

## Children's Services

### Guidance for completing the Mosaic Strategy Discussion Form

#### 1. Purpose

This guidance sets out how Team Managers should complete the Strategy Discussion Form on Mosaic once a Strategy Discussion has been held.

#### 2. Guidance

All fields on the form should be completed. Particular attention should be paid to the following:

##### 2.1 Section One - Family/Household Details:

The Communication Needs field must be completed. Team Managers should record the use by children and families of languages other than English where applicable, and any other protected characteristics relevant to communication (for example, disabilities or cultural issues).

##### 2.2 Section Two – Reason for Strategy Discussion

The Team Manager should give effective summaries of the following:

- The referral and any concerns associated with it
- Family history
- The likely Lived Experience of the child
- Risk Factors

##### 2.3 Section Three – Record of the Strategy Discussion

**The following headings must be used in the record of the Strategy Discussion:**

- **Introduction** (to include confirmation of family details, reason for s47 strategy discussion and overview of family history)
- **Agency Information** (Police, Health, Education, Social Care, Early Help etc., the information should be summary only, **do not cut and paste from professional reports**)
- **Agency Information that remains unknown**
- **Intelligence (Intel)** (has this been graded and tested, show the grades if so)
- **Summary of strengths and risks** (including the impact of any unknown information)
- **Threshold Decision and Rationale**

- **Action Plan** (to include safety planning and planning of when and what to share with parents, bearing in mind any communication or cultural requirements)

#### **2.4 Other Actions to consider**

- Are any other children involved? What steps should you take with respect to them?
- Are you required to refer this matter to the Local Authority Designated Officer (LADO)?
- Do you require a Civil Order?
- Do you require advice from Dorset Council Legal Department?