

Mosaic Quick Process Guide – Looked After Child

Contributors to Process

- Children's Social Worker
- Children's Team Manager
- Service Manager
- FPT Duty Social Worker
- Independent Reviewing Officer
- Finance
- LAC Nurse
- Virtual School
- Business Support

How to Start the Looked After Child Process

The **Looked After Child Process** is started by selecting the '**Decision to Seek Accommodation**' **Next Action** and assigning it to a Senior Manager. This **Next Action** is available in the following **Workflow Steps**. You will have the option to **Send Immediately** within the **Child and Family Assessment and Plan Step**.

- Contact (MASH) and Referral
- Child and Family Assessment and Plan
- Child or Young Person in Need Review
- Section 47 Enquiry
- Significant Information on an Open Case **(to avoid unnecessary additional workflows please only use this option if one of the above workflow steps is not open)**

Next actions

Select action




Send Immediately?

Pass to worker

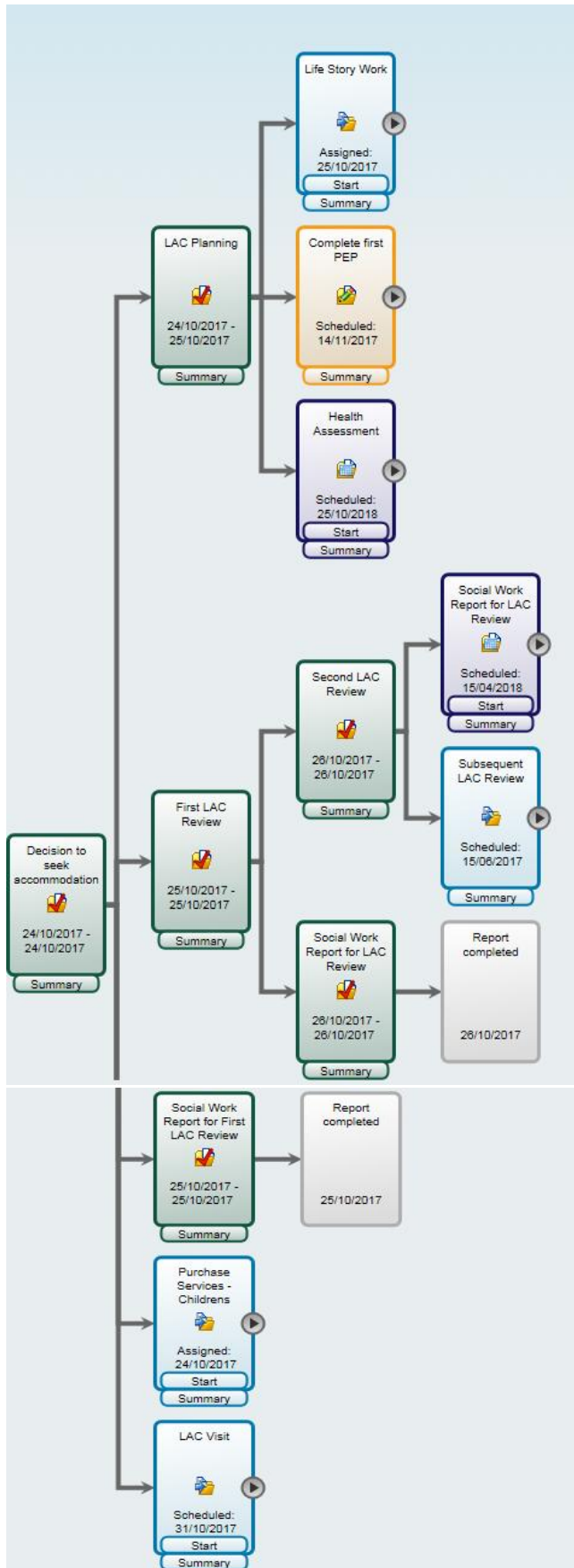
Pass to team

Note

Priority

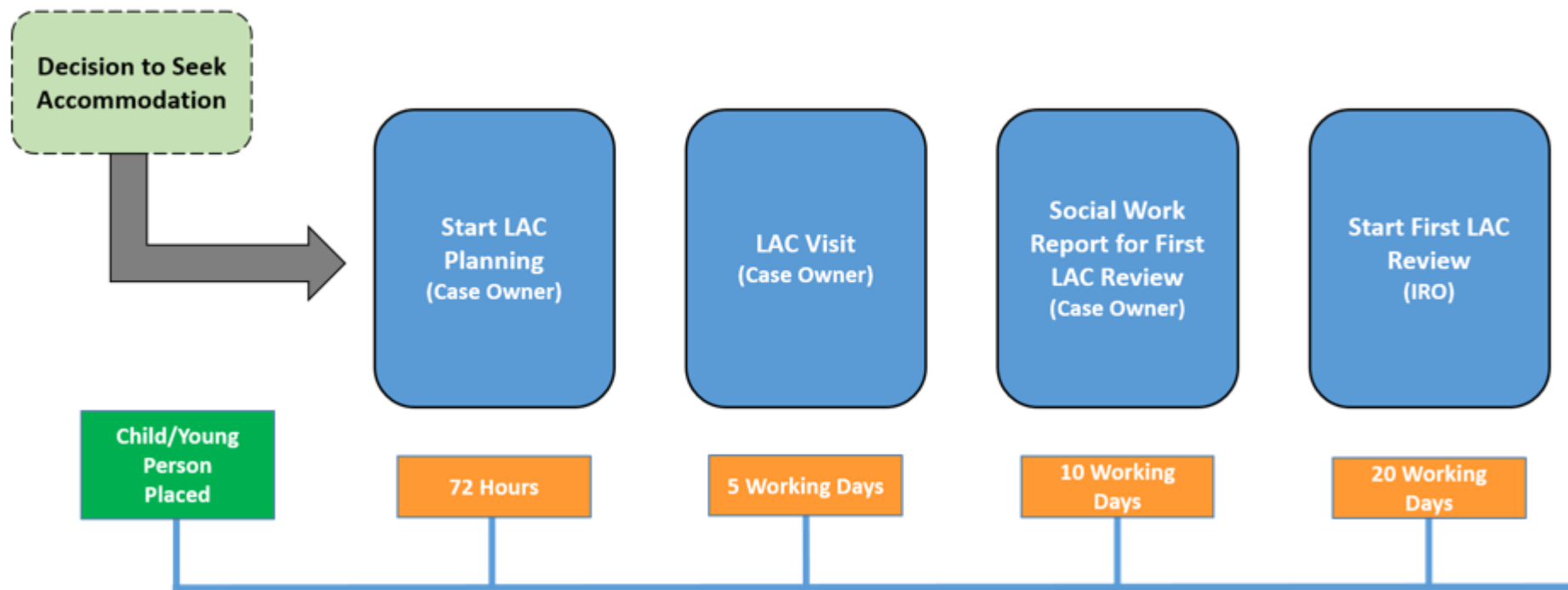
 Urgent  Normal  Low

Example Workflow Map



Timeline for Initial Workflow Steps

The below diagram shows the **Next Actions** which must be selected from the **Decision to Seek Accommodation Step**, the timescales for when they should be completed and who is responsible for completing them.



Workflow Steps

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Decision to Seek Accommodation

Purpose: This step records the decision to accommodate the child and the management approval for it. Without this step the LAC process cannot be started.

DECISION TO SEEK ACCOMMODATION

Contributors to the Step

- Children’s Social Worker
- Senior Manager
- FPT Duty Worker



Additional Forms/Letters

- Placement Request Form

INFO
 The Placement Request Form should not be completed at group level. If requesting a placement/placements for a sibling group a Placement Request Form should be added for each child. For example for a sibling group of 3 add Placement Request Form Child 1, Placement Request Form Child 2 and Placement Request Form Child 3.

- SEND Placement Request Form
- Supported Accommodation Request Form

What needs to be completed?	Responsibility
Record of Accommodation Decision (SofS)	
Sections 1,2 & 4	Children’s Social Worker
Section 3 (Decisions)	Senior Manager
Request for Placement and Matching	
All Sections	Children’s Social Worker
SEND Placement Request Form	
All Sections	Children’s Social Worker
Supported Accommodation Request Form	
All Sections	Children’s Social Worker
Actions Taken (If making a placement you must do all of actions 1 to 4 below)	
1. Start LAC Planning – Placement Information This next action cannot be selected for multiple subjects – a next action should be added for each individual child and can be ‘Sent Immediately’	Assigned By: Children’s Social Worker Assigned To: Children’s Social Worker
2. LAC Visit (This Next Action can be ‘Sent Immediately’)	Assigned By: Children’s Social Worker Assigned To: Children’s Social Worker
3. First LAC Assessment and Plan for LAC Review	Assigned By: Children’s Social Worker Assigned To: Children’s Social Worker
4. Start First LAC Review	Assigned By: Children’s Social Worker Assigned To: LAC Business Support Virtual
Seek Legal Advice	Assigned By: Children’s Social Worker Assigned To: Children’s Social Worker

(This Next Action should be selected if Legal Proceedings are required and can be 'Sent Immediately')	
Accommodation no longer required (This Next Action will end the LAC Process)	N/A
Requests Button (Send these in order)	
Required Senior Manager to Confirm Decision (this is to prompt approval so please make sure they are working before sending the request)	Sent By: Children's Social Worker Sent To: Senior Manager e.g. Service Manager Access & Response (Paul Brewster) or Service Manager Social Care Long Term (Caryn Desmond)
Request a Placement or Vacancy (this is to ensure the search for a placement is commenced)	Sent By: Children's Social Worker Sent To: FPTDutyWorker Virtual
Please arrange First LAC or Adoption Review (This Request should not be sent until accommodation has been agreed by a Senior Manager). It is very important that this is sent to ensure the resources for a LAC review are booked. Failure to send it will mean the review is late.	Sent By: Children's Social Worker Sent To: LAC Business Support Virtual

TIP

The 'Request a Placement or Vacancy' Request should be sent to the 'FPTDutyWorker Virtual' as soon as accommodation has been agreed by a Senior Manager and the relevant Request for Placement form(s) have been completed. The placement request outcome will be noted on the request by FPT.

If an IFA placement is required FPT Duty should export a copy of the 'Placement Request Form' to PDF and send it to the Brokerage Team.

INFO

The 'Decision to Seek Accommodation' Step should only be 'Finished' by the Children's Social Worker once a suitable placement has been identified and the match has been agreed.

The 'Decision to Seek Accommodation' step should not be left open. If a placement is not found or is not needed immediately select the next action of: 'Accommodation No Longer Required' and 'Finish' the workflow step. This is because to any manager or outside observer it looks like the child has been forgotten or placed but the recording is incomplete.

LAC Planning - Placement Information

Purpose: This step is the first part of permanency and covers all the arrangements to ensure the child remains safe, healthy and in education and that steps are made to ensure that an appropriate permanent accommodation option is identified and secured.

PLACEMENT INFORMATION

Contributors to the Step

- Children’s Social Worker
- FPT Duty Worker (if an alternative placement provision is required)



Additional Forms/Letters

- CoramBAAF – Consent Form (consent to share Health Information)
- CoramBAAF: Delegated Authority Decision Support Tool
- Placement Request Form

INFO

The Placement Request Form should not be completed at group level because it details the needs of the individual child and may be shared with a provider on an individual child basis. If requesting a placement/placements for a sibling group a Placement Request Form should be added for each child. For example for a sibling group of 3 add Placement Request Form

- SEND Placement Request Form
- Supported Accommodation Request Form



Attachments

The following documents should be attached to the LAC Planning Step:

- Placement Information Record Signature Pages
- Signed Copy of Consent to Placement and Medical Information
- Signed Copy of CoramBAAF – Consent Form
- Risk Assessment completed by FPT Duty Worker
- Signed CoramBAAF: Delegated Authority Decision Support Tool

What needs to be completed?	Responsibility
Placement Information	
All Sections	Children’s Social Worker
Consent to Placement and Medical Information	
All Sections	Children’s Social Worker to complete with Parent or those with Parental Responsibility
CoramBAAF – Consent Form	
Children’s Social Worker to Complete relevant sections with either Birth Parent, those with Parental Responsibility or Child/Young Person.	
CoramBAAF: Delegated Authority Decision Support Tool	
All Sections	Children’s Social Worker

Request for Placement Form	
All Sections	Children's Social Worker
SEND Placement Request Form	
All Sections	Children's Social Worker
Supported Accommodation Request Form	
All Sections	Children's Social Worker
Actions Taken	
Initial Health Assessment Please ensure you enter the date the work is due as the Scheduled Date.	Assigned By: Children's Social Worker Assigned To: LAC Health Team Add a Note to this Next Action to specify what type of medical is required i.e. 'LAC Medical', 'Adoption Medical' or 'Both Adoption and LAC Medical'.
PEP Required (to be selected if PEP Required) Please ensure you enter the date the work is due as the Scheduled Date.	Assigned By: Children's Social Worker Assigned To: Children's Social Worker
Life Story Work	Assigned By: Children's Social Worker Assigned To: Children's Social Worker
Start Adoption Planning (this Next Action should be selected if adoption planning has been agreed by a Manager)	Assigned By: Children's Social Worker Assigned To: Children's Social Worker
Referral to Reconstruct (to be selected if referral required)	Assigned By: Children's Social Worker Assigned To: Children's Social Worker
Existing LAC – Change of Placement Only	N/A
Accommodation no longer required (to be selected if LAC process has ended)	N/A
Requests Button	
Please send out LAC notifications (e.g. Police, Health, School)	Sent By: Children's Social Worker Sent To: LAC Business Support Virtual
Request a Placement or Vacancy (this Request should only be sent from this step if a replacement placement provision is required)	Sent By: Children's Social Worker Sent To: FPTDutyWorker Virtual
Secure email notification to the Police	Sent By: Children's Social Worker Sent To: Business Support for your Team

LAC Visit

Purpose: These are the statutory visits to monitor the child’s progress in their placement.

LAC VISIT	
<p>Contributors to the Step</p> <ul style="list-style-type: none"> - Children’s Social Worker 	
What needs to be completed?	Responsibility
LAC Visit	
Sections 1-3	Children’s Social Worker
Actions Taken	
Next LAC Visit	Assigned By: Children’s Social Worker Assigned To: Children’s Social Worker
<p>TIP</p> <p>Remember to change the ‘Scheduled Date’ to the date that matches the Visiting schedule set by the IRO.</p> <p>Please use workflow to record these visits for ease of monitoring by management and demonstrating compliance with the legal visiting schedule to any third party e.g. OFSTED.</p>	
Requests Button	
Review and Confirm Next Action (this is not a mandatory request but can be sent to a manager if you have concerns)	Sent By: Children’s Social Worker Sent To: Children’s Manager

INFO

LAC Visits will continue to cycle throughout the LAC Process by selecting the ‘Next Visit’ Next Action in the ‘LAC Visit’ Step. Visiting frequency will be set at the ‘LAC Review’.

LAC Assessment and Plan Review

Purpose: This assessment and plan forms the subject of the LAC review with the IRO. It should be saved but not finalised before the LAC review so that it can be amended based on the findings of the review and then finalised and issued. S9 of this form is the LAC statutory plan and must always be fully completed.

LAC ASSESSMENT AND PLAN

Contributors to the Step

- Children’s Social Worker
- Children’s Team Manager
- Independent Reviewing Officer



Attachments

- Signs of Success tools that have been used can be scanned and attached

TIP

For a LAC Child select ‘Signs of Success’ as the ‘Signs Of’ option at the top of Section 1. This will change the terminology throughout the form. Please beware that if the child has been in CP a lot of the prepopulated content will need amendment as a LAC child’s assessment would not normally be based around ‘danger’ like it is under Signs of Safety.

What needs to be completed?	Responsibility
LAC Assessment and Plan Review (SofS)	
Sections 1-8	Children’s Social Worker
Section 9 (The statutory LAC plan)	Children’s Social Worker and IRO
Section 10	Children’s Team Manager
Actions Taken	
Report Completed	N/A
Requests Button	
Required Notify IRO LAC Assessment and Plan complete	Sent By: Children’s Social Worker Sent To: IRO
Required Team Manager to review and confirm next action	Sent By: Children’s Social Worker Sent To: Children’s Team Manager

PLEASE NOTE: The LAC Assessment and Plan Review is the statutory ‘LAC Plan’ and should always be completed and distributed to the relevant people.

The ‘View of the IRO’ field in Section 9 should always be completed.

Sequence of Work to Finalise LAC Plan

No.	Work Completed	Action Required	Who By
1.	LAC Assessment Plan and Review Completed	Save Assessment and Plan (do not finalise it – in this way it can be amended after the review)	SW
2.	Notify IRO	Send Request 'Notify IRO LAC Assessment and Plan complete' from the Assessment and Plan	SW
3.	IRO to review Assessment and Plan	IRO to read Assessment and Plan and understand current position with child ahead of the LAC review meeting	IRO
4.	LAC Review Meeting Held	IRO will summarise their views and either add them to the IRO view part of the LAC Assessment and Plan or make their views known to the SW for inclusion in the plan.	IRO SW
5.	LAC Assessment and Plan amended	The LAC Review might in particular amend the planning components of the Assessment and Plan. Where this is the case the Assessment and Plan should reflect the views of the IRO in the IRO View Section and the planning parts of the Assessment and Plan (especially section 9 entitled LAC Planning). When amendments are complete save the Assessment and Plan	SW
6.	Ask Manager for Approval	Send Request 'Team Manager to review and confirm next action'	SW
7.	Manager review of Assessment and Plan	Manager to read assessment and plan and make/suggest amendments before it is sent	Manager
8.	Manager Approval	Manager Completes the Request 'Team Manager to review and confirm next action' adding any comments in the notes	Manager
9.	Final amendments to plan	Review Managers comments/suggested amendments and finalise content of plan ready to issue	SW
10.	Finalise Plan	Finalise the Assessment and Plan by ticking the green tick.	SW

PLEASE NOTE: If the Assessment and Plan is accidentally finalised before the LAC review please contact IMT through Marval to have it re-opened so it can be updated after the LAC review as otherwise it will be impossible to update the plan to reflect the findings of the review.

Complete First PEP

Contributors to the Step	
- Social Worker	
What needs to be completed?	Responsibility
Personal Education Plan for Children in Care	
Date of PEP	Social Worker
Actions Taken	
PEP Review	Assigned By: Children’s Social Worker Assigned To: Children’s Social Worker
TIP Remember to check that the ‘Scheduled Date’ is set to the date that the next ‘PEP Review’ is due to be completed. The first is requested after a child becomes LAC, each review follows on six-monthly from then	
PEP Not Required (to be selected if LAC process has ended)	N/A
Requests Button	
Virtual Head to Review PEP	Not currently in use.

- SW is responsible for PEP’s and requests them from the schools
- Directorate PA will receive PEP’s via secure email, and send to relevant staff
- Business Support to attach the PEP to the Central Document Store and enter a Case Note to record information about the date actually received and how they've processed it
- SW enters the Date of the PEP in Section 1 of the ‘Complete First PEP’/‘PEP Review’ step and adds the Next Action of ‘PEP Review’ (if required) and assigns this to themselves. SW then ‘Finishes’ ‘Complete First PEP’/‘PEP Review’ step
- Virtual School logs into Mosaic and checks details

PEP Reviews will continue to cycle through the Looked after Process by selecting the ‘PEP Review’ Next Action in the PEP Review Step.

Health Assessment

Contributors to the Step

- LAC Nurse
- Community Paediatrician (Initial Health Assessment only)



Additional Forms/Letters

- CoramBAAF – Carers’ Report Child –CR-C
- CoramBAAF – Carers’ Report Child –CR –YP
- CoramBAAF – Consent Form
- CoramBAAF – Initial Health Assessment – Children
- CoramBAAF – Initial Health Assessment – YP
- CoramBAAF – Neonatal Report on Child – Form B
- CoramBAAF – Obstetric Report on Mother – Form M
- CoramBAAF – Report on Health of Birth Parent – PH
- CoramBAAF – Review Health Assessment - Children
- CoramBAAF – Review Health Assessment - YP



Attachments

- Health Assessment completed by the Community Paediatrician to be attached by the LAC Nurse

What needs to be completed?	Responsibility
Health Assessments will be completed off system and attached as documents to the LAC child’s record.	LAC Nurse
Actions Taken	
Review Health Assessment	Assigned By: LAC Health Team Assigned To: LAC Health Team Add a Note to this Next Action to specify what type of medical is required i.e. ‘LAC Medical’, ‘Adoption Medical’ or ‘Both Adoption and LAC Medical’.
<div style="background-color: #003366; color: white; padding: 5px;"> TIP Remember to check that the ‘Scheduled Date’ is set to the date that the next ‘Health Assessment’ is due to be completed. </div>	
No Further Health Assessment Required (to be selected if LAC Process has ended)	N/A

First LAC Review

Purpose: This is a record of the review meeting chaired by the IRO

FIRST LAC REVIEW

Contributors to the Step

- Independent Reviewing Officer (IRO)
- LAC Business Support



Additional Forms/Letters

- Meeting Invitation



Attachments

- Completed Consultation forms to be attached

What needs to be completed?	Responsibility
CYP LAC Review – Record of Meeting (SofS)	
Sections 1-5	Independent Reviewing Officer (IRO)
CYP LAC Review – IRO Monitoring Information	
Sections 1-3	Independent Reviewing Officer (IRO)
Actions Taken	
1. Subsequent LAC Assessment and Plan	Assigned By: IRO Assigned To: Children’s Social Worker
TIP	
Remember to check that the ‘Scheduled Date’ is set to the date that the ‘Social Work Report for LAC Review’ is due to be completed.	
2. Start Second LAC Review	Assigned By: IRO Assigned To: IRO
TIP	
Remember to check that the ‘Scheduled Date’ is set to the date that the next ‘LAC Review’ is due to be completed.	
Develop Pathway Plan (to be selected if young person is 16 or over)	Assigned By: IRO Assigned To: Leaving Care Team Manager
Start Permanency Planning Process (to be selected if permanency process required)	Assigned By: IRO Assigned To: Children’s Social Worker
Seek Legal Advice (to be selected if Legal Proceedings are required)	Assigned By: IRO Assigned To: Children’s Social Worker
Child or Young Person no longer looked after (to be selected if LAC process has ended)	N/A
Transition to Adults Services (to be selected if Adult Social Care Service required)	Assigned By: IRO Assigned To: Children’s Social Worker

Requests Button	
Please send out LAC Review Invites	Sent By: IRO Sent To: LAC Business Support Virtual
Please distribute minutes	Sent By: IRO Sent To: LAC Business Support Virtual
LAC admin to Check Review dates	Sent By: IRO Sent To: LAC Business Support Virtual

INFO

The LAC Review Process will continue to cycle throughout the LAC Process by selecting the 'Social Work Report to LAC Review' and relevant 'Start LAC Review' Next Actions.

The frequency for LAC Reviews is as follows:

- Second LAC Review within 3 months of First LAC Review
- Subsequent LAC Reviews 6 monthly

If there is a change of placement the LAC Review cycle will re-start.

- First LAC Review following placement change to take place within 20 working days of placement start date
- Second LAC Review within 3 months of First LAC Review
- Subsequent LAC Reviews 6 monthly

Life Story Work

Purpose: This is a prompt to ensure life story work is undertaken

Contributors to the Step

- Children’s Social Worker
- Child/Young Person
- Birth Family
- Foster Carers



Attachments

- Documents relating to Life Story work can be scanned and attached.

What needs to be completed?	Responsibility
No recording necessary	N/A
Actions Taken	
Life Story Work Completed	N/A

Change of Placement Process

To request a change in placement you will need to **Start** the **'Significant Information on an Open Case'** workflow step.

If the placement change request is for an individual child:

Click **'Start'** on the **'White Sub Menu'** on the **'Person Summary'** page and select **'Significant Information on an Open Case'** from the list



Holly White : Person Summary

Person Details >

Start

Case Notes

Chronologies

Documents

Person Id

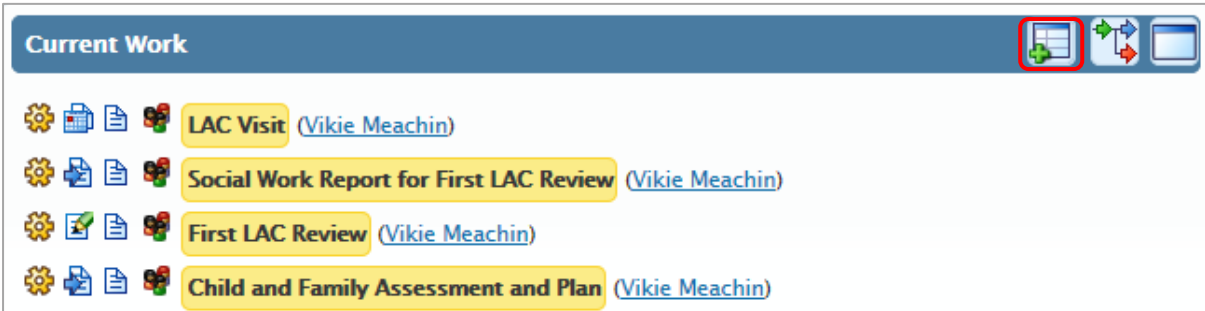
1773

Photo




Drag a photo here, or click to locate a photo to upload





If the placement change request is for a group:





From the **'Group Details'** screen click  in the **'Current Work'** panel











Current Work

    **LAC Visit** (Vikie Meachin)

    **Social Work Report for First LAC Review** (Vikie Meachin)

    **First LAC Review** (Vikie Meachin)

    **Child and Family Assessment and Plan** (Vikie Meachin)

'Select' the relevant Group members by clicking in the box next to their name and then click **'Next'**

New Work

Show 15 entries Search:

Name	Date of Birth	<input type="checkbox"/>
Holly White	10/02/2016	<input checked="" type="checkbox"/>
Walt Junior White	11/07/2000	<input checked="" type="checkbox"/>

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

<< Previous **Next >>** Cancel

INFO

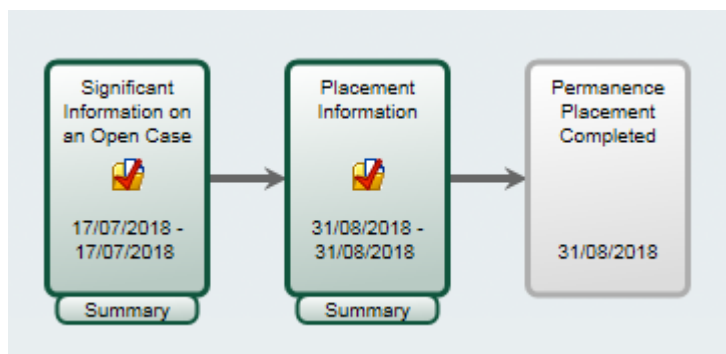
This will open a separate workflow map where the workflow steps that are required for a change of placement will be displayed.

The existing workflow map will remain active and Visits/Assessments & Plans/Reviews will continue to cycle within this workflow.

Significant Information on an Open Case

SIGNIFICANT INFORMATION ON AN OPEN CASE	
Contributors to the Step	
- Children’s Social Worker	
What needs to be completed?	Responsibility
Sections 1-3	Children’s Social Worker
Actions Taken	
Decision to Seek Accommodation	Assigned By: Children’s Social Worker Assigned To: Children’s Social Worker
Used for New LAC Episodes	
LAC Planning – Change of Placement	Assigned By: Children’s Social Worker Assigned To: Children’s Social Worker
Used for concurrent placement changes	
Requests	
Please review and confirm next action	Sent By: Children’s Social Worker Sent To: Children’s Team Manager (can be sent to Senior Manager if authorisation for IFA or Residential Placement required)

Placement Changes – Example Workflow Map



Please refer to ‘Mosaic LAC Placements – Quick Process Guide’ for further information on how to record placement changes.

LAC Process Timeline

