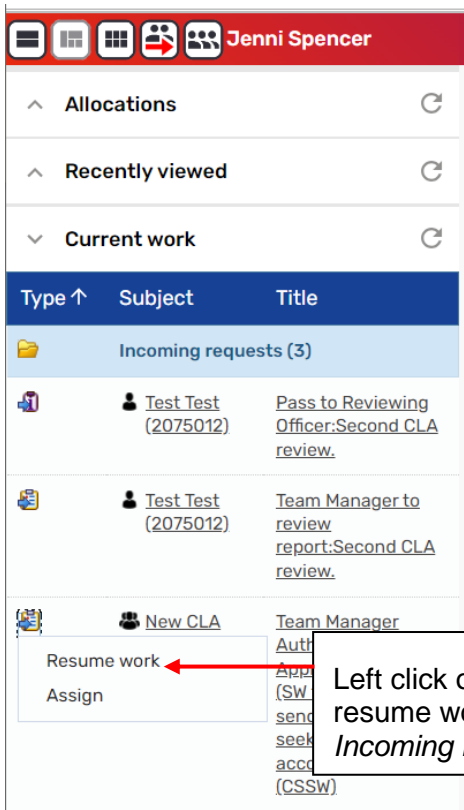



And the following message will appear and click on Yes

Senior Practitioner/Team Manager

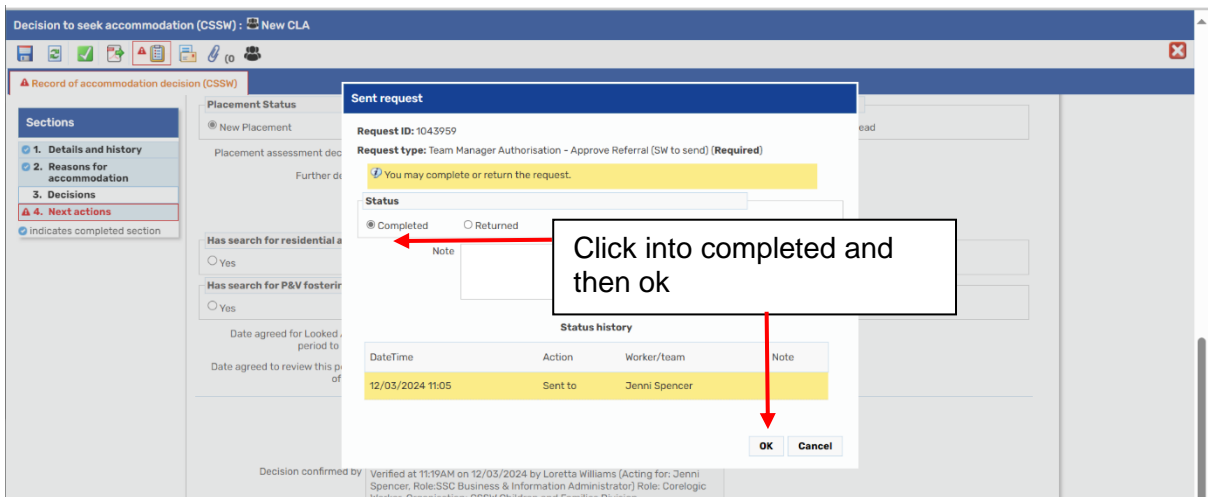
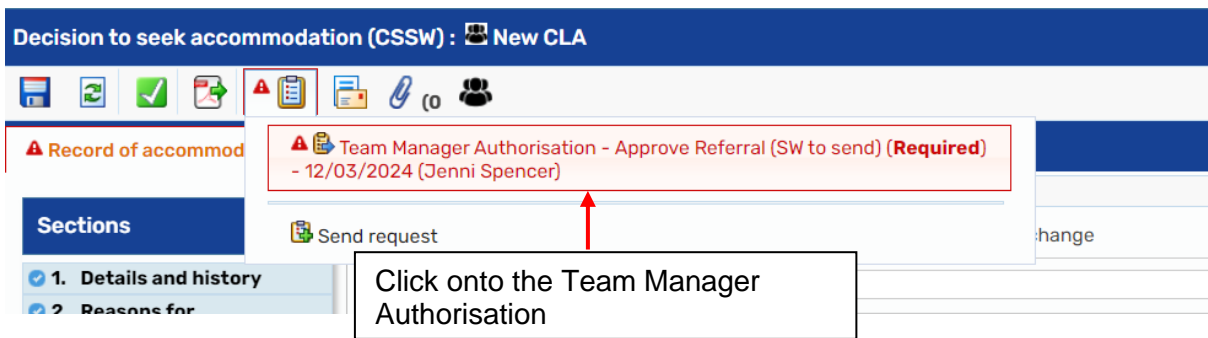
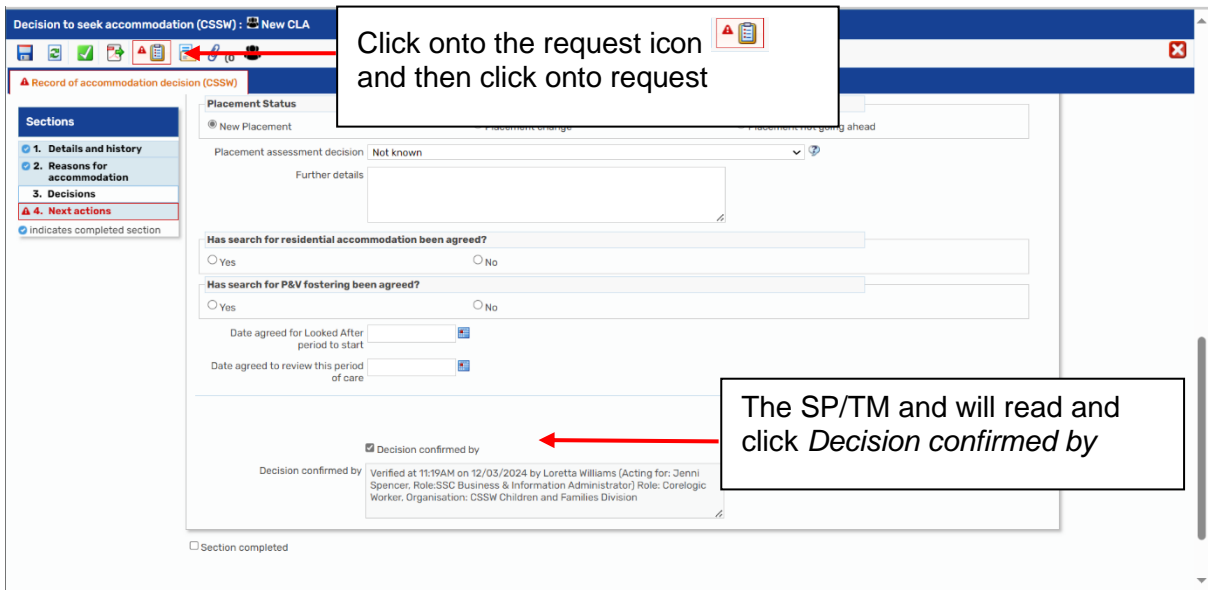
Completing a Request

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



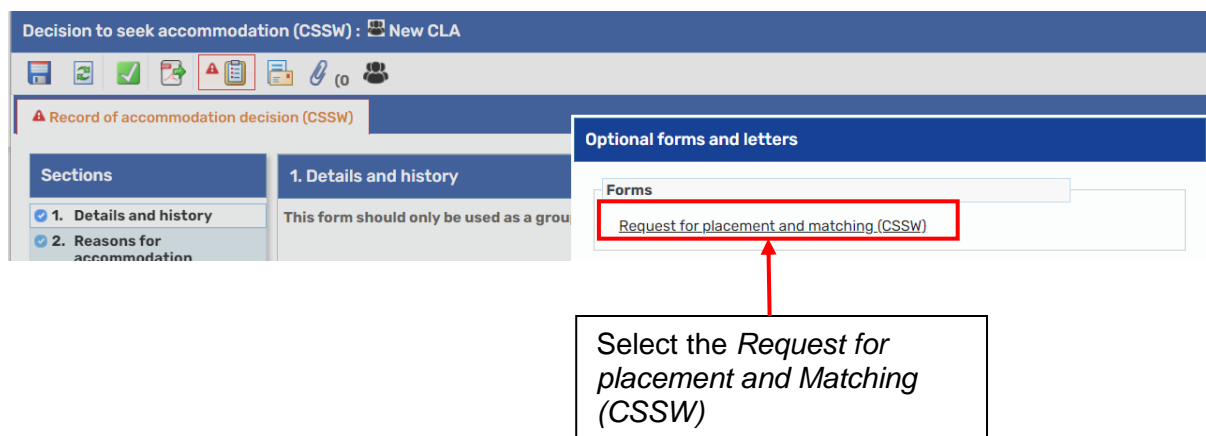
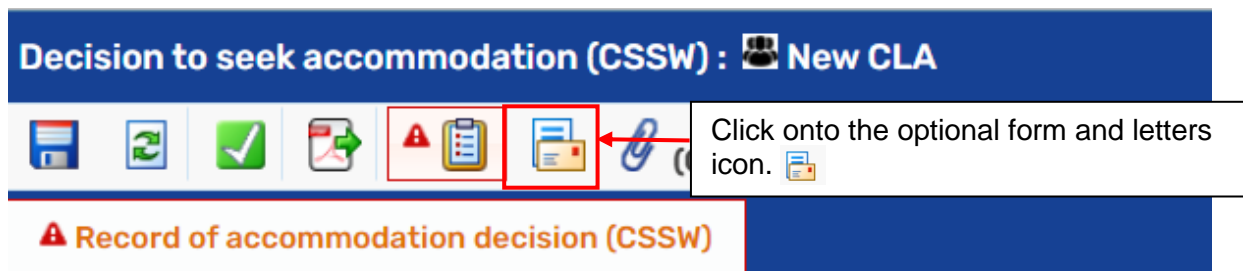
Left click onto  and then resume work from the Incoming Request folder

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

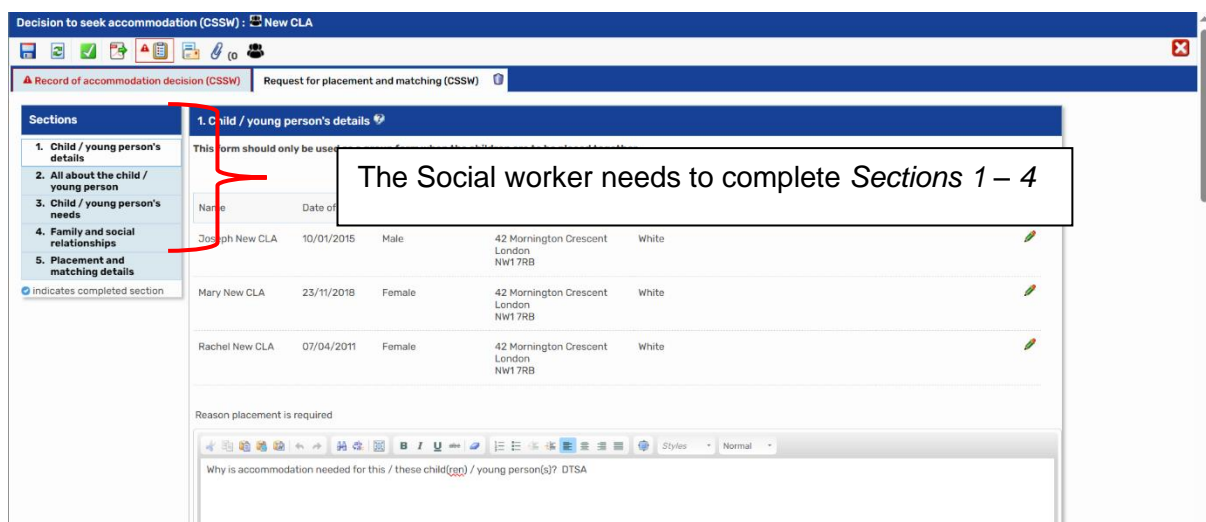


Social Worker/Resource Team

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.



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



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

Click onto the request icon and then click onto request

Select	Request type	Status (date)	Assigned to
<input type="radio"/>	Required Notify LAC Admin to update placement codes (Resources to send)		
<input checked="" type="radio"/>	Required Send Referral to Resources (SW to send)		
<input type="radio"/>	Required Team Manager Authorisation - Approve Referral (SW to send)	(12/03/2024)	Jenni Spencer

Select – Send Referral to resources (SW to Send)

Click onto the scroll bar to see Pass to worker field

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

Pass to worker: [v]

This request will be sent when you next save.

OK Cancel

The resource team completes **Section 5 – Placement and matching details within the Request for placement and matching form.**

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:

New request

Select	Request type	Status (date)	Assigned to
<input type="radio"/>	Required Notify LAC Admin to update placement codes (Resources to send)	(12/03/2024)	LAC Admin Crowndale
<input type="radio"/>	Required Send Referral to Resources (SW to send)	(12/03/2024)	Duty Worker CSSW Resources
<input type="radio"/>	Required Team Manager Authorisation - Approve Referral (SW to send)	(12/03/2024)	Jenni Spencer
<input type="radio"/>	Fostering and Adoption Finance Request Authorisation (Fostering/Adoption to send)		
<input type="radio"/>	Notify Virtual School Head (Resources to send)		
<input type="radio"/>	Pass to AD for out of borough authorisation (PO to send)		
<input type="radio"/>	Pass to Adoption Team (Resources to Send)		

OK **Cancel**

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

Record of accommodation decision (CSSW) | Request for placement and matching (CSSW)

Sections

- 1. Details and history
- 2. Reasons for accommodation
- 3. Decisions
- 4. Next actions**

Indicates completed section

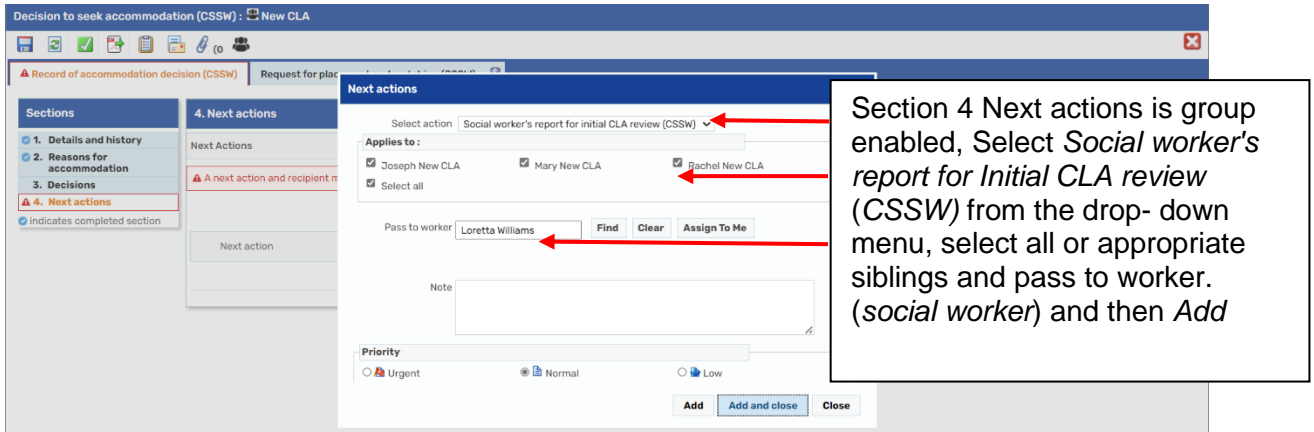
4. Next actions

Next Actions

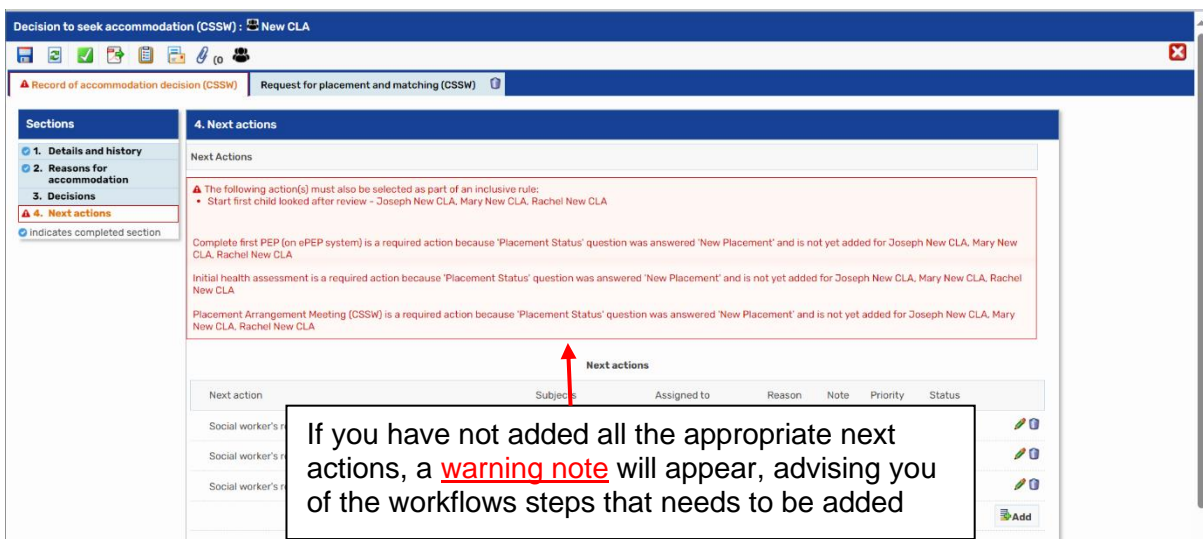
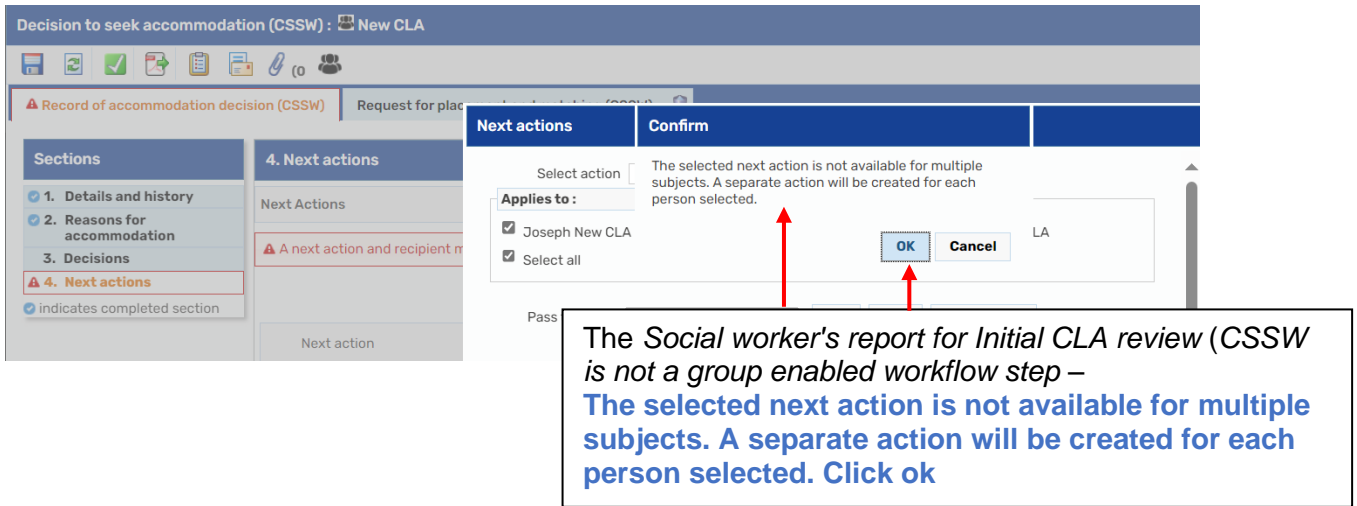
A next action and recipient must be selected before this form can be finished

Next actions

Next action: **Section 4 Next Actions Select Add** → Status:



Once you click on Add the following warning message will appear



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



Recording a Change of Placement

When there is a change of placement for a CYP who is already Looked After, the social worker must complete the following steps:

1. The 'Decision to Seek Accommodation' Step should be started by the Social Worker.
2. When completing 'The Child's Profile and Matching' form within the 'Decision to Seek Accommodation' Step, the Social Worker should ensure that they have ticked 'Placement Change' for the following question:

Is this a placement change or a new placement?

New Placement Placement change

Please note the next actions should be the following

- Placement Arrangement Meeting (Assign to self)
- NFA – Placement Change only for current CLA

The screenshot shows the 'Decision to seek accommodation (CSSW)' form. A callout box with a green checkmark icon contains the following text: "If all mandatory requests have been sent and the Team Managers authorisation should be completed, and resources have completed their section of the placement and matching form. Select [green checkmark icon] to FINISH workflow step". A red arrow points from the callout box to the 'Next actions' section of the form, which includes tasks like 'Start first child looked after review', 'Complete first PEP', 'Placement Arrangement Meeting', and 'CLA visit (CSSW)'. The 'Next actions' section is currently selected in the left-hand navigation menu.

Initial Health Assessment

Social Worker

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

Person summary - Joseph New CLA (2207656) born 10 Jan 2015 (9 years old)

Demographic information

Address: 42 Mornington Crescent, London, NW1 7RB (View map), Authority: Camden, Cluster team(s): No teams serve this address

Basic details: Registered name: Joseph New CLA

Case status: Open 8 Mar 2024

Current work

- First CLA review (CSSW) Assigned to: Tina Bailey
- CLA visit (CSSW) Assigned to: Loretta Williams
- Social worker's report for initial CLA review (CSSW) Assigned to: Loretta Williams
- Health assessment (CSSW) Assigned to: Loretta Williams

Start work, Update assignment, Cancel work

Service user groups: Change

Abuse or Neglect: Neglect (primary) From 7 Mar 2024

Professional and organisational relationships

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

You will be then brought into the Health Assessment

Health assessment (CSSW) : Joseph New CLA 2207656

Child Looked After health assessment (CSSW)

Sections

- 1. Child Health Assessment
- 2. Next actions

outcome, actions needed to meet the objectives, the person responsible for each action and the timescales for achieving this.

- 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. The purpose of Health Assessments is to promote children's physical and mental health and to inform the child's Health Plan.

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 over 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 health visitor or school nurse.

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

Click onto the Optional forms and letters icon

Health assessment (CSSW) : Joseph New CLA 2207656

Child Looked After health assessment (CSSW)

Optional forms and letters

Forms

- CLA placement and health consent form (CSSW)
- CoramBAAF - Carers' report YP - CR-YP
- CoramBAAF - Carers' report child - CR-C
- CoramBAAF - IHA - Children 0-9
- CoramBAAF - IHA - Young person 10-18
- CoramBAAF - Neonatal report on child - Form B

Cancel

Select the appropriate IHA form

1. Child Health Assessment

Duties to Children Looked After

Local authorities have a duty to safeguard looked after has:

- Their health needs fully assessed;
- A health plan which clearly sets out how outcome, actions needed to meet the objective, and their health plan reviewed;
- Their health plan reviewed.

This should all be done in accordance with the purpose of Health Assessments is to promote children's physical and mental health and to inform the child's Health Plan.

Frequency of Health Assessments

Each Child Looked After must have a health assessment:

- The first assessment should be conducted within 3 months of the child being placed;
- For children aged up to and including 10 years, further Health Assessments should occur at least annually;
- For children aged over 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 health visitor or school nurse.

The relevant pro-forms 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).

Health assessment (CSSW) : Joseph New CLA 2207656

Once completed Click onto the request icon

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

1. Guidelines for completing form IHA Children

2. Part A

3. Part B

4. Part C

5. Part D

Complete Section 2 Part A

CoramBAAF ADOPTION & FOSTERING ACADEMY

Recommended for children from birth to 9 years

CoramBAAF 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)
- Form M (mother's health)
- Form B (baby's health)
- Form PH (parental health)
- Form IHA-C (initial health assessment for child from birth to 9 years)
- Form IHA-YP (initial health assessment for young person 10 years and older)
- Form RHA-C (review health assessment for child from birth to 9 years)
- Form RHA-YP (review health assessment for young person 10 years and older)
- Form CR-C (carers' report - profile of behavioural and emotional wellbeing of child from birth to 9 years)
- Form CR-YP (carers' report - profile of behavioural and emotional wellbeing of young person aged 10-16 years)

Guidelines for completing Form IHA-C

Who should complete the form?

Part A - to be completed by the agency/social worker
 Part B - to be completed by the examining health professional, either a doctor or a nurse
 Part C - to be completed by the examining health professional
 Part D - may be used for data collection if desired by the responsible Looked After health team

Purpose of the form

- To help health practitioners fulfil the regulatory requirements that exist throughout the UK for each looked after child to have a holistic, comprehensive health assessment and a

And you will be brought into the request screen

Health assessment (CSSW) : Joseph New CLA 2207656

Child Looked After health assessment (CSSW)

New request

Select Request type

- Required Pass to LAC Health Team
- LAC Admin - Distribute Health Assessment

Note

Pass to worker* Find

Pass to team* LAC Health Team

OK Cancel

Select *Pass to LAC Health Team*

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

Health assessment (CSSW) : Joseph New CLA 2207656

Child Looked After health assessment (CSSW)

Next actions

1. Child Health Assessment

2. Next actions

Note Priority Status

Add

Ensure that you are in the *Child Look after health assessment* form and select *Add*

Health assessment (CSSW) : Joseph New CLA 2207656

Child Looked After health assessment (CSSW)

Next actions

Select action Review health assessment

Scheduled Date 09/09/2024

Pass to worker Loretta Williams Find Clear Assign To

Note

Priority Urgent Normal Low

Add Add and close Close

Select the appropriate next action e.g. *Review Health Assessment*

Pass to appropriate worker and then *Add and close*

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



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

Placement Arrangement Meeting

Social Worker

Person summary - Joseph New CLA (2207656) born 10 Jan 2015 (9 years old)

Demographic information: Address: 42 Mornington Crescent, London NW1 7RB (View map), Authority: Camden, Cluster team(s): No teams serve this address

Case status: Open 8 Mar 2024

Current work: First CLA review (CSSW), CLA visit (CSSW), Health assessment (CSSW), Social worker's report for initial CLA review (CSSW), Placement Arrangement Meeting (CSSW)

Service user groups: [Change]

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

And you will be brought into the Placement Arrangement Meeting

Placement Arrangement Meeting (CSSW) : Joseph New CLA

Click onto the Optional forms and letters icon

Next actions form

Sections: 1. Actions Taken (Indicates completed section)

1. Actions Taken

Subject Details: Find Subject, First Names: Joseph, Last Names: New CLA

Next actions table:

Next action	Assigned to	Reason	Note	Priority	Status

Section completed

Optional forms and letters

Forms:

- 18+ Supported Accommodation Request
- Delegated Authority Checklist
- Placement Plan
- Placement Plan: Placed with Parents

Select the Placement Plan

Placement Arrangement Meeting (CSSW) : Joseph New CLA 2207656

Next actions form Placement Plan

Sections

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

1. Child/young person's details

Will this be used as the detention placement plan?

Yes No

ID 2207656

Name Joseph New CLA

Date of birth 10/01/2015

Address 42 Mornington Crescent
London

Ethnicity White

Religion

Communication needs (including language)

Current legal status -- Please Select --

Any information regarding legal status/immigration status/remand status

Complete all sections 1 - 14

Placement Arrangement Meeting (CSSW) : Joseph New CLA 2207656

Next actions form Placement Plan

Sections

- 1. Actions Taken
- Indicates completed section

1. Actions Taken

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

Next actions

Reason	Note	Priority	Status

Add

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

Placement Arrangement Meeting (CSSW) : Joseph New CLA 2207656

Next actions form Placement Plan

Sections

- 1. Actions Taken
- Indicates completed section

1. Actions Taken

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

Next actions

Select action Record of Life Story Work

Send Immediately

Pass to worker Loretta Williams Find Clear Assign To Me

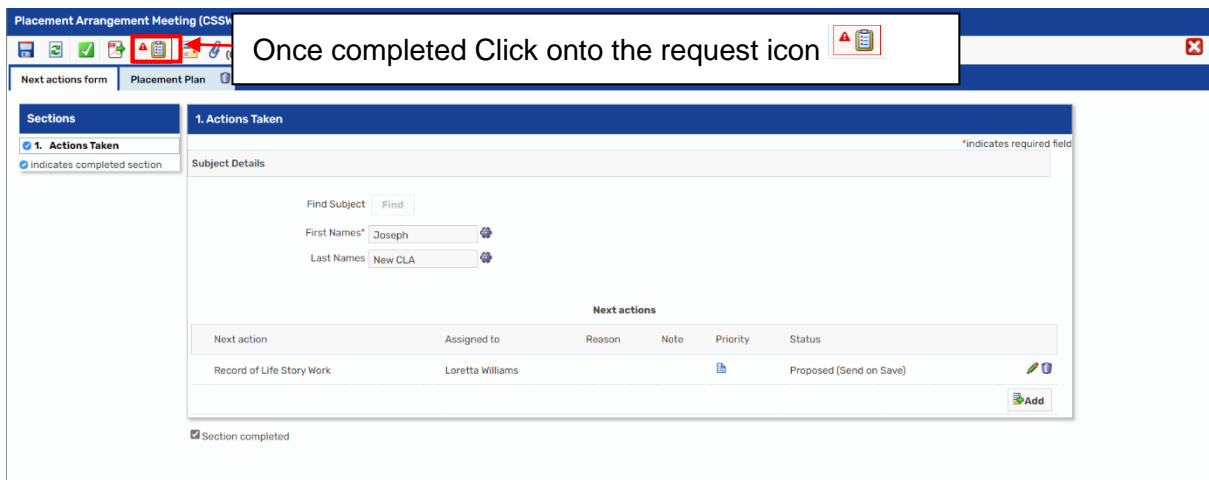
Note

Priority

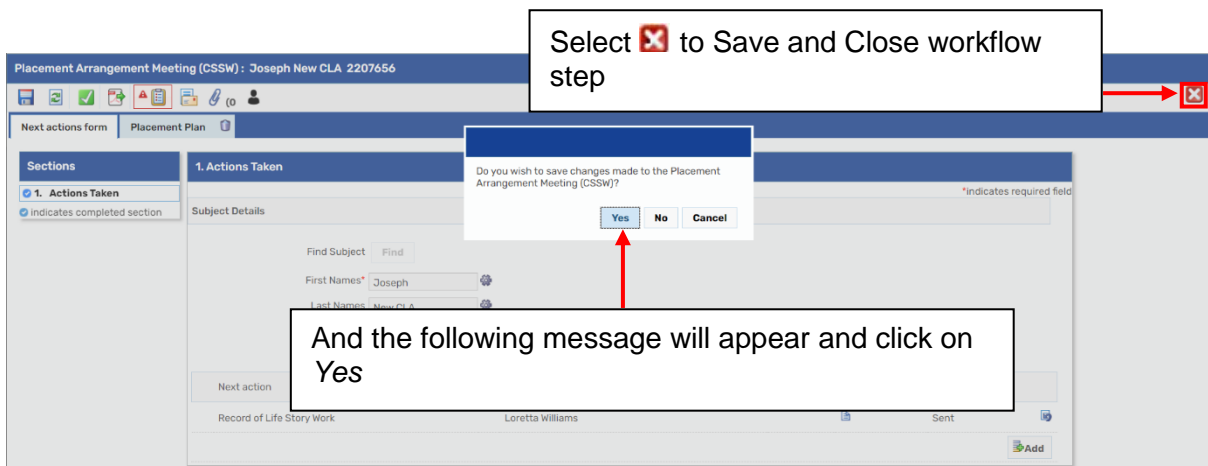
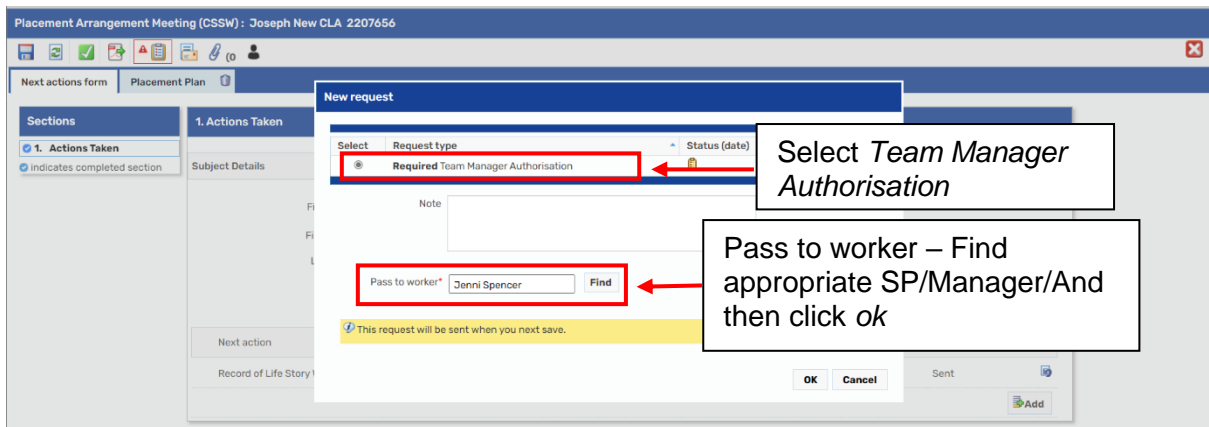
Urgent Normal Low

Add Add and close Close

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




And you will be brought into the request screen




Team Manager/Senior Practitioner

The screenshot shows the user interface for Jenni Spencer. It includes sections for 'Allocations', 'Recently viewed', and 'Current work'. A table lists 'Incoming requests (3)'. The first two requests are from 'Test Test (2075012)'. The third request is from 'Joseph New' with the title 'Team Manager Authorisation: Placement Arrangement Meeting.(CSSW)'. A red arrow points to the 'Resume work' button next to this request.

Type	Subject	Title
	Incoming requests (3)	
	Test Test (2075012)	Pass to Reviewing Officer:Second CLA review.
	Test Test (2075012)	Team Manager to review report:Second CLA review.
	Joseph New	Team Manager Authorisation: Placement Arrangement Meeting.(CSSW)

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

And you will be brought back into the Placement Arrangement Meeting

The screenshot shows the 'Placement Arrangement Meeting (CSSW)' interface. The top navigation bar includes a 'Request' icon (a document with a red triangle) which is highlighted with a red box. A text box explains the next steps: 'Once the SP/TM have read the placement plan. Click onto the request icon  and then click onto request'. The main content area shows '1. Child/young person's details' with fields for ID, Name, Date of birth, Address, and Gender.

Placement Arrangement Meeting (CSSW) : **Request**

Next actions form | Placement Plan

Sections

- 1. Child/young person's details
- 2. Details of involved professionals
- 3. Placement details
- 4. All about the child/young person
- 5. Contact arrangements
- 6. Emotional and behavioural development and self-care skills
- 7. Health
- 8. Education
- 9. Visits

1. Child/young person's details

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

ID: 2207656

Name: Joseph New CLA

Date of birth: 10/01/2015

Address: 42 Mornington Crescent, London, NW1 7RB

Gender: Male Disabled

Placement Arrangement Meeting (CSSW) : Joseph New CLA 2207656

Next actions form

Team Manager Authorisation (Required) - 15/03/2024 (Jenni Spencer)

Send request

Sections

- 1. Child/young person's details
- 2. Details of involved

Click onto the Team Manager Authorisation

Placement Arrangement Meeting (CSSW) : Joseph New CLA 2207656

Next actions form

Placement Plan

Sent request

Request ID: 1043963

Request type: Team Manager Authorisation (Required)

You may complete or return the request.

Status

Completed Returned


Note

Date/Time: 15/03/2024 14:18 Sent to: Jenni Spencer

OK Cancel

Click into completed and then ok

Placement Arrangement Meeting (CSSW) : Joseph New CLA 2207656

Select  to FINISH workflow step

Next actions form

Sections

- 1. Child/young person's details
- 2. Details of involved professionals
- 3. Placement details
- 4. All about the child/young person
- 5. Contact arrangements
- 6. Emotional and behavioural development and self-care skills

1. Child/young person's details

Will this be used as the detention placement plan?

Yes No

ID: 2207656

Name: Joseph New CLA

Date of birth: 10/01/2015

Address: 42 Morningson Crescent, London, NW1 7RB

Social Work's Report Initial CLA Review

Social Worker

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



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

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

Social Workers report for 1st CLA review (CSSW)

Find party


Find person Find worker Find organisation Manual input

At least one field marked with a # is required
 presence of the space character in Post Code will affect search results
 Use 'sounds like' for last name

Last name#
 First name(s)

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

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

Once you have added the attendees, Click onto the request icon  and then click onto request

People invited to the review meeting

Name	Agency	Telephone	Email address
Foster Mum New CLA			
Tina Bailey	CSSW QAU	Switchboard 020 7974 5022 Mobile 07500607879	Tina.Bailey@camden.gov.uk
	St Marks Academy	Switchboard 020 8648 6627	
Loretta Williams	CSSW Children and Families Division		Loretta.Williams@camden.gov.uk

Section completed

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

Social Workers report for 1st CLA review (CSSW)

New request

Select Request type (date) to

- Required Admin - Send Invitations (CLA)**
- Required Team Manager Authorisation
- Required Team manager to notify CLA admin to send report
- Required Team manager to notify IRO social work report

Note

Pass to worker* LAC Admin Crowndale


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

OK Cancel

Social worker's report for initial CLA



⚠ Social Workers report for 1st CLA

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

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

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

Sections

- 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

3. Information on the plan

Details of child's current placement

Name of carer* Foster Mum New CLA

Type of placement* Placement with other foster carer - not long term or F...

Date current placement started 18/03/2024

If any of the above information is incorrect, please update on the front screen

Reason for child being looked after

Why is accommodation needed for this / these child(ren) / young person(s)? DTSA

What is the overall care plan for this child? Return to birth family within six months

Has the child been seen alone since the last review? Yes No

Has the child's bedroom been seen since the last review? *

Section 3. Information on the plan
Click on *Find* to search for the Carer and the carer's name will pre-populate to the *Name of Carer* field. *Type of Placement* will pre-populate from the Looked after episodes on the person summary screen, recorded by LAC Admin

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

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

Sections

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

4. Social Worker's assessment and views of involved professionals

Please provide an updated assessment on:

- How the child is presenting and their views, wishes and feelings
- The child's needs and developmental progress in relation to milestones
- How things are going
- The child's relationships
- Any significant changes
- How resilient the child is
- Contact arrangements
- Any planned changes

CFA - Family

Views of other professional(s) / guardian(s)

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

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

Social Workers report for 1st CLA review (CSSW)

Sections

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

6. Proposed new Care Plan *indicates required field

Needs to be completed for every review

Proposed care plan

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
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
Joseph New CLA	School attendance needs improvement	As soon as possible	Social Worker/Parent/Foster Carer	As soon as possible

Add

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

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

Click on the *delete icon* to remove details

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

And you will be brought into the following screen

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

Social Workers report for 1st CLA review (CSSW)

Sections

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

6. Proposed new Care Plan

Needs to be completed for every review

Proposed care plan

Select Subject**

- Joseph New CLA
- Select all

What are the child's care needs and how will they be met

Joseph's physical health needs care according to his individual

What actions need to be taken

Foster Carer to book welfare (GP, Hearing, Dentist and Opt

Who will be responsible

Foster carer

When does it need to be done

As soon as possible

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

Select the subject and complete the following.

What are the child's care needs and how will they be met?

What actions need to be taken?


Who will be responsible?

When does it need to be done?


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

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

Proposed Health plan

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

Proposed Education plan (PEP)

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



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



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

Proposed Exploitation plan

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

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

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

Sections


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

● indicates completed section

7. Next actions

Next Actions

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

Next action	Status
	

Section 7 Next Actions and select *Add*

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

Social Workers report for 1st CLA review (CSSW)

Sections

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

indicates completed section

7. Next actions

Next Actions

A next action and recipient m

Next action

Next actions

Select action: -- Please select --
 -- Please select --
 Report Completed

Note

Priority

Urgent Normal Low

Add Add and close Close

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

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

Social Workers report for 1st CLA review (CSSW)

Admin - Send Invitations (CLA) (Required) - 18/03

Send request

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

Next Actions

Next actions

Next action	Assigned to	Reason	Note	Priority	Status
Report Completed				Normal	Proposed

Add

Once you have added the next action, Click onto the request icon and then click onto send request

And the following screen will appear

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

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

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

New request

- Required Admin - Send Invitations (CLA) (21/03/2024) LAC Admin Crowndale
- Required Team Manager Authorisation**
- Required Team manager to notify CLA admin to send out Social Work report
- Required Team manager to notify IRO social work report complete

Note

Pass to worker* Jenni Spencer Find

OK Cancel

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

Select to Save and Close workflow step

And the following message will appear and click on Yes

Do you wish to save changes made to the Social worker's report for initial CLA review (CSSW)?

Yes No Cancel

Next actions

Next action	Assigned to	Reason	Note	Priority	Status
Report Completed				Proposed	

Add

Social Worker

[Click onto link – for How to Send a Request or go to Page 6](#)

Managers/Senior Practitioners

[Click onto link – for How to Complete a requests or go to Page 7](#)

Social worker's report for [Child's Name] (DOB: [DOB])



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

Social Workers report for 1

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

Next Actions
Next action
Report Completed

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

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

And you will be brought into the following screen

First CLA review (CS) : Joseph New CLA 2197271

CLA chairs monitoring form

Sections

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

1. Child's details

This questionnaire is designed to be completed by all Chairs immediately following every statutory Child Care Review.

Child's name: Joseph New CLA

Date of birth: 01/01/2015

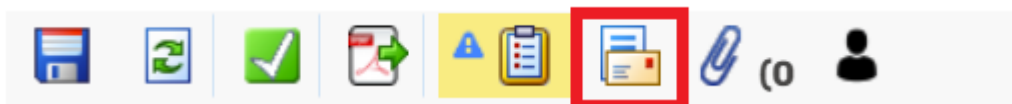
Current key stage: -- Please Select --

Social worker: [Field]

Chair of CLA review: [Field]

Section completed

Note that the CLA chairs monitoring form is the primary form. To be complete the CLA Chairs report and record of review (CSSW), this will need to be initiated by using the Forms and Letters icon in the tool bar



First CLA review (CSSW) : Joseph New CLA 2207656

CLA Chairs report and record of review (CSSW)

Sections

- 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
- 8. Next actions

3. Review of the child's current Care Plan

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

Permanence 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

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 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

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

First CLA review (CSSW) : Joseph New CLA 2207656

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

Sections

- 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
- 8. Next actions

5. Proposed new Care Plan

Date of this plan* 26/03/2024

What are the child's care needs and how will they be met

Changes to meet the child/young person's needs (outcome)

School attendance needs improvement

Joseph's physical health needs to be met. Joseph to receive regular health care according to his individual needs.

Record details of the meeting within Section 4 Record of meeting and Section 5 The proposed care plan, proposed Health Plan and Proposed PEP will only pre-populate if information has been recorded within the Social Worker's Report Initial CLA Review, **this must be completed** before the IRO has started work on the review. Complete Section 6 Permanence Plan and Section 7 Outcomes

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

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

First CLA review (CSSW) : Joseph New CLA 2207656

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

Sections

- 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
- 8. Next actions

8. Next actions

Next Actions

Next action

Section 8 Next Actions and select Add

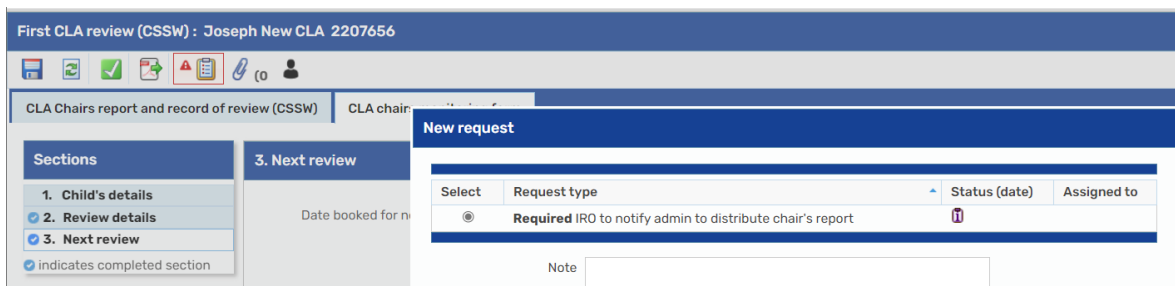
Status

Add

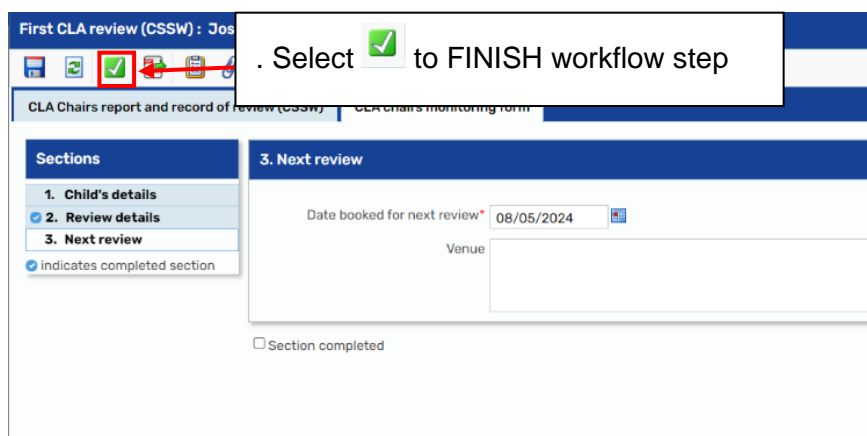
And you will be brought into the following screen

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

[Click onto link – for How to Send a Request or go to Page 6](#)



Once the request has been sent

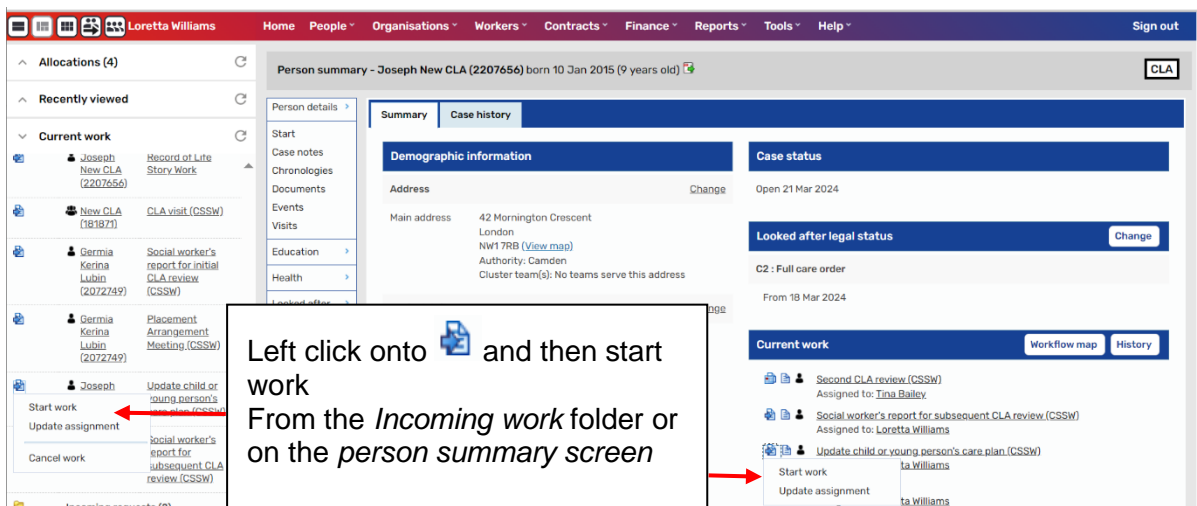


Updated Child's Care Plan

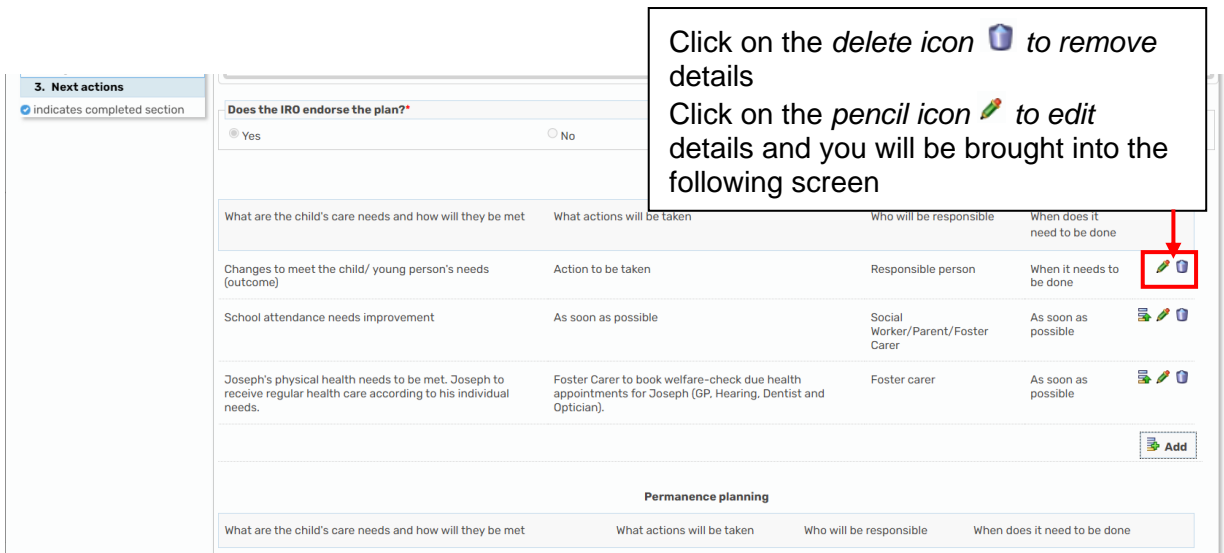
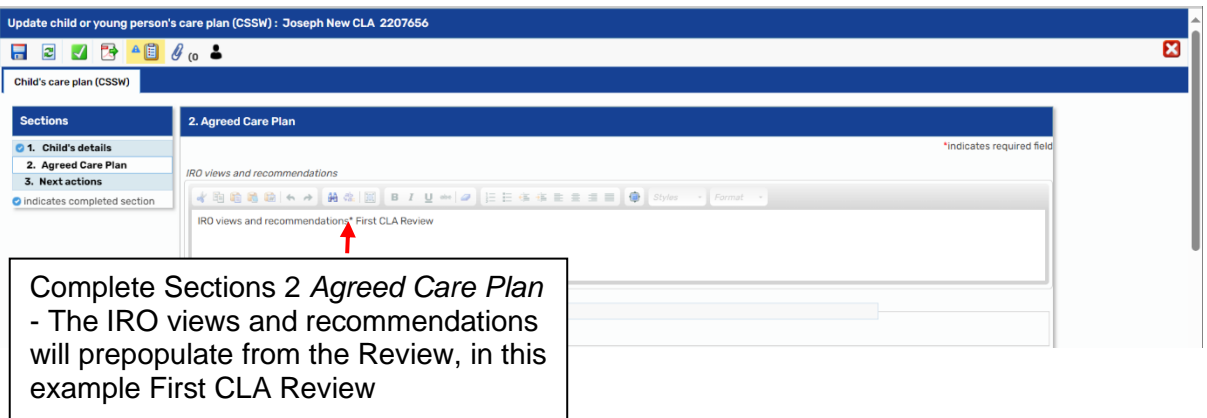
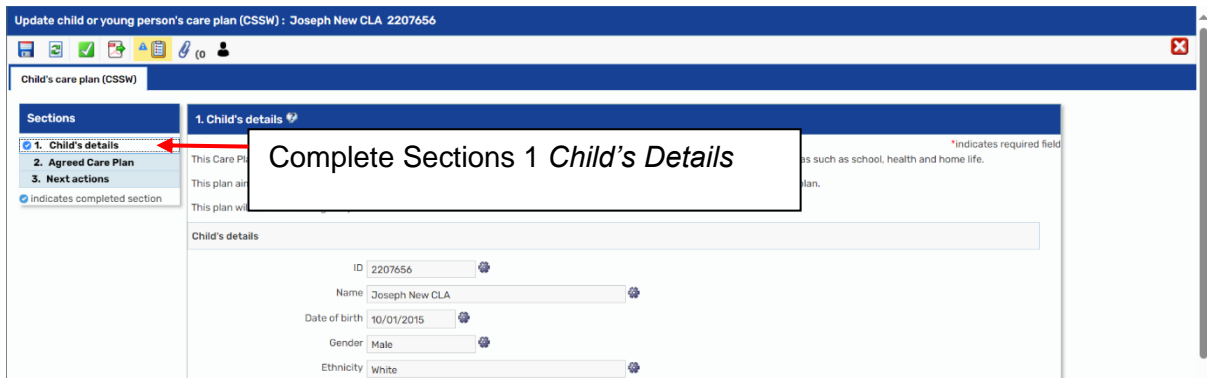
Once the Review workflow step has been finished by the IRO, they will have assigned to the social worker/personal advisor the updated Child or young person's care plan.

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



And you will be brought into Child's care plan



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

Worker/Parent/Foster Carer

Joseph's physical health needs to be met. Joseph to receive regular health care according to his individual needs.

Foster Carer to book welfare-check due health Foster carer As soon as possible

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

3. Next actions
 indicates completed section

IRO views and recommendations

Agreed care plan

Select Subject:*
 Joseph New CLA Select all

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

What actions will be taken
 Action to be taken - Update

Who will be responsible
 Responsible person - Update

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

Save changes **Cancel**

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

Child's care plan (CSSW)

Sections

- 1. Child's details
- 2. Agreed Care Plan
- 3. Next actions

indicates completed section

IRO views and recommendations* First CLA Review

Agreed care plan

Select Subject:*
 Joseph New CLA Select all

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

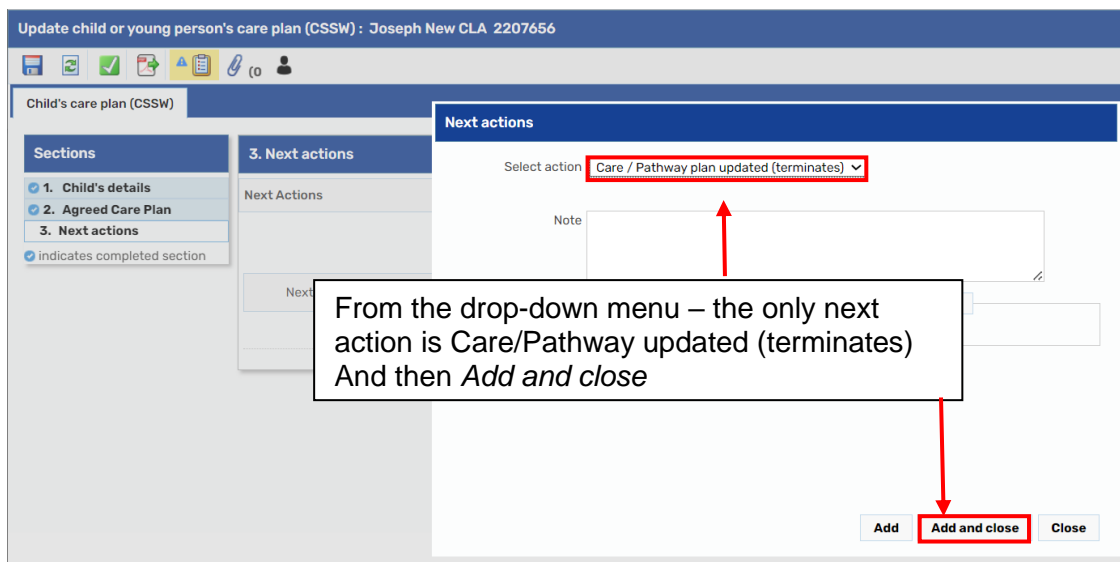
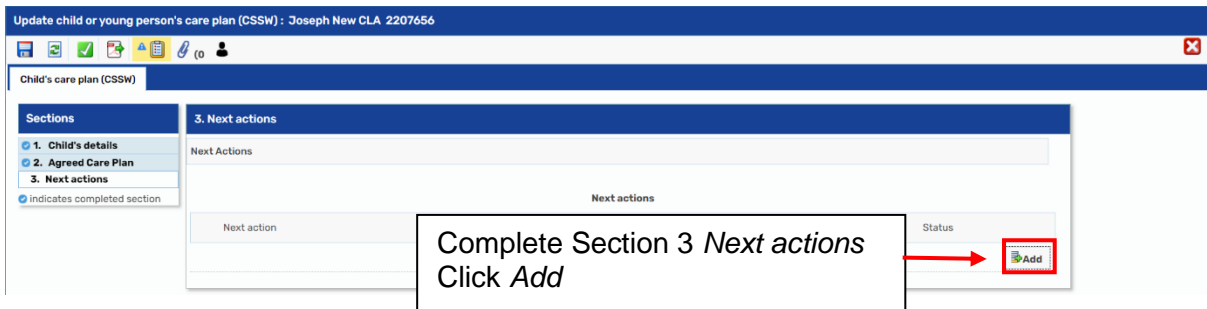
What actions will be taken
 What actions will be taken - New Issues added at update child of young person's care Plan

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

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

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


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





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

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

Complete Section 1 *Child's Details* and Section 2 *Meeting invitees*, last invitees will pre-populate or Click on the *delete icon*  to remove details
Click on the *pencil icon*  to edit details
Select *Find* to attend, attendees

Name	Agency	Telephone	Email address
Foster Mum New CLA			
Tina Bailey	CSSW OAU	Switchboard 020 7974 5022 Mobile 07500607879	Tina.Bailey@camden.gov.uk
		Switchboard 020 8648 6627	Loretta.Williams@camden.gov.uk

Once you have updated the invitee list send the following request

Select	Request type	Status (date)	Assigned to
<input type="radio"/>	Required Admin - Send Invitations (CLA)		

[Click onto link – for How to Send a Request or go to Page 6](#)

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

And you will be brought into the following screen.

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



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

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

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

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

Sections

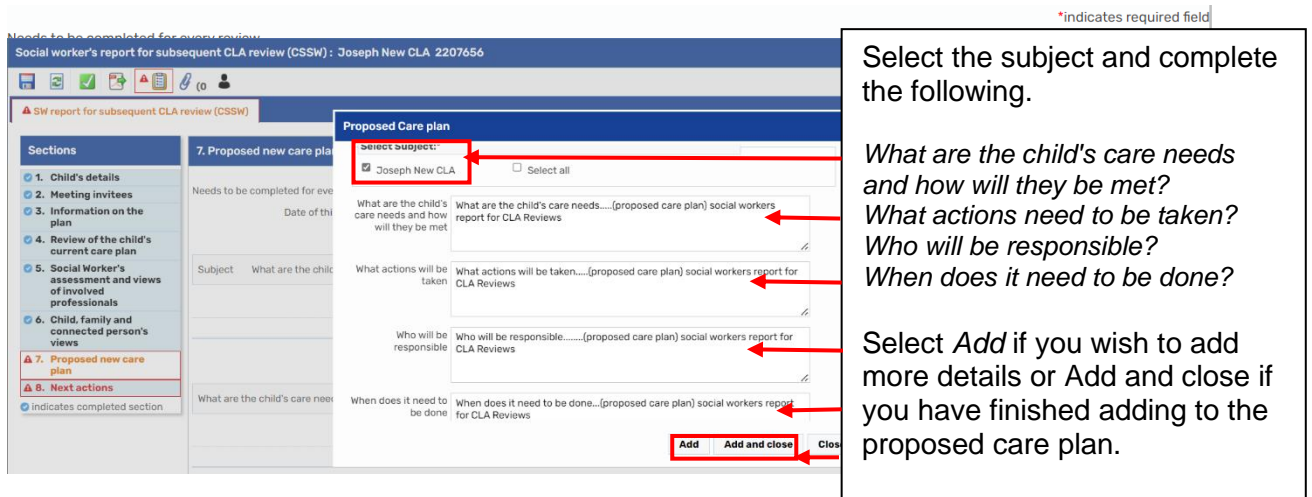
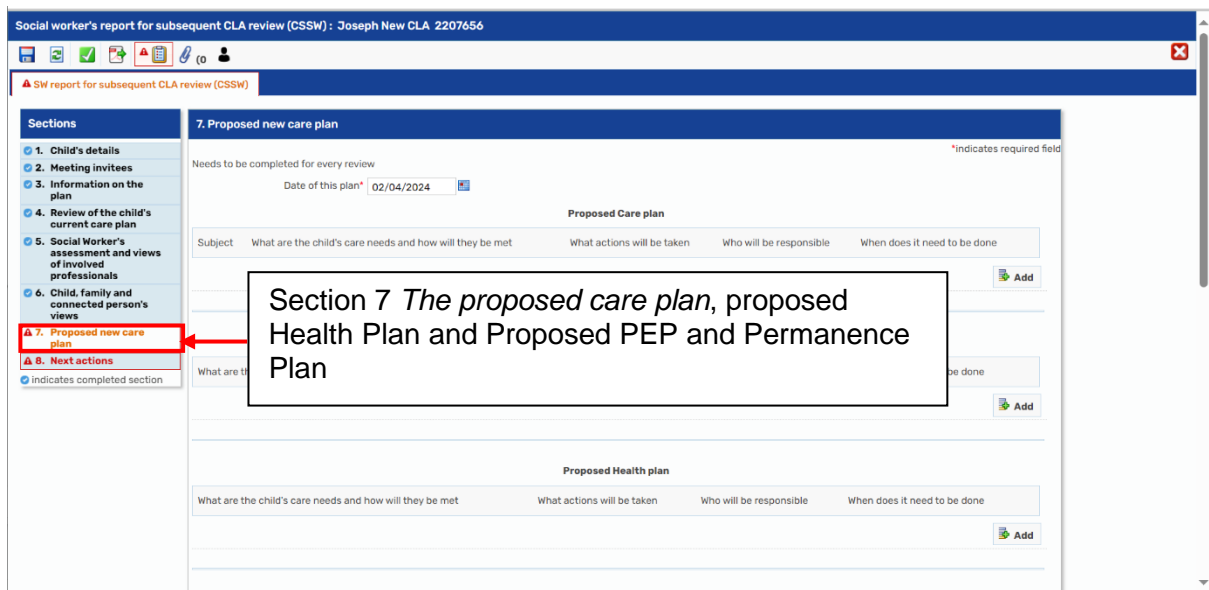
- 1. Child's details
- 2. Meeting invitees
- 3. Information on the plan
- 4. Review of the child's current care plan
- 5. Social Worker's assessment and views of involved professionals
- 6. Child, family and connected person's views
- 7. Proposed new care plan
- 8. Next actions

6. Child, family and connected person's views

Write the views of the child, family and connected persons and how they will be supported and the support they are receiving?

What are the views of the child, family and connected persons regarding their overall care plan experience and what support they need?

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



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

SW report for subsequent CLA review (CSSW)

Sections

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

indicates completed section

8. Next actions

Next Actions

A next action and recipient m

Next action

Next actions

Select action: Social worker's report for CLA review completed

Note

A next action and recipient m

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

Add Add and close Close

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

○ **Required** Team Manager Authorisation

[Click onto link – for How to Send a Request or go to Page 6](#)

[Click onto link – for How to Complete a requests or go to Page 7](#)

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

○ **Required** Team manager to notify CLA admin to send out Social Work report

○ **Required** Team manager to notify IRO social work report complete

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

SW report for subsequent CLA review (CSSW)

Select to FINISH workflow step

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) : Joseph New CLA 2207656

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

Sections

- 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
- 8. Next actions

Indicates completed section

1. Information on the child

Name of child: Joseph New CLA

Please click on the below link for how to complete CLA Reviews

Is the child in full time education?*

Yes No N/A

Date of last dental appointment: []

Has the child had a dental appointment in the last 6 months?*

Yes No

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

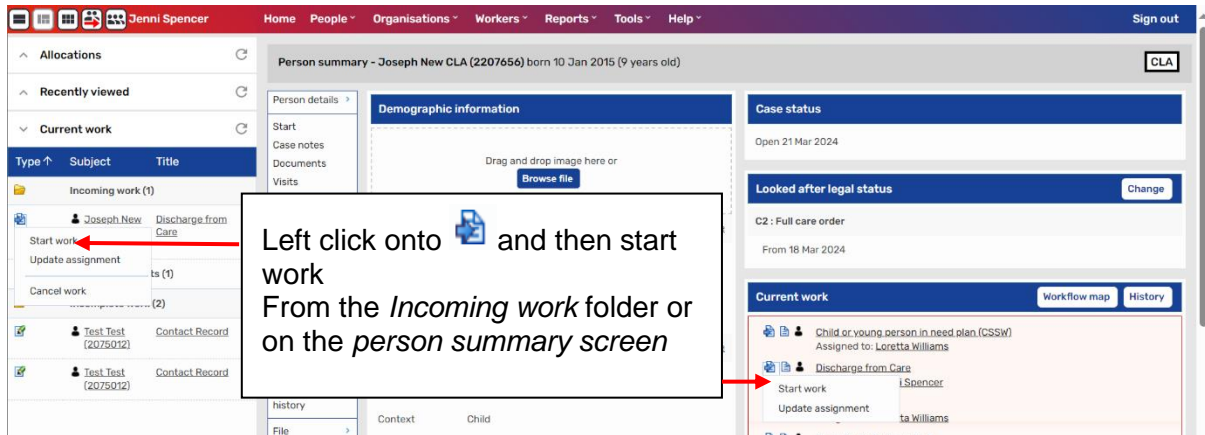
Date child turns 18: 10/01/2033

[How to complete the CLA Review's go to page 30](#)

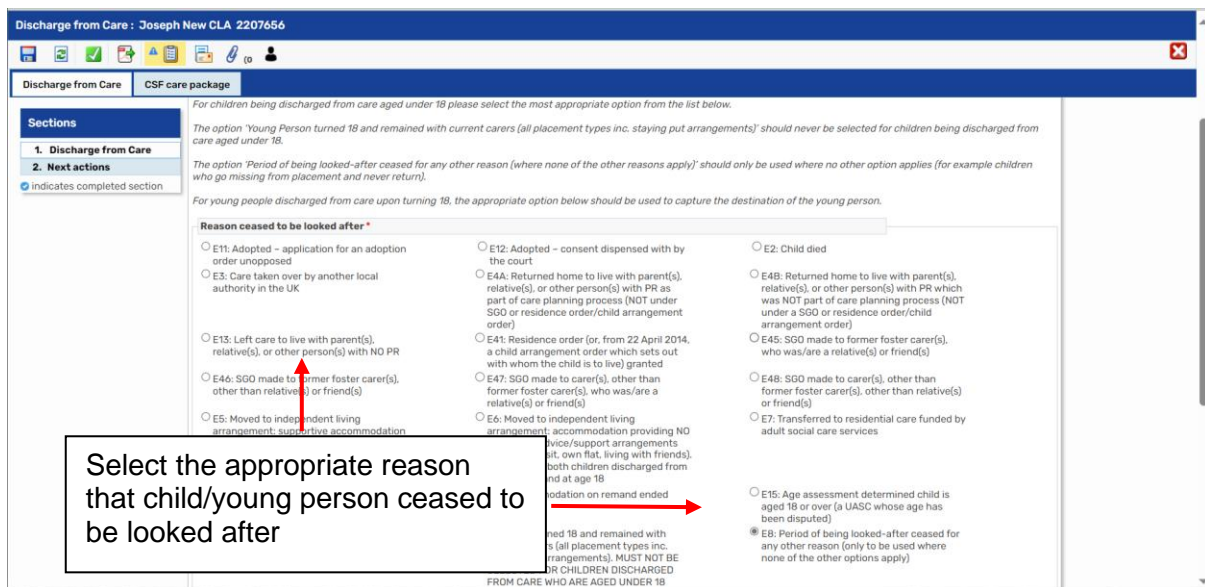
Discharge from Care

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 New CLA 2207656

Discharge from Care CSF care package

Sections

- 1. Discharge from Care
- 2. Next actions

Next actions

Select action: -- Please select --

Note: Initial CIN Review Meeting, Closure Record, Ongoing CP Investigation / Plan, Remains open for CYPDS Short Breaks provision only, YP turned 18

Priority: Urgent Normal Low

Add Add and close Close

From the drop-down menu Select the appropriate next actions and assign to the appropriate worker and Add and close

Discharge from Care : Joseph New CL

Discharge from Care CSF care package

Sections

- 1. Discharge from Care
- 2. Next actions

Next Actions

Request icon

Once you have added the next actions, Click onto the request icon

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
<input checked="" type="radio"/>	Required CLA Admin - Codes, Out-of-Borough Notification (Fostering/Resources to send)		



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

[Click onto link – for How to Send a Request go to page 6](#)
[Click onto link – for How to Complete a requests go to page 7](#)

Discharge from Care : Joseph New CLA 2207656

Select  to FINISH workflow step

Discharge from Care CSF care package

Sections	2. Next actions
<input checked="" type="checkbox"/> 1. Discharge from Care	Next Actions
<input type="checkbox"/> 2. Next actions	
<input checked="" type="checkbox"/> indicates completed section	