**Child(ren)**

| **CF No** | **Full Name** | **DOB** |
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Updating documents

The allocated social worker must provide copies of all relevant documentation which has become available since the last LPM. These are required to ensure the quality and accuracy of advice at review LPMs. A referral will not be deemed complete until all relevant background documents have been provided. Therefore, no review LPM will be arranged until all background documents have been provided. Exceptions to this will only be made in matters of genuine urgency.

**1. Actions since last LPM**

*The social worker completing this form must ensure that all decisions, as recorded in the minutes from the last LPM, are recorded here, exactly as in the minutes from the last LPM. The social worker completing this form must also state, in the column on the right, the date on which the task was completed. If a task has not been completed “*Not completed*” should be entered. The reasons for any task not being completed should be recorded in section “***2. Updating Information***”, below.*

| **Action/Decision** | **Person Responsible** | **Timescale for completion**  **(DD.MM.YYYY)** | **Task Completed**  **(DD.MM.YYYY)** |
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**2. Updating Information**

*You should not repeat information from previous LPM referrals in this form – all attendees at review LPMs should already have access to previous LPM referrals. The purpose of this section is to provide updating information which has become available since the last LPM.*

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**3. Your Proposed Course of Action**

*Please state the course of action you consider appropriate to meet the needs of the Child(ren). This will, of course, be the subject of discussion at the review LPM but it is useful to have an indication as to the course of action you consider most appropriate.*

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**3. Allocated Social Worker**

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| --- | --- |
| **Name of Social Worker** |  |
| **Social Worker’s Team** |  |
| **Social Worker’s Telephone Number** |  |
| **Social Worker’s Work Mobile Number** |  |
| **Name of Practice Manager** |  |
| **Name of Team Manager** |  |
| **Name of Service Manager** |  |
| **Date Form Completed** |  |