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| What do you when a Child is Becoming Looked After Process or when a Child is in Care (Revised 15-11-2021) | | |
|  | Placement Address and contact details are up to date within 24 hours | Child is progressed to being Looked After  Progress placement referral form on ICS and complete Individual Placement Agreement |
|  | Case summary to be updated |  |
|  | Start notification completed **within 24 hours** | Share the completed form to \_notificationstartLAC  These enables are professionals that a child has come into including the IROs, Virtual School, Finance and Frimley CCG. |
|  | Initial Health Assessment: Complete Part A form, Parental Health and CoramBaaf Health Consent within **5 calendar days** | Send to SCST Courtlink5 [SCST.Courtlink5@slough.gov.uk](mailto:SCST.Courtlink5@slough.gov.uk)  The forms must be completed fully. Children who are accommodated under s20, parents must sign the consent form unless the parents’ do not have capacity to consent. Young people aged 16 and above must sign the consent form themselves. Children accommodated under a Court Order; the consent must only be signed by the Head of Service.  When an IHA appointment is received, you have 24 hours to confirm the appointment otherwise the slot will be reallocated to another child.  Carer to take young person to appointment.  SW to attend or have consultation over the phone. |
|  | Review Health Assessments are completed yearly. These forms are to be completed: | Part A is to be completed and sent to [SCST.Courtlink5@slough.gov.uk](mailto:SCST.Courtlink5@slough.gov.uk) 3 months before the review health assessment is due.  For children under the age of 5, review health assessments are completed every 6 months. |
|  | Consult with Virtual School about education provision and arranging a PEP meeting within 20 working days. The PEP is to be arranged by the Social Worker. | Email Virtual School head/PEP Champion  SW update Care Information details on ePEP  PEP meetings are held once a term |
|  | Arrange CLA review within 20 working days of the child coming into care.  Second review takes place 3 months and thereafter every 6 months. | Consult with IRO team admin on best date and who to invite to 1st CLA review. |
|  | Send out SDQs (aged 4+) to carer/placement or young person. | Completed for children over 4 years old, before 1st CLA review and to be scored by Clinician, yearly thereafter  ICS pathway to be updated. |
|  | Visit to take place within 5 working days of accommodation | Record visit on ICS within 48 hours |
|  | Arrange and hold placement planning meeting within 5 working days of accommodation | Complete ICS placement plan, complete the Placement Planning Meeting Minutes and add to documents on ICS. |
|  | Ensure relevant legal paperwork is on ICS | Section 20, Interim Care Order etc |
|  | SW to ensure carer/placement arranges Dentist, Optician and GP registration within first week of accommodation. | Carer to arrange dental and optician appointment and feedback results to SW. GP to register child as full patient.  Health section on ICS to be updated with dates of attendance.  Dental checks are to be undertaken every 6 months if a child remains in care. Optician appointments are to take place at least every 3 years. |
|  | Discuss and finalise contact arrangements with family and contact centre | Referral from to be completed to the contact service with Risk Assessment and time frequency for contact. This must align with the care plan agreed at court. |
|  | Arrange a permanency planning meeting within 6 weeks of coming into care. | This is to be arranged and chaired by your Team Manager. |
|  | Change of placement | Form is to be completed and sent to \_notificationplacementmoveLAC within 24 hours of change in placement.  New details of placement are to be added onto ICS. GP, Dentist and Opticians details are to also be updated on ICS. |
|  | Child existing care | Form is to be completed and sent to \_notificationexitLAC within 24 hours. Child’s CLA status is to be ended on ICS. |
|  | Pathway Plans are to be triggered at age 15.9 years and Part 1 is to be completed by the young person’s 16 birthday. Part 2 needs to be completed by age 16 years 3 months. | The pathway plan replaces the care plan and is to be updated every 6 months. |
|  | Slough Children's First intranet has forms and templates | E.g. Start notification, Health forms, visit template  <https://slough.interactgo.com/login> |
|  | Liquid Logic Help Centre (Me Learning) contains online demonstrations and guidance intended to help you keep ICS updated. | Click here to access:  <https://slough.melearning.university/course/view/1?gc=AZ9TVJ2MT6N1V0MZ9B27> |
|  | Slough Children's Services Trust Procedures Manual | Click here to access:  <https://sloughchildcare.proceduresonline.com/> |