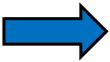
FLOW CHART – CHILD/YOUNG PERSON BECOMING LOOKED AFTER

Appendix 1

Request to Forum – use Placement Request Form and Matching Tool.

Ensure SDQ is completed for all 4 – 17 year olds. Form to be with GM by Thursday lunchtime to be heard at Forum the following Tuesday



Complete Initial Health Assessment (IHA) paperwork – prepare this in readiness for child becoming LAC, ensuring that the Part A has all the relevant details added.



Once LAC status agreed IHA paperwork to be completed and sent to LAC Health within 5 working days:

- a) IHA ensure you are completing the correct one re the age of the child/young person. IHA–C for 0 9 years and IHA-YP for 10 years and above. SW to sign the bottom of the 2nd page. Please Note: If no paperwork sent then you must state the reasons why not.
- b) PH one for each parent to complete if involved. When all sections are complete, parent & SW to sign and date last page. There must be one per child.

 <u>Do not</u> put multiple names on one form.
- c) Form B Complete all relevant sections. Nothing for parents or SW to complete, it just needs sending to LAC Nurses with all other paperwork, ensuring that the child's birthplace is recorded (hospital, city/town/village, etc.) as this is an essential piece of information.
- d) Form M Complete all relevant sections. Nothing for parents or SW to complete, it just needs sending to LAC Nurses with all other paperwork.

 Consent if child has capacity to consent they need to sign and date page 10 which the SW needs to also sign as the witness. If they are too young the person with PR needs to sign and date boxes 1 & 2, the SW to sign and date box 3 as the witness on page 9. You may at times need to complete one for each parent.
- e) Consent if the child has capacity to consent they need to sign and date page 10 which the SW also needs to sign as the witness. If they are too young the person with PR (usually the birth mother) needs to sign and date boxes 1 & 2, the SW to sign and date box 3 as the witness on Page 9.

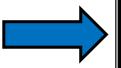
Following child/young person being placed an Initial Visit to the child/young person in placement must be completed within 7 days. Social worker to revisit the child/young person and explain the purpose of the IHA. Also to discuss the purpose of the IHA with carer/parent. Share the link to the video clip and give a copy of the health leaflet, giving information on health assessments to the carer and child. See procedure for other visiting requirements for different types of placement.



Pre-placement planning meeting to be held <u>prior</u> to the child/young person being placed except in emergency placements (see procedure)

o be completed within 10 y

PEP to be completed within 10 working days (see PEP guidance)



Initial Health Assessment to be held within 20 working days of the child/young person becoming LAC.

The recommendations from the IHA to be identified and discussed in the appointment and then actioned by those named which can include carers/social workers. Part C includes the health recommendations.

LAC review to be held within 20 working days.