## Appendix 2: Interim LCS Process for Written Agreements until LCS is Updated

Social Worker completes written agreement on forms section of LCS



The written agreement form should not be finalised and should be left as draft document



Draft written agreements should be *tracked*and reviewed weekly through the weekly
performance management report



Written agreements should only be in place until the conclusion of a C&F assessment, Section 47 investigation or until the next CIN/CP/CLA meeting when the agreed actions should be incorporated within CIN/CP/Care Plans.



Once the agreed actions within the written agreement have either been assessed as not needing to continue or have been incorporated within CIN/CP/Care Plan, the written agreement form on LCS can be finalised by the manager with clear reasons why.