* 1. **CHECK LIST (V1.1 May 2020)**

**Basic Demographics**

* Home address
* telephone number
* relationships
* worker
* team
* ethnicity
* language
* Religion
* Identity
* School
* GP
* Parental Responsibility

**Caseload**

* Correct caseload
* correct status of each case ie – Cin, Lac, CP
* last visit recorded
* up to date plan on system

**Lac**

* Placement address,
* carer telephone number
* correct legal status
* dentist
* optician
* 16+ check if worker has applied for NI number
* check any 18+ who are transferring to leaving care have had their lac episode ended
* PEP date
* Lac Photo
* Check correct placement codes (U4/U6 etc)

**Fostering**

* DBS, Medical check ups due

**Miscellaneous**

* Check worker desk top for Alerts and show them how to clear them
* Check their involvements/and tray so they know what tasks are outstanding
* Show them the tile screen so they can view last records etc and how they can personalise this
* Show them how to access the help guides from LL in Leap into Learning
* Any assistance required with any stuck/stagnant cases