

Looked After Child Flow Chart Summary

Deputy Team Manager (DTM)

Social Worker

CCU

SSSU

Add/Update Single Assessment parallel to placement request process

1 Child becomes Looked After

2 Placement Required (new placements and moving placement)

3 Complete 'Placement Request' case note including details. Action to DTM- Action type 'placement request'

4 DTM to review case note and Agree of placement request

5 Workflow to service manager for approval

6 Service manager to email 'Placement Request' document to CCU.

7 Review Placement Request

8 CCU to add 'Placement Request' case note. Note : Key worker will receive 'Check Profile Note' task on their task list, showing this case note has been added

9 Is there an open LAC Episode

NO
10 Open LAC episode record reason for LAC, legal status and complete form

11 Scan any legal documents into ESCR

YES
12 Liaise with external agency/Internal and external fostering agency

13 Complete 'Placement Option' case note (replace duty book) and email SW with options

14 Once placement is agreed, Update CCM placement section including legal status and email to SW

ADMIN
To Update/Add

- Case Status
- Basic Information in core persons
- Professional
- Education data i.e. school
- Relationships
- Virtual school to involvements

18 Create a LAC/ pathway Plan and add Needs. Update/ Create single assessment. Workflow once complete to SSSU. Action type: LAC Paperwork ready

15 Arrange Placement Planning Meeting

16 SW or CCU or Fostering team to Complete placement information record

20 Create LAC case note and Workflow to SSSU Requesting first LAC Review (20 days of child placed). Add list of invitees and add to involvements

19 Contact PEP/Health (medical) co-ordinator. LAC case note action type Initiate PEP/Health assessment. Action to appropriate person to arrange

17 SW or CCU/ Fostering team to chair Placement Planning meeting (5WD after date of child placed)

20 Start LAC Review Process

Post LAC review

21 Update LAC Review form on CCM with the agreed minutes from the review

22 Workflow to SW to inform minutes are on CCM

At first LAC review the case is transferred to long term team

Action type: LAC review request

Post LAC review

23 Review Minutes Update plan with the NEED/ Actions/outcomes from the IRO minutes

Note: All notification outputs available within CCM
For emergency placements – the above process should be followed from point 3 retrospective