**Management Recording on LCS**

These are the critical points when management oversight must be recorded on the Child or Young Person's (CYP) LCS (Liquid Logic) case record. This means the Practice Manager adding a management recording in the follow circumstances:

* At allocation case transfer
* If there has been a critical incident for the CYP – e.g. key disclosure, strategy discussion/section 47, welfare concerns, change in circumstance, legal decision
* A change of placement
* When an assessment is needed
* Assessment check points
* When you have authorised an assessment, plan or other key document
* If the plan isn't making progress
* Supervision – ensure this is happening regularly, is focused on the CYP, considers the impact and outcomes for the child, issues/changes are having for the CYP and the difference our involvement is making or not, voice of the child
* If you have given specific direction on the case
* When a decision not to offer accommodation has been made or if a child becomes looked after
* Care planning, including internal case management meetings/processes
* Response to an IRO management alert
* If an audit has been completed and the response to any audit actions
* Response to any complaint
* At case closure or step down
* Management decisions based on legal advice (will usually but not always be on issuing) which should clearly record the fact that legal advice has been sought, the outcome of this advice and the rationale for the recorded decision. Written legal advice to be stored on LCS and clearly marked as confidential – not for disclosure.