

# Recording Timescale Framework for Children’s Social Care: LCS Liquidlogic

*“Recording is a key social work task and its centrality to the protection of children cannot be over-estimated. Getting effective recording systems in place to support practice is critical.”*  
*(The Munro Review of Child Protection: Final Report – A child-centred system 2011)*

Good case recording is a cornerstone of good social work practice. This is fully recognised by inspectorates and those evaluating the current arrangements for children’s social care, and it is inherent within current statutory guidance and legislation, for example Working Together 2013<sup>1</sup> and Data Protection Act 1998<sup>2</sup>.

Maintaining a record of contact with children, their families and other professionals provides the basis for an assessment of needs or risk and for decision making and planning. Recording an account of the services provided enables peers, managers, auditors and inspectorates to see what has been done. Social work case records also provide management information to identify how well the team, service, or organisation is doing to meet the needs of children and their families and planning future services. These all rely on timely, accurate case recording, and the consequences of not doing so can be critical.

This is a model framework for measuring the timeliness of recording from an event actually happening to when it is actually recorded on children’s data systems, e.g. LCS Liquidlogic. The desired outcome of designing such a framework is to ensure legislative requirements are met; improve data quality on a child and aggregated level to ensure information is available to others who may need to know the latest information about a child (e.g. emergency duty teams); that services are planned and monitored on accurate and timely data; and to improve information sharing.

Process	Event (Task)	When task should be COMPLETED on LCS Liquidlogic (COMPLETED inc authorised where applicable)
<b>REFERRAL AND ASSESSMENT</b>		
<b>Contact</b>	Contact Record	On day of contact Feedback to referrer within 1 working day
<b>Referral</b>	Referral & Information Record	Within 2 working days of referral
	Child visit	Within 7 days if Child in Need, Within in 1 day is Section 47.
<b>Assessment</b>	Single Assessment 45 days max	Record start date, an complete on day of Authorisation max 45 days from start
	Open workbook and add family members	At point of assessment outcome identified as being to transfer to family safeguarding
	Case transferred to Family Safeguarding Teams	Within 10 working days of assessment authorisation
<b>Family Safeguarding workbook</b>	Case allocated and manager discussion and first case supervision record	Within 24 hours of transfer
	Social work summary	Within 24 hours of allocation and first group case supervision

<sup>1</sup> <http://www.workingtogetheronline.co.uk/>

<sup>2</sup> [http://www.ico.gov.uk/for\\_organisations/data\\_protection.aspx](http://www.ico.gov.uk/for_organisations/data_protection.aspx)

Process	Event (Task)	When task should be COMPLETED on LCS Liquidlogic (COMPLETED inc authorised where applicable)
	Monthly summaries	2 working days before Group Case Supervision
	Output of Group Case Supervision discussion	Within 10 working days after Group Case Supervision
	Overall Summary to Date record	5 working days before plan review
	Workbook closure	Within 7 working days of case closure decision
<b>Initial Plan</b>	Pre-Meeting Report	5 working days before scheduled meeting date
	Outcomes	On day of meeting
	Initial Plan Update	10 working days after actual meeting date
<b>Child in Need Meeting</b>	Pre-Meeting Report	5 working days before scheduled meeting date
	Outcomes	On day of meeting
	Child in Need Plan Update	10 working days after actual meeting date
<b>Chronology / Record of Significant Events / Family Timeline</b>	Chronology	To be updated as a minimum at key review points (e.g. LAC review, CIN meeting, CP conference)
<b>CHILD PROTECTION INC SECTION 47 ENQUIRIES</b>		
<b>Strategy Discussion</b>	Outcomes	On day of decision
<b>Follow Up Discussion</b>	Outcomes	On day of decision
<b>Section 47</b>	Outcomes	On day of decision
<b>CP Initial Conference - Within 15 working days of last strategy meeting</b>	Pre-Meeting Report	72 hours before scheduled meeting
	Outcomes, Next Conference date	On day of conference
	Child Protection Plan Update	24 hours after actual meeting
	Child visit	Within 3 days of conference
	Core Group Meeting	Within 10 working days of ICPC. Minutes within 5 working days of meeting.
	Minutes	15 working days after actual meeting date
<b>CP Review Conference- 3 months from ICPC</b>	Pre-Meeting Report	48 hours before scheduled meeting
	Outcomes	On day of Conference
	Child Protection Plan Update	24 hours after actual meeting
	Minutes	15 working days after actual meeting date
<b>LOOKED AFTER CHILDREN AND CARE LEAVERS</b>		
<b>CLA Start</b>	Becomes CLA	On day of admission to care
<b>CLA Care Plan</b>	Create CLA Care Plan	10 calendar days prior to CLA start (planned) to a maximum of 10 days after the child becomes looked after (only if unplanned)
<b>CLA Placements</b>	Placement Change	On day of placement change

Process	Event (Task)	When task should be COMPLETED on LCS Liquidlogic (COMPLETED inc authorised where applicable)
<b>CLA Legal Status</b>	Legal Status Change	On day of Legal Status Change
<b>CLA Review Meeting</b> -1st 28days of becoming LAC, then within 3 months (91days) then 6 months 183 days	Pre-Meeting Report	72 hours before scheduled meeting
	Outcome Decisions	5 working days after actual meeting date
	CLA Care Plan Update	20 working days after actual meeting date
	Minutes	10 working days after actual meeting date
<b>CLA End</b>	Leaving CLA	On day of discharge from care
<b>OTHER CASE RECORDING</b>		
<b>CIN/LAC/CP visits</b>	Visits	Within 2 working days of visit
<b>Missing Episodes</b>	Any child or young person who has an open case record and goes missing	Missing episode to be added within 24 hours
<b>Case Allocation</b>	Case allocation	Within 24 working hours of allocation
<b>Health and Education Outcomes (especially LAC Health: Dentist, health assessment)</b>		10 working days after event
<b>Case Notes</b>	Management Oversight	5 working days after actual supervision meeting
<b>Private Fostering activity:</b>	Notification, Arrangement Start, Visits, Notification of Ending, Arrangement Ends	Within 2 working days of event
<b>Case Closure</b>	Case Closed	Within 5 working days of management decision to close case.

*This is to be circulated and used by all staff and teams using LCS Liquidlogic to record child level information.*