

LAC Notifications: Becoming Looked After and Initial Health Assessment Procedure

Updated June 2014

Step by step	Role responsibility	Timing
Practice Manager then Head of Service agreement is necessary in advance of any child becoming Looked After. When the child or young person becomes at risk of becoming Looked After there may be a need to discuss the case at a Resource Panel or Legal Surgery meeting. (See separate procedures)	Relevant Social Worker and/or Practice Manager requests agreement from a Head of Service	Prior to Child becoming Looked After.
Emergency action to safeguard a child by he/she becoming Looking can only be agreed by a Head of Service NB: If a Social Worker has played a part in placing a child with relatives or friends because he/she does not think it is safe for a child to stay with parents, then we should see this as a Regulation 24 placement and the child must become Looked After. (See separate procedure)	Practice Manager discusses with a Head of Service who makes the decision	Prior to Child becoming LAC or when the child or young person becomes Looked After
Referral to the Family Placements Team for any type of placement including residential. For placements with relatives and friends, the FPT must contribute to any viability assessment.	Social Worker	Prior to Child becoming Looked After or when the child or young person becomes Looked After
ICS (computer) Request for Child to be Looked After completed (manually triggered on the pathway screen)	Social Worker completes and Practice Manager signs off on ICS	Prior to Child becoming Looked After or when the child or young person becomes Looked After (Same day)
Child only becomes legally Looked After when the Placement Plan (papers taken to the family) and ICS Placement Plan is completed, and the paper plan has been signed by the parent (or young person if old enough), including medical consents.	Social Worker	When the child or young person becomes Looked After (Same day)

At the same time the LAC Health Team's consent form has to be signed by the parent (and young person if old enough	Social Worker	When the child or young person becomes Looked After (Same day)
New _notificationstartLAC group email template (check list and information) to be sent including name of child, DOB, ICS no, home address, date of becoming Looked After. Social Workers and their managers' names and contact details. (This notifies senior managers, The Reviewing Team, Health Team, Education and Wellbeing Team. And this form is copied to the Nursery, School or College, and another local authority if appropriate.)	Practice Manager	When the child or young person becomes Looked After (Same day)
Completed and signed paper Placement Plan to be delivered to (or a second copy left with) to the parent and to the new carer at the time of the placement or soon afterwards.	Social Worker	When the child or young person becomes Looked After Same day or the next day)
Check and update all personal information and agency involvements on ICS	Social Worker with assistance from Team Business Support Officer	Within 2 days of the child or young person becoming Looked After
Arrange Placement Planning Meeting	Social Worker with assistance from Team Business Support Officer	Within 2 days of the child or young person becoming Looked After
Complete LAC Health Notification Paperwork and give with Consent Form to the designated BSO for the Education and Wellbeing Team	Social Worker with assistance from Team Business Support Officer	When the child or young person becomes Looked After (Same day)
LAC Health Notification Paperwork, consent health and copy of Placement Plan (Printed from ICS) to be faxed to 01753 638784 to Teresa Halliburton (or emailed via secure email)	Designated BSO for the Education and Wellbeing Team	Within 3 days of the child or young person becoming Looked After
Case note entered on ICS and Children Looked After Health tracking sheet completed	Designated BSO for the Education and Wellbeing Team	Within 5 days of the child or young person becoming Looked After

If the Health Team have not received the paperwork by Day 6 they will alert the Manager (Maria Elahee) and the designated BSO.	Looked After Health Team	Within 6 days of the child or young person becoming Looked After
On receipt of the paper work the Health Team arrange the Initial Health Assessment IHA with the Designated Doctor or Paediatrician, and the Carer	Looked After Health Team	
IHA takes place – any DNA (Did Not Attend) to be notified to the Social Worker by the Health Team Administrator	Looked After Health Team	
IHA record completed by the examining Doctor and returned to the Health Team	Examining Doctor or Paediatrician	
The Health Team scan the IHA and send with Health Plan to the designated BSO by secure email Nazreen.Shafiq@slough.gcsx.gov.uk	Looked After Health Team	
Initial Health Assessment date put in ICS health section with status 'Completed'	Designated BSO for the Education and Wellbeing Team	Within 2 days of receipt
IHA and Health Plan uploaded into ICS forms	Designated BSO for the Education and Wellbeing Team	Within 2 days of receipt
Case note added to ICS to reference IHA Paperwork in forms and alert Social Worker to it's completion	Designated BSO for the Education and Wellbeing Team	Within 2 days of receipt
IHA completion noted on tracking sheet	Designated BSO for the Education and Wellbeing Team	Within 2 days of receipt
Child's ICS child's plan to be updated with the Health Plan	Social Worker	By first Statutory Review (within 20 working days of becoming Looked After)
Monitor completion of health assessment process through ICS child worker level management information reports from performance team	Manager of Education and Wellbeing Team (Maria Elahee) and Performance team	Fortnightly
Independent Reviewing Officers check at every Review whether all health checks listed in these procedures are up to date and entered on ICS. Where any are outstanding or follow up treatment is required ensure they are listed in the Child's Plan	IROs	At every Statutory Review