

Quick Guide for when a child becomes looked after (LAC)



Day 1



Child becomes Looked After when Social Worker obtains consent for S20 accommodation from parent/carer with parental responsibility OR legal order is made through court.



Day of Placement



Social Worker either places or visits child in placement



Social Worker discusses day to day arrangements with carers



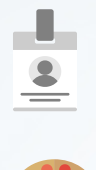
Within 1 Working Day



Social Worker obtains signed parental ('Golden') consent and obtains medical consent if not obtained via S20



Social Worker sends medical consent to LAC Health Liaison



Social Worker completes soc408 and sends to Access to Resources Team (ART)



ART distribute LAC notification to PQA LAC, LAC Health Liaison, Virtual School, Finance



Social Worker completes Placement Information Record (then update at each major change)



Social Worker completes Safety Plan, made available for 1st LAC review



Within 2 Working Days



Social Worker makes telephone call to child and carer to check on child's wellbeing



Within 3 Working Days



Social Worker - Placement Planning meeting to be held



Social Worker - Agree arrangements for contact with parents and carers



Within 5 Working Days



Social Worker - LAC Statutory Visit to child



Social Worker - Complete LAC Review Invitation exemplar and workflow to SASU LAC and use of MOMO with child/young person to prepare for LAC Review



IRO - Contact SW to introduce themselves by email cc SW



Social Worker - Complete Care Plan - start Pathway Plan if over 16



Within 10 Working Days



School/Virtual School - Personal Education Plan meeting to be held and PEP available for first LAC review



Social Worker - Contact IRO to discuss the child's circumstances and care plan and record on case note ('pre LAC discussion')



PQA/LAC - LAC Review invitations to be sent out by Partnerships & Quality Assurance



Within 20 Working Days



LAC Health - Assessment to have been undertaken and available for 1st LAC review



Social Worker - Family Finding referral to be made to Fostering/Adoption (for the purposes of parallel planning) IF REQUIRED



IRO - First LAC Review



By second LAC Review



Social Worker - Plan for permanence and/or parallel planning to be in place



IRO - Assess revised Care Plan for permanence options



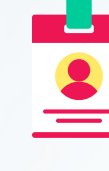
Ongoing



Social Worker - Visit according to child's needs and at a minimum of every 6 weeks until a LAC Review changes visiting frequency



IRO - Use escalation process if required



Team Manager - Case discussed within supervision to monitor progress, review visiting pattern and ensure effective case planning included timescales and update chronology, record as Supervision Record on child's file on ICS