

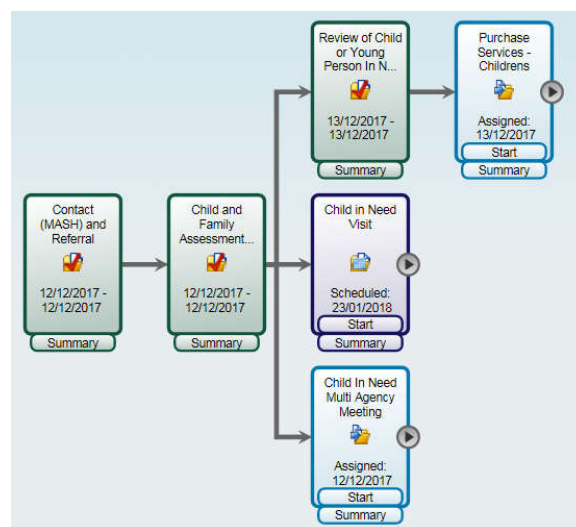
Mosaic Quick Process Guide – Child in Need (Within Locality)

Contributors to Process

- Response Social Worker
- Response Manager
- Locality Social Worker
- Locality Manager
- Business Support
- OT Technician
- Family Placement Team
- Looked After Team
- FYPS Engagement Worker

Example Workflow Map

The below is an example, please note the steps 'Purchase Services – Children's' and the 'Child in Need Multi Agency Meeting' can come be done at the same point as the 'Child and Family Assessment and Plan'



Workflow Steps

- Child and Family Assessment and Plan (Signs of Wellbeing)
- Child in Need Multi Agency Meeting
- Child in Need: VISIT
- Child and Family Assessment and Plan: REVIEW
- Purchase Services: Children's
- Significant Information on an Open Case

Child and Family Assessment and Plan

CHILD AND FAMILY ASSESSMENT AND PLAN	
Contributors to Step:	
<ul style="list-style-type: none"> - Response Social Worker - Response Manager 	
What needs to be completed?	Responsibility
1. Family / household details	
All sections	Response Social Worker
Note: 'What type of assessment are you completing?' Select 'Signs of Wellbeing' for CIN	
2. Assessment Details	
All Communication Needs	Response Social Worker
What is the legal status of this referral?	Response Social Worker
Who needs to be seen, where, how, how often?	Response Social Worker
Past consent been gained from the family? If not, how will you get the consent to make further enquiries	Response Social Worker
Timeframe for the assessment to be completed and plan to be created	Response Social Worker
Date assessment started	Response Social Worker
Referral Date	Response Social Worker
Due date for initial professional review	Response Social Worker
*Assessment Timescale	Response Manager
Target date for creation of plan	Response Manager
*Has a review been completed?	Response Social Worker
If not, why not?	Response Social Worker
3. Chronology of Significant Life Events	
All sections	Response Social Worker
4. What are we worried about	
All sections	Response Social Worker
5. Child & Family's Experience	
All sections	Response Social Worker
6. What's Working Well	
Existing Strengths	Response Social Worker
Existing Wellbeing	Response Social Worker
7. Analysis and Judgement	
All Sections	Response Social Worker
8. What needs to Happen	
All sections	Response Social Worker
9. Comments	
Social Workers Details	System Generated
Managers Review: Scale	Response Manager
Other comments and decisions	Response Manager
Managers name	Response Manager
Date assessment completed	Response Manager
10. Parental / child factors at assessment	
Risks/needs identified	Response Social Worker

11. Actions Taken	
Assessment Completed	Added By: Response Social Worker Send To: N/A
Child In Need Visit	Added By: Response Social Worker Send To: Locality Manager
Child or Young Person in Need Review	Added By: Response Social Worker Send To: Locality Manager
Child Sexual Exploitation Screening (SERAF)	Added by: Response Social Worker Sent to Team: FYPS Team North or FYPS Team South
Close Case to Children's Services	Added by: Response Social Worker Sent to: Response Manager
Decision to Seek Accommodation	Added by: Response Social Worker Sent to: Response Manager
End of Involvement	Added by: Response Social Worker Sent to: N/A
Family Group Conference	Added by: Response Social Worker Sent to: N/A at the moment
Specialist OT Assessment	Added by: Response Social Worker Sent to: Occupational Therapy Social Worker
Referral to other Agency	Added by: Response Social Worker Sent to: N/A
Preventative Services Contribution	Added by: Response Social Worker Sent to Team: FYPS Team North or FYPS Team South
Resource Commissioning	Added by: N/A for Locality Sent to: N/A for Locality
Seek Legal Advice	Added by: Response Social Worker Sent to: Assigned to themselves (at the moment)
Child in Need Multi Agency Meeting	Added By: Response Social Worker Send To: Locality Manager
Step down to Preventative Services (This next action would only be used after a discussion has taken place between Response and FYPS to confirm stepping down) This action is available to 'Send Immediately'.	Added by: Response Social Worker Sent to: Assign to Self (see page 10 for further details)

Strategy Discussion	Added by: Response Social Worker Sent to: Assigned to themselves
Requests	
REQUIRED: Please review information and confirm next action	Added by: Response Social Worker Sent to: Response Manager
REQUIRED: Request for team manager to review	Added by: Response Social Worker Sent to: Response Manager
Chair to review Social Work Report for Conference	Added by: Response Social Worker Sent to: Allocated IRO/QARU Notetaker
Request contribution to Assessment	Added by: Response Social Worker Sent to: Person contributing to the Assessment and Plan
Request contribution to Private Fostering Assessment	Added by: Response Social Worker Sent to: FPT Team
Senior Manager to confirm decision	Added by: FPT Manager Sent to: Service Manager Corporate Parent (Nicola Hannaford)
Additional Forms/Letters on Child and Family Assessment and Plan: FORM: Consent to Information Sharing	
What needs to be completed?	Responsibility
1. Personal Details	
All sections	Response Social Worker
2. Consent Details	
All sections	Response Social Worker
Additional Forms/Letters on Child and Family Assessment and Plan: FORM: Private Fostering Assessment	
What needs to be completed?	Responsibility
1. Report Summary	
Social Worker	System Generated
Team Manager	System Generated
2. Child/Young Person's Details	
All sections	Response/Locality Social Worker
3. Proposed Carers	
All sections	FPT Social Worker
4. Annex A – Private foster care consent and confidential information	
All sections	FPT Social Worker
5. Annex B – Birth parent /person with PR consent	

All sections	Response/Locality Social Worker
Requests Button	
REQUIRED: Please review information and confirm next action	Added by: Response/Locality Social Worker Sent to: Response/Locality Manager
Request Contribution to Private Fostering Assessment	Added by: Response/Locality Social Worker Sent to: FPT Manager
Senior Manager to Confirm Decision	Added by: FPT Manager Sent to: Service Manager Corporate Parenting
Additional Forms/Letters on Child and Family Assessment and Plan: LETTER: Home Visit Letter	
What needs to be completed?	Responsibility
1. Home Visit Letter	
All sections	Response Social Worker
Additional Forms/Letters on Child and Family Assessment and Plan: LETTER: Outcome of Assessment Letter	
What needs to be completed?	Responsibility
1. Home Visit Letter	
All sections	Response Social Worker

Child in Need Multi Agency Meeting

CHILD IN NEED MULTI AGENCY MEETING	
<p>Contributors to Step:</p> <ul style="list-style-type: none"> - Response Social Worker and Response Manager OR - Locality Social Worker and Locality Manager <p>Who completes the 'Child in Need Multi Agency Meeting' out of the above depends on whether the meeting takes places within the 45 days of the 'Child and Family Assessment & Plan'. If it takes place within the 45 days it will be completed by Response and if it's after the 45 days then this would be completed by the Locality team.</p>	
What needs to be completed?	Responsibility
1. Family / household details	
All sections	Response/Locality Social Worker
Note: 'What type of assessment are you completing?' Select 'Signs of Wellbeing' for CIN	
2. Assessment Details	
All Communication Needs	Response/Locality Social Worker
What is the legal status of this referral?	Response/Locality Social Worker
Who needs to be seen, where, how, how often?	Response/Locality Social Worker
Past consent been gained from the family? If not, how will you get the consent to make further enquiries	Response/Locality Social Worker
Timeframe for the assessment to be completed and plan to be created	Response/Locality Social Worker
Date assessment started	Response/Locality Social Worker
Referral Date	Response/Locality Social Worker
Due date for initial professional review	Response/Locality Social Worker
*Assessment Timescale	Response/Locality Manager
Target date for creation of plan	Response/Locality Manager
*Has a review been completed?	Response/Locality Social Worker
If not, why not?	Response/Locality Social Worker
3. Chronology of Significant Life Events	
All sections	Response/Locality Social Worker
4. What are we worried about	
All sections	Response/Locality Social Worker
5. Child & Family's Experience	
All sections	Response/Locality Social Worker
6. What's Working Well	
Existing Strengths	Response/Locality Social Worker
Existing Wellbeing	Response/Locality Social Worker
7. Analysis and Judgement	
All Sections	Response/Locality Social Worker
8. What needs to Happen	
All sections	Response/Locality Social Worker
9. Comments	

Social Workers Details	System Generated
Managers Review: Scale	Response/Locality Manager
Other comments and decisions	Response/Locality Manager
Managers name	Response/Locality Manager
Date assessment completed	Response/Locality Manager
10. Parental / child factors at assessment	
Risks/needs identified	Response/Locality Social Worker
11. Actions Taken	
Minutes Completed	Added By: Business Support Send To: N/A
Requests Button	
REQUIRED: Please review and confirm next action	Added by: Response/Locality Social Worker Sent to: Response/Locality Manager
Please distribute Plan and Minutes	Added by: Response/Locality Social Worker Sent to: Business Support

Child in Need Visit

CHILD IN NEED VISIT	
<p>A Child in Need Visit step can be used as both a Child in Need Visit or a Private Fostering Visit.</p> <p>Contributors to Step:</p> <ul style="list-style-type: none"> - Locality Social Worker 	
What needs to be completed?	Responsibility
1. Children's Details	
Children's details	System Generated
Child or Young Person seen?	Locality Social Worker/LAC Social Worker
Child or Young Person seen alone?	Locality Social Worker/LAC Social Worker
2. Details of visit	
*Type of Visit	Locality Social Worker/LAC Social Worker
*Date and time of visit	Locality Social Worker/LAC Social Worker
Venue	Locality Social Worker/LAC Social Worker
Person(s) seen	Locality Social Worker/LAC Social Worker
3. Observations and summary	
All sections	Locality Social Worker/LAC Social Worker

4. Actions Taken	
Next Child in Need Visit	Added by: Locality Social Worker/LAC Social Worker Sent to: Assigned to themselves
Requests Button	
N/A	N/A for visits

Child or Young Person in Need REVIEW

CHILD OR YOUNG PERSON IN NEED REVIEW	
<p>A Child in Need Review step can be used as both a Child in Need Review or a Private Fostering Review.</p> <p>Contributors to Step:</p> <ul style="list-style-type: none"> - Locality Social Worker - Locality Manager 	
What needs to be completed?	Responsibility
1. Family / household details	
All sections	Locality Social Worker/LAC Social Worker
2. Evidence	
All sections	Locality Social Worker/LAC Social Worker
3. Chronology of Significant Life Events	
All sections	Locality Social Worker/LAC Social Worker
4. What are we worried about	
All sections	Locality Social Worker/LAC Social Worker
5. Child & Family's Experience	
All sections	Locality Social Worker/LAC Social Worker
6. What's Working Well	
Existing Strengths	Locality Social Worker/LAC Social Worker
Existing Wellbeing	Locality Social Worker/LAC Social Worker
7. Analysis and Judgement	
All Sections	Locality Social Worker/LAC Social Worker
8. What needs to Happen	
All sections	Locality Social Worker/LAC Social Worker
9. Comments	
Social Workers Details	System Generated
Managers Review: Scale	Locality/LAC Manager
Other comments and decisions	Locality/LAC Manager

Managers name	System Generated / Locality/LAC Manager
Date assessment completed	System Generated / Locality/LAC Manager
10. Actions Taken (select those required)	
Close Case to Children's Services	Added By: Locality/LAC Social Worker Send To: Locality/LAC Manager
Commission Personal Budget (Children's)	Added by: N/A for locality Sent to: N/A for locality
Decision to seek accommodation	Added By: Locality/LAC Social Worker Send To: Locality/LAC Manager
Preventative Services Contribution	Added by: Response Social Worker Sent to Team: FYPS Team North or FYPS Team South
Proceed to Purchasing	Added by: N/A for locality Sent to: N/A for locality
Referral to other agency	Added by: Locality/LAC Social Worker Sent to: N/A
Review of Child or Young Person in Need Plan	Added by: Locality/LAC Social Worker Sent to: Assigned to themselves
Seek Legal Advice	Added by: Locality/LAC Social Worker Sent to: Assigned to themselves (at the moment)
Short Break Care – LAC Planning	Added by: N/A for locality Sent to: N/A for locality
Stepdown to Early Help (This next action would only be used after a discussion has taken place with FYPS to confirm stepping down) This action is available to ' Send Immediately '.	Added by: Locality/LAC Social Worker Sent to: Assign to Self (see page 10 for further details)
Transfer to Adults Services	N/A
Update Child and Family Assessment and Plan	Added by: Locality/LAC Social Worker Sent to: Assigned to themselves
Requests Button	
REQUIRED: Please review and confirm next action	Added by: Locality/LAC Social Worker Sent to: Locality/LAC Manager
Please distribute Plan and Minutes	Added by: Locality/LAC Social Worker Sent to: Business Support
Request contribution to Review	Added by: Locality/LAC Social Worker Sent to: Worker contributing to review

Step Down to Preventative Services

STEP DOWN TO PREVENTATIVE SERVICES	
<p>The Social Worker should complete Section 1. and then send a 'Request' to the relevant FYPS Manager so they can complete Section 2. and allocate a 'Preventative Services Assessment' by adding a 'Next Action' and 'Finishing' the workflow step.</p> <p>Contributors to Step:</p> <ul style="list-style-type: none"> - Response/Locality Team - FYPS Manager 	
What needs to be completed?	Responsibility
1. Step down to Preventative Services	
All sections	Response/Locality Social Worker
2. Preventative Services Manager	
All sections	Preventative Services Manager
3. Actions Taken	
Preventative Services Assessment	Added by: Preventative Services Manager Assigned To: FYPS Worker
Requests Button	
Please review information	Added by: Response/Locality Social Worker Sent to: FYPS Manager

Significant Information on an Open Case

SIGNIFICANT INFORMATION ON AN OPEN CASE	
<p>This step is added from the 'Start' menu against the child/person record</p> <p>Contributors to Step:</p> <ul style="list-style-type: none"> - Response Team - Locality Team 	
What needs to be completed?	Responsibility
4. Person(s) Details	
All sections	Response/Locality Social Worker
5. Details of follow up information received	
All sections	Response/Locality Social Worker
6. Completion details	
All sections	Response/Locality Social Worker
7. Actions Taken (select those required)	
Bring forward scheduled review	Added By: Response/Locality Social Worker Send To: Response/Locality Manager

Child and Family Assessment and Plan	Added By: Response/Locality Social Worker Send To: Response/Locality Manager
Child Sexual Exploitation Screening (SERAF)	Added by: Response/Locality Social Worker Sent to Team: FYPS Team North or FYPS Team South
Decision to seek accommodation	Added by: Response/Locality Social Worker Sent to: Response/Locality Manager
Immediate Services	Added by: Response/Locality Social Worker Sent to: Response/Locality Manager
LAC Planning – Change of Placement	Added by: Response/Locality Social Worker Sent to: Response/Locality Manager
Seek Legal Advice	Added by: Response/Locality Social Worker Sent to: Response/Locality Manager
Request for Court Report	Added by: Response/Locality Social Worker Sent to: Response/Locality Manager
Strategy Discussion	Added by: Response/Locality Manager Sent to: Response/Locality Manager
Requests Button	
REQUIRED: Please review information and confirm next action	Added by: Response/Locality Social Worker Sent to: Response/Locality Manager