



# **LCS / Child Protection Training Manual**

**Liquidlogic Children's Systems (LCS)**

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## **DOCUMENT HISTORY**

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### 1. Shortcuts

Keystrokes	Action
Ctrl A	Select All
Ctrl B	Bold
Ctrl C	Copies to the clipboard
Ctrl F	Find dialog box
Ctrl I	Italics
Ctrl P	Print
Ctrl T	Creates a New Tab
Ctrl U	Underlining
Ctrl V	Pastes from the clipboard
Ctrl X	Cuts to the clipboard
Ctrl Z	Undo last command
Ctrl Delete	Delete next word
Ctrl Backspace	Delete previous word
Mouse click 3 times	Selects whole paragraph
Ctrl +	Increases zoom by 25%
Ctrl -	Decreases zoom by 25%
Ctrl 0	Returns zoom to normal
Shift F3	Highlight text then toggle between caps, title case and lowercase
F5	Refresh screen

## 2. COURSE OVERVIEW

### Course Outcomes

This 1 day session will raise awareness of the recording of the CP process within LCS. For the purpose of the course, we will use 2 siblings to incorporate the Family Working principle.


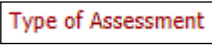






### Course Contents

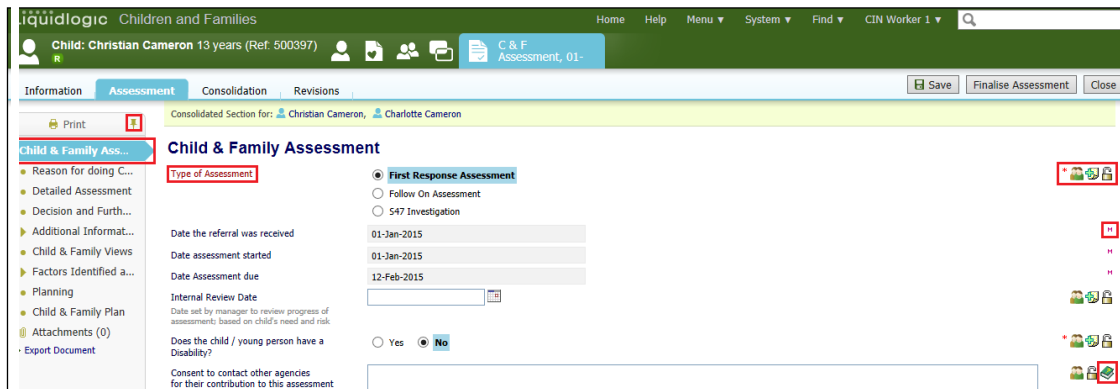
- Initiating the CP process from the C&F Assessment & Strategy Discussion
- Start C&F Assessment – do not complete assessment at this time
- Manually start the Strategy Discussion
- Completing the Strategy Discussion form
  - Whole task completed by CSWM
- Progress to S47 Enquiry
  - Note SD is automatically selected for Copy Forward (always click copy forward selected button)
  - SW to Complete Form & Notify CP Admin of potential ICPC
  - Authorisation/Rejection by CSWM
- Complete C&F Assessment
  - Use big map to return to C&F Assessment
  - Complete C&F Assessment – Select outcome – S47 Assessment Completed – ICPC Needed
  - Authorised/Rejection by CSWM
- Initial Child Protection Conference (ICPC)
  - There is no longer a Pre-Meeting Report, whole task is now completed by CP Admins only
- Completing Core Group Meeting (CGM)
  - SW to complete CGM within 10 days of ICPC
- Completing the Update CP Plan
  - SW to update the CP Plan following the CGM
- Review Child Protection Conference (RCPC)
  - There is no longer a Pre-Meeting Report, whole task is now completed by CP Admins only
- Leaving CP (Outcome of RCPC)
  - CP Admin to complete RCPC Outcome with reason of End CP Plan
- Completing Final CP Plan task
  - SW to select outcome following End of CP Plan (Use Provide Services (CIN) )

### COURSE PREREQUISITES

Viewing Me Learning modules.

### 3. Navigating Around Forms/Icons On Display

- The current Sidebar bar may be truncated – either hover the mouse over the heading to read in full or click on the “Pin” icon to set the size to automatically adjust to auto-fit each Sidebar heading. 
- Any field depicted in red means it is a mandatory field. You cannot finalise without completing all mandatory fields. 
- A red \* displays when you have filled in a field. A blue \* would be if somebody else filled in a field. 
- The “Family Working” icon allows you to unconsolidate a field – enabling you to create separate answers to a question for siblings. You can also rejoin the answers. 
- An “M” means the field is not editable and has been automatically merged. 
- A “post it note” allows you to enter a comment (which doesn’t print out, they cannot be deleted once the form is saved). 
- A “green manual” allows you to read the help guidance. Hoover the mouse to read the instructions or click on the icon to view on a separate screen. Click on “Return to Form” at the top of the page to return to the original screen. 
- The “Open Lock” means that question has not been locked for security. 



## 4. Initiating the CP process from the C&F Assessment

- In the example below, the work has been grouped by “Task” so that the “C&F Assessments” are grouped together. Our example shows a consolidated assessment for 2 siblings.
- The C&F Assessment should only be started once the ‘Section 47 Enquiry Form’ has been completed
- Click on the “C&F Assessment – Please do C&F Assessment for Child” for either child (LCS will automatically include the consolidated sibling).

The screenshot shows the 'Task Trays' interface for 'User Assessment HW Worker 1' at 'Assessment Team High Wycombe'. The tasks are grouped by 'Task' type. The 'C & F Assessment' group contains two tasks:

Due Date	Person	Task Description
12-Feb-2015	Sable, Seb 12 yrs	C & F Assessment - Please do C & F Assessment for Child
12-Feb-2015	Sable, Sophia 10 yrs	C & F Assessment - Please do C & F Assessment for Child

- Click on the “C&F Assessment (Copy Forward) link.

The screenshot shows the 'C & F Assessment' record for child Sophia Sable. The 'Record Details' section includes the following information:

- The Assessment:** C & F Assessment (Copy Forward) [ Print ]
- Service User/s:** Sophia Sable 10 yrs, Seb Sable 12 yrs
- Assigned to Assessor:** Assessment HW Worker 1 (02-Jan-2015)

- Select 'S47 Enquiry Form' from the list and click on the 'Copy Forward' button

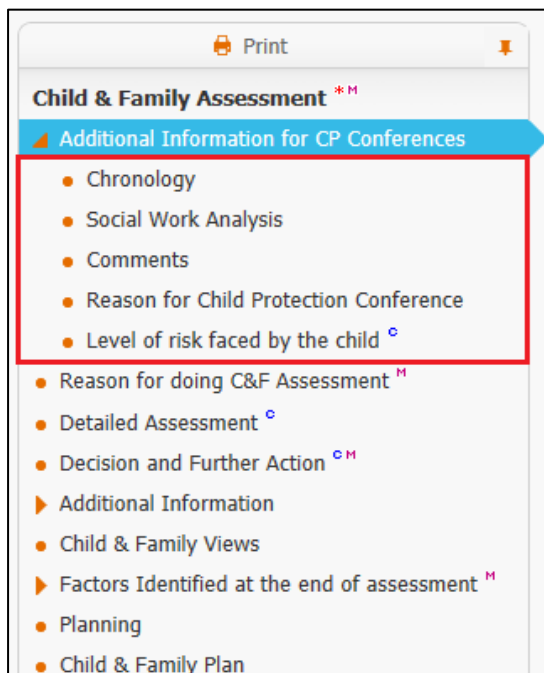
- Select the 'S47 Investigation' option from the 'Type of Assessment' question

- Note – if this is a subsequent C&F Assessment then there will be a fourth option available

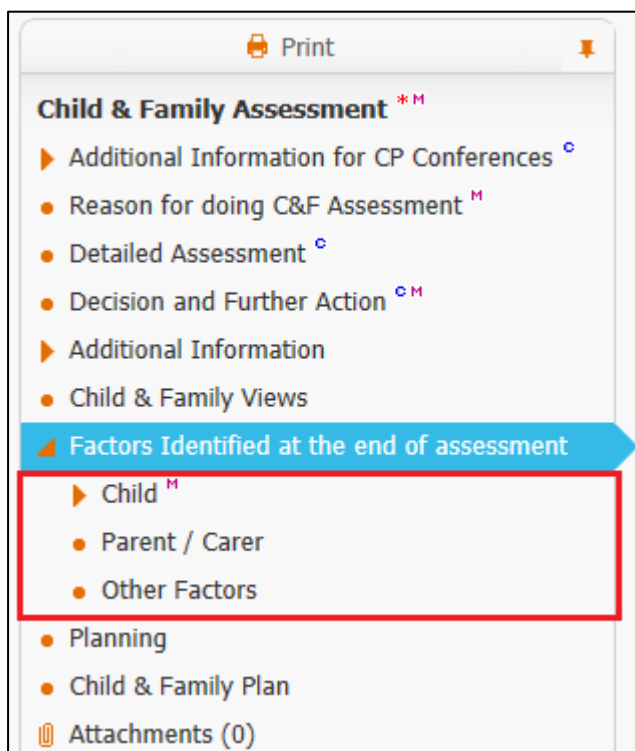
- Selecting either 'S47 Investigation' or 'CP C&F Assessment' will open a new section on the form called 'Additional Information for CP Conferences'



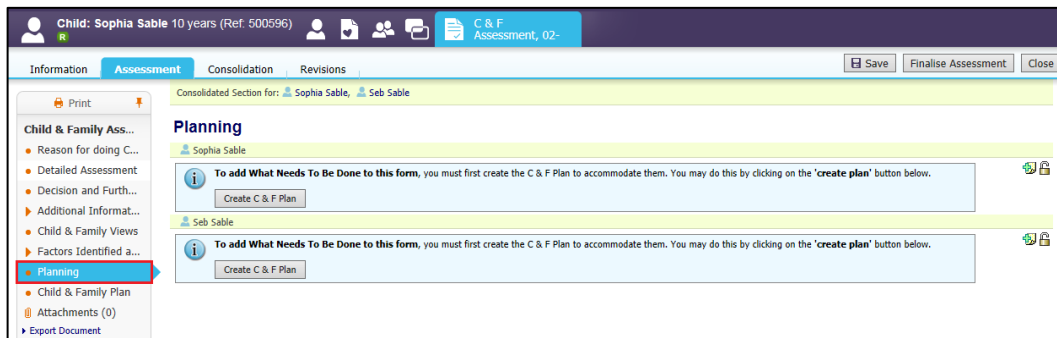
- This section contains all of the information that will need to be provided for the Pre-Meeting Report for CP Conferences (Note there is no longer a PMR task in the system)



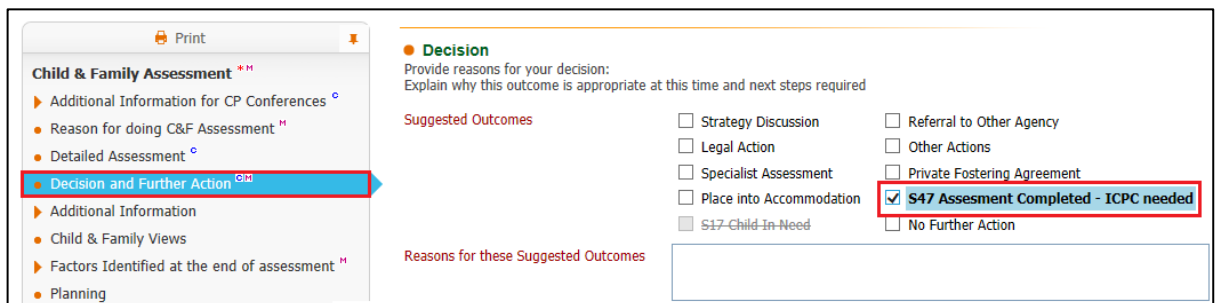
- Complete all relevant sections of the C&F Assessment
- At least **ONE** 'Factor' must be selected for each child included in the assessment



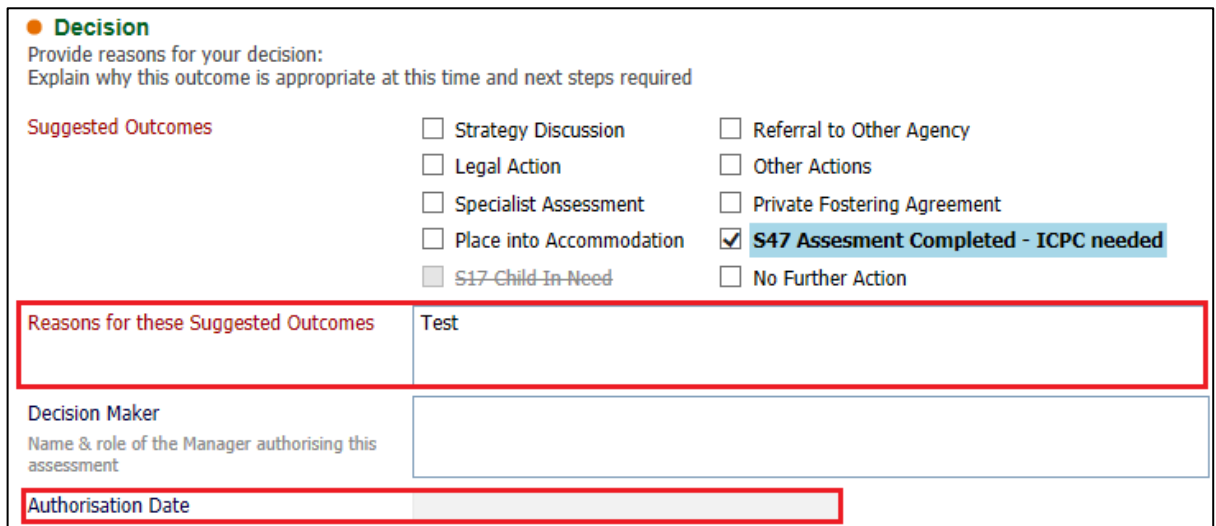
- Do not complete the “Planning” section as the C&F Plan will not be carried forward if the child is made CP



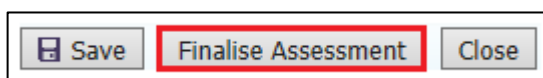
- Once the C&F Assessment has been completed, access the “Decision and Further Action” Section.
- Select the checkbox “S47 Assessment Completed – ICPC Needed” (Only available once the S47 Assessment has been Finalised and Authorised)



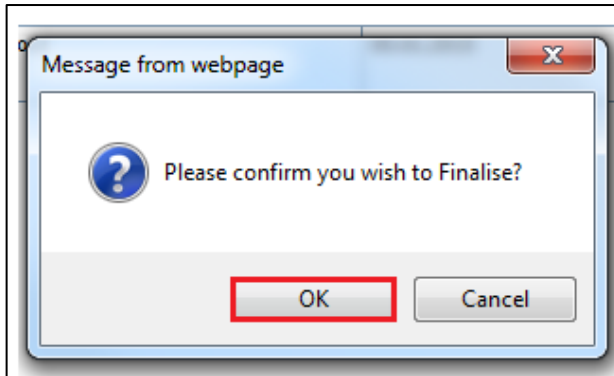
- Complete the “Reasons for these Suggested Outcomes” (the authorisation date is only accessible to the authorising Manager).



- Click on “Finalise Assessment”



- At the pop up prompt, click on “OK”



- The screen will display as below – indicating that the task to authorise has been sent to the relevant Manager.

**C & F Assessment**  
Reason: Level 3/4  
Due to the nature of the concerns, substance misuse and DA I recommend a C&F assessment.

**Management overview:**  
C&F assessment required in line with level 4 of the Buckinghamshire County Council threshold document (combination of substance misuse/ domestic abuse.)

**Active Task:** [Assessment HW Manager 1](#)    **Started:** 18-Feb-2016    **Due:** 12-Feb-2015

[C & F Assessment](#)    Task Details    All Children (2) ▼

Combined Stage for: [Sophia Sable](#), [Seb Sable](#).

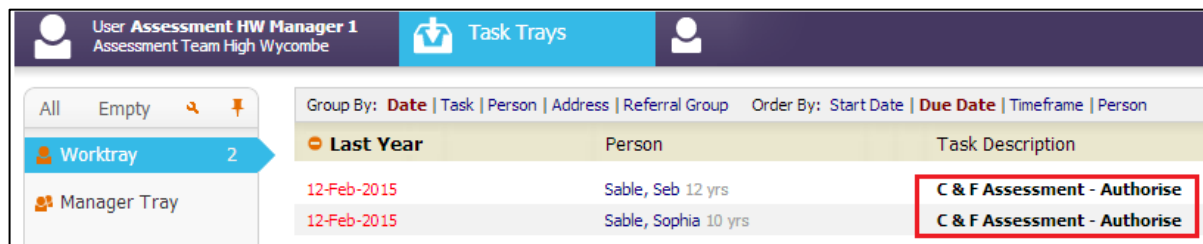
• **This Assessment has been sent to Assessment HW Manager 1 for authorisation.**

**Record Details:**

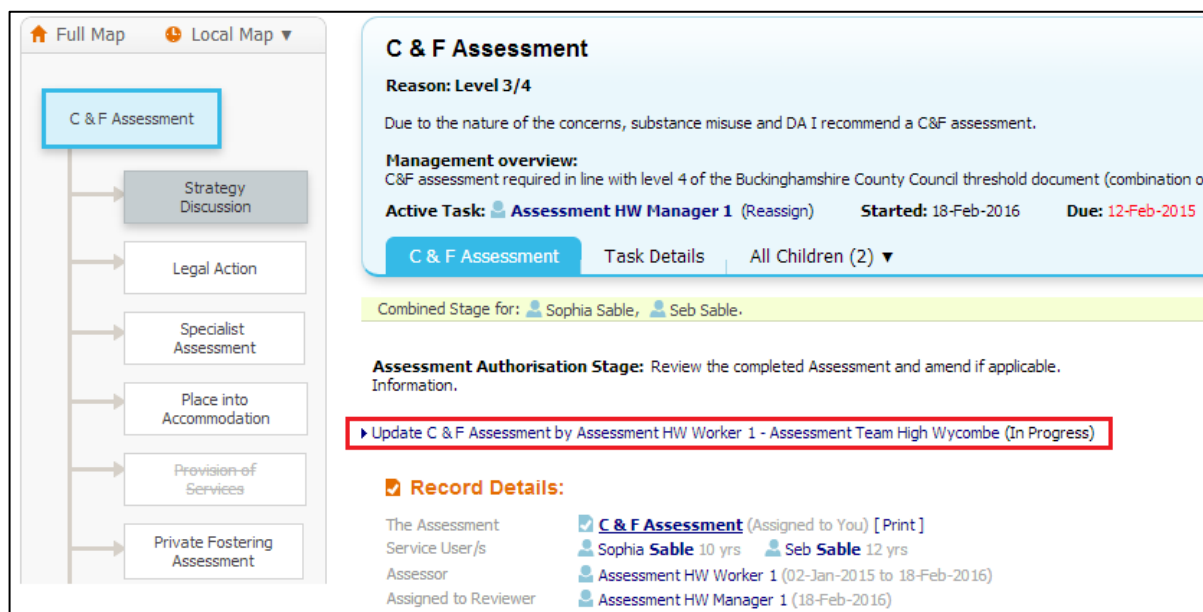
The Assessment    [C & F Assessment](#) (Assigned to Assessment HW Manager 1) [ Print ]  
Service User/s    [Sophia Sable](#) 10 yrs    [Seb Sable](#) 12 yrs  
Assessor    [Assessment HW Worker 1](#) (02-Jan-2015 to 18-Feb-2016)  
Assigned to Reviewer    [Assessment HW Manager 1](#) (18-Feb-2016)

### 4.1. Manager Authorises C&F Assessment

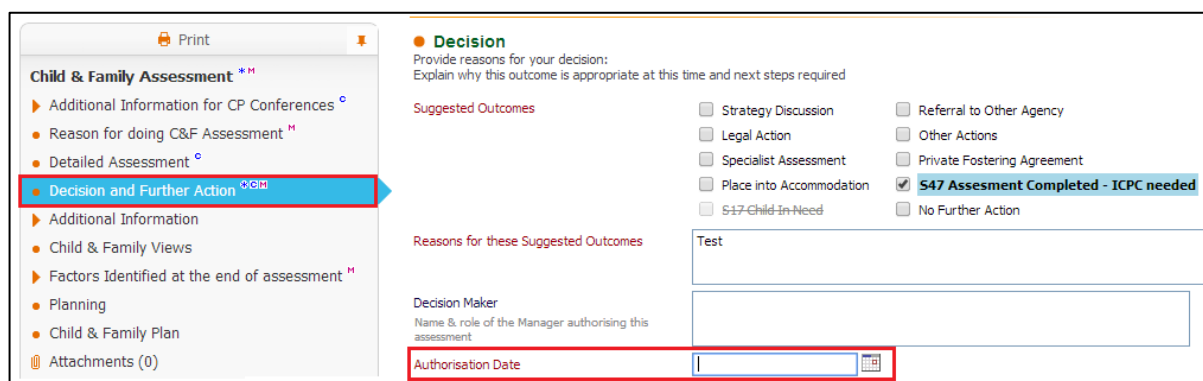
- The authorising Manager clicks on the task ‘C&F Assessment – Authorise’ from their Worktray.



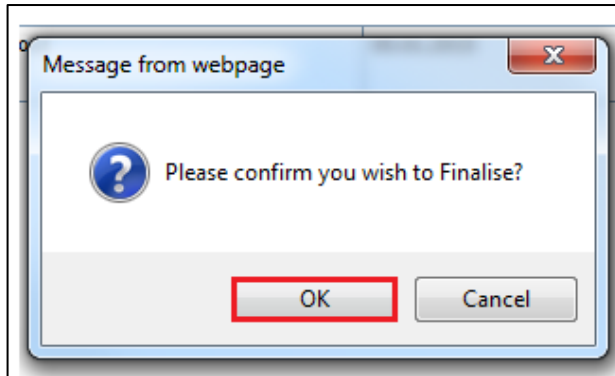
- Click on the ‘Update C&F Assessment’



- Read through the C&F Assessment then click on the ‘Decision & Further Action’ Section.
- Enter in the “Authorisation Date” then ‘Finalise Assessment’



- Click on 'OK'



- If you choose to authorise the C&F Assessment, click on 'Authorise'

**Assessment Authorisation Stage:** Review the completed Assessment and amend if applicable. Once satisfied finalise the Assessment and choose to Grant Information.

▶ View C & F Assessment by Assessment HW Worker 1 - Assessment Team High Wycombe (Awaiting Authorisation) ▶ Amend

**Record Details:**

The Assessment	<input checked="" type="checkbox"/> <a href="#">C &amp; F Assessment</a> (Session Finalised) [ Print ]
Service User/s	<a href="#">Sophia Sable</a> 10 yrs <a href="#">Seb Sable</a> 12 yrs
Assessor	<a href="#">Assessment HW Worker 1</a> (02-Jan-2015 to 18-Feb-2016)
Reviewer	<a href="#">Assessment HW Manager 1</a> (18-Feb-2016 to 18-Feb-2016)

## 4.2. Rejecting an Assessment

- If you wish to return the C&F Assessment back to the worker, click on 'Request Further Information'.

**Assessment Authorisation Stage:** Review the completed Assessment and amend if applicable. Once satisfied finalise the Assessment and choose to Grant Information.

▶ View C & F Assessment by Assessment HW Worker 1 - Assessment Team High Wycombe (Awaiting Authorisation) ▶ Amend

**Record Details:**

The Assessment	<input checked="" type="checkbox"/> C & F Assessment (Session Finalised) [ Print ]
Service User/s	<input type="checkbox"/> Sophia <b>Sable</b> 10 yrs <input type="checkbox"/> Seb <b>Sable</b> 12 yrs
Assessor	<input type="checkbox"/> Assessment HW Worker 1 (02-Jan-2015 to 18-Feb-2016)
Reviewer	<input type="checkbox"/> Assessment HW Manager 1 (18-Feb-2016 to 18-Feb-2016)

- Enter in a valid reason for the rejection.

**Request Further Information:** You have chosen to request further information for this Assessment. Please provide your reasons and click OK.

▶ View C & F Assessment by Assessment HW Worker 1 - Assessment Team High Wycombe (Awaiting Authorisation) ▶ Amend

**Reason for requesting further information:**

Click on "Send Request"

**Request Further Information:** You have chosen to request further information for this Assessment. Please provide your reasons and click OK.

▶ View C & F Assessment by Assessment HW Worker 1 - Assessment Team High Wycombe (Awaiting Authorisation) ▶ Amend

**Reason for requesting further information:**

Enter reason for rejection

- Click on "OK"

Please confirm you wish to send this request for further information

## 5. Strategy Discussion process (manager only)

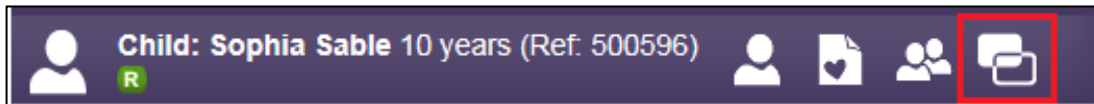
*A local authority social worker and their manager, health professionals and a police representative should, as a minimum, be involved in the strategy discussion. All attendees should be sufficiently senior to make decisions on behalf of their agencies.*

*The Strategy Discussion Form is the record of:*

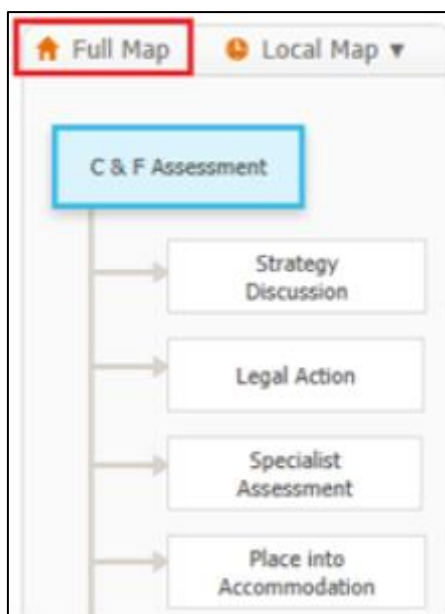
- ❖ *Reasons for concern*
- ❖ *Alleged suspects / offenders*
- ❖ *Known information at a point in time, including information shared by other professionals*
- ❖ *Multi-agency discussion*
- ❖ *Analysis and Risk Assessment*
- ❖ *Decision Making*
- ❖ *Action Plan*

## 5.1. Initiating the Strategy Discussion Task

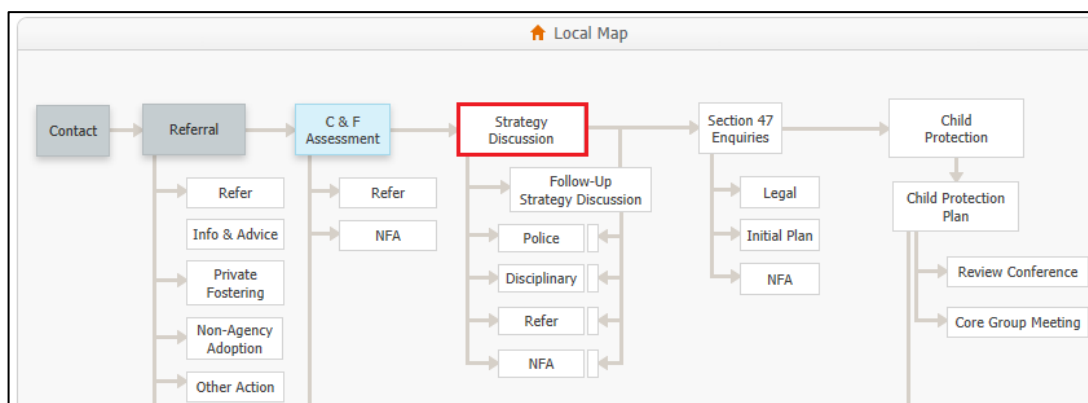
- The Strategy Discussion task is started and completed by the Allocated Social Worker’s Team Manager. The Task is started manually.
- Click on the Case Pathway icon in the child’s demographics (LCS will automatically include the consolidated sibling).



- Click on the “Full Map” link to show the Full Pathway Map



- Click on the Strategy Discussion task from the Pathway Map





- Enter the date the SD is to be started, and a "Reason" why this task is being started manually. Note that you can also select any other siblings that this SD also applies to.

**Strategy Discussion**

This step has not been initiated.

Start Strategy Discussion

Please provide date of initiation:

04.01.2015

Please provide reason for starting manually:

Enter reason for starting manually

**Family Pathways** - You may use the following table of related persons to start manually Strategy Discussion. Only people already grouped in this pathway can be selected to start this step manually.

Relationship	Name	Age	Info	
<input checked="" type="checkbox"/>	Self	Sophia Sable R	10 years	Automatically included in group
<input checked="" type="checkbox"/>	BROTHER	Seb Sable R	12 years	Create new Strategy Discussion and include in group
<input type="checkbox"/>	MOTHER	Lilly Sable	≈ 42 years	Person not a member of the Group.
<input type="checkbox"/>	FATHER	David Sable	≈ 45 years	Person not a member of the Group.

- Click the "Start Strategy Discussion" button to create the task.

**Strategy Discussion**

This step has not been initiated.

Start Strategy Discussion

## 5.2. Updating SD Meeting Details

- Click on “Update Meeting Details and Scheduling”

**Meeting Details**

**⚠ The Date and Time for the meeting are not set.**  
 • Please update the attendance and then complete the meeting

Meeting Arranger: **Assessment HW Manager 1**  
 Type of Meeting: Strategy Discussion

Planned Meeting Date: Unspecified  
 Length in Minutes: Unspecified  
 Location:

▶ **Update Meeting Details and Scheduling**  
 ▶ Create separate meeting for subjects  
 ▶ Complete Meeting  
 ▶ Cancel Meeting

- Enter the “Planned Meeting Date”, “Length in Minutes” and “Location” into the relevant sections
- Once all the details have been entered, click on the Update button to save the information

**Update** **Cancel** - Update: Strategy Discussion (unscheduled)

**Update Strategy Discussion (unscheduled)**

**★** If the details of the meeting are changed, you must inform all invited attendees by sending further communication

**● Meeting Details**

Type of Meeting: Strategy Discussion  
 Planned Meeting Date: 04.01.2015   
 Length in Minutes: 60  
 Location: Conference Room  
 Comments:

- Click on “Meeting Held – Write up Outcomes” to start the SD Form

**Strategy Discussion**  
Reason: Enter reason for starting manually  
Active Task: **Assessment HW Manager 1** (Reassign)    Started: 09-Feb-2016    Due: 04-Jan-2015

Strategy Discussion    Task Details    All Children (2) ▼

Meeting Subjects: **Sophia Sable** 10 yrs    **Seb Sable** 12 yrs

**Meeting Details**

⚠ This meeting occurs in the past  
• Please update the attendance and then complete the meeting

Meeting Arranger: **Assessment HW Manager 1**  
Type of Meeting: Strategy Discussion

Planned Meeting Date: 04-Jan-2015  
Length in Minutes: 60 mins  
Location: Conference Room

**Outcomes Form**

• Once the meeting has been held, Please **Start the Outcomes Forms**.

Assigned To: **Assessment HW Manager 1** (Reassign)  
▶ Meeting Held - Write up Outcomes

- Click the “Ok” button

Message from webpage

ⓘ Please confirm - has this meeting been completed and attendance been updated?

OK    Cancel

- Enter the “Actual Meeting Date” the SD took place
- Click the “Update” button

Update    Cancel    - Complete Strategy Discussion

Update Strategy Discussion planned for 04-Jan-2015

● **Planned Meeting Details**

Planned Meeting Date    04-Jan-2015

● **Actual Meeting Details**

Actual Meeting Date    04.01.2015

Delay Reason

### 5.3. Completing SD Form

- Click on “Record of Strategy Discussion” link

**Strategy Discussion**  
Reason: Enter reason for starting manually  
Active Task: Assessment HW Manager 1 (Reassign) Started: 09-Feb-2016 Due: 04-Jan-2015

Meeting Subjects: Sophia Sable 10 yrs Seb Sable 12 yrs

**Meeting Details**  
This meeting occurs in the past  
Please update the attendance and then complete the meeting

Meeting Arranger: Assessment HW Manager 1  
Type of Meeting: Strategy Discussion

Planned Meeting Date: 04-Jan-2015  
Length in Minutes: 60 mins  
Location: Conference Room  
Actual Meeting Date: 04-Jan-2015

**Outcomes Form**  
Write the Outcomes Forms.  
Active Writer: Assessment HW Manager 1 (Reassign)  
The Record  Record of Strategy Discussion (Copy Forward) [ Print ]

- Click the “Start Blank” button.  
(Note – only a previous SD will copy forward into this form)

Copy Forward Selected **Start Blank** No Filter applied Update Filter Clear Filter

**Copy Forward - Copy answers forward from previous assessments**

<input type="checkbox"/>	Created	Record	Started By
Sable, Sophia (10 years)			
<input type="checkbox"/>	1 year 1 month ago	Referral Record (Friday, 2 January 2015)	First Response Manager 1
<input type="checkbox"/>	1 year 1 month ago	Contact Record (Thursday, 1 January 2015)	First Response Worker 1
Sable, Seb (12 years)			
<input type="checkbox"/>	1 year 1 month ago	Referral Record (Friday, 2 January 2015)	First Response Manager 1
<input type="checkbox"/>	1 year 1 month ago	Contact Record (Thursday, 1 January 2015)	First Response Worker 1

- The following sections of the SD will “Copy Forward” into the S47 Enquiry form.
  - Reason for Strategy Meeting

Print

**Record of Strategy Discussion**

- Meeting Details
- Meeting Attendees
- Family Composition
- Child Protection History
- Reason for Strategy Meeting**
- Alleged Abuse Category

**Reason for Strategy Meeting**  
Reason for Strategy Discussion

○ Alleged Abuse Category

Consolidated Section for: Sophia Sable, Seb Sable

**Alleged Abuse Category**

Alleged Abuse Category  Neglect  Sexual Abuse  
 Physical Abuse  Emotional Abuse

○ Agency Information

Consolidated Section for: Sophia Sable, Seb Sable

**Agency Information**

Agency	Name of Professional Contacted	Telephone Number	Date/Time	Current/Past Involvement <small>Services provided including specialist assessment</small>

Summary of Information shared by Agencies present

○ Social Work Analysis

Consolidated Section for: Sophia Sable, Seb Sable

**Social Work Analysis**

○ Level of risk faced by the child

Consolidated Section for: Sophia Sable, Seb Sable

**Level of risk faced by the child**

Nature of Risk (Be Specific)	Probability (Likelihood) (Score out of 10 - 1=Low, 10=High)	Impact (seriousness) (Score out of 10 - 1=Low, 10=High)	Total P = I (Highest total figures indicate priority action)

Does this meet the threshold for S47?  Yes  No

Will this be a Joint or Single Investigation  Single Agency  Joint Agency

○ Child and Parent Views

Consolidated Section for: Sophia Sable, Seb Sable

**Child and Parent Views**

Child / Young Person's comments  
Views & Understanding  
Response to issues raised

Parent's Comments  
Other significant person(s)  
Views & Understanding  
Response to issues raised

Other Comments  
Other significant person(s)  
Views & Understanding  
Response to issues raised

○ Further Action

Consolidated Section for: Sophia Sable, Seb Sable

**Further Action**

Include the following actions (where relevant):

Conduct S47 Enquiry	Information to be withheld (if any)	Medical Examination	Video Interview
Pre-Video Assessment Interview	Referral to LADO	Arrange interpreter	CIN Plan
Who will conduct interviews	Contingency Plan		

Action	Who	When

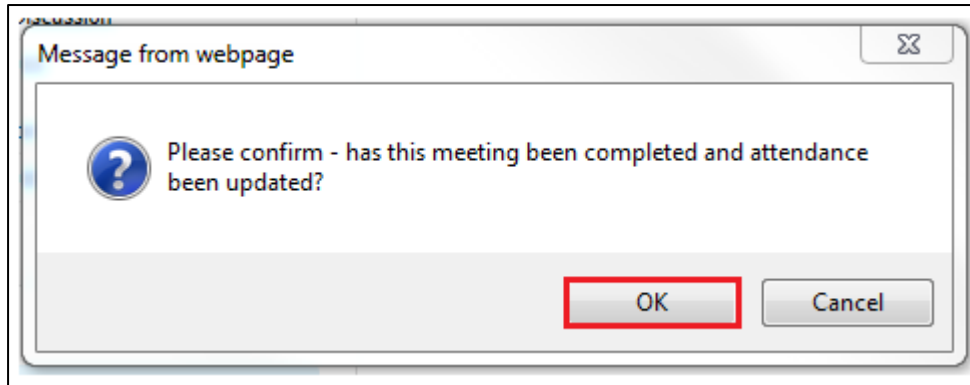
- Once all relevant sections have been completed click on the “Decision” section
- Select the ‘Outcome’ from the Strategy Discussion

- Click the “Finalise Record” button (top right hand corner of the screen)

- Click the “Ok” button

- Click on the “Complete Meeting” link to close off the SD Task

- Click on the “Ok” button





## **6. Section 47 Enquiry Form**

*Local authority social workers have a statutory duty to lead assessments under section 47 of the Children Act 1989. The police, health professionals, teachers and other relevant professionals should help the local authority in undertaking its enquiries*

*The S47 Enquiries Form provides a record of:*

- ❖ Further information obtained as a result of enquiries*
- ❖ The findings from the actions agreed at the strategy meeting*
- ❖ Analysis and Risk Assessment*
- ❖ Decision Making*
- ❖ Interim Safety Plan*

*The Interim Safety Plan is used where there is a decision to progress to an Initial Child Protection Conference. The Interim Safety Plan should explain what plans are in place to keep the child / young person safe until that ICPC takes place.*

*The S47 Form can be pre-populated from other forms, so requires minimum input from the social worker. It is important to check copy forward information for accuracy and ensure any necessary editing is completed*

### 6.1. Starting the S47 Enquiry Form

- The S47 Enquiry Form should be completed before the C&F Assessment is started.
- Click on the “Section 47 Enquiries – Please Perform Section 47 Enquiries” for either child (LCS will automatically include the consolidated sibling).

Group By:	Date	Task	Person	Address	Referral Group	Order By:	Start Date	Due Date	Timeframe	Person
<b>Child Protection</b>										
No Due Date	CP	Bridgetown, Blake	12 yrs							Child Protection - Active Child Protection Plan
No Due Date	CP	Bridgetown, Bonnie	10 yrs							Child Protection - Active Child Protection Plan
03-Feb-2015	CP	Lewis, Lucy	10 yrs							Child Protection - Organise Core Group Meeting
03-Mar-2015	CP	Bridgetown, Bonnie	10 yrs							Child Protection - Organise Core Group Meeting
20-Mar-2015	CP	Lewis, Lucy	10 yrs							Child Protection - Write Review Report
<b>Section 47 Enquiries</b>										
16-Jan-2015		Sable, Seb	12 yrs							Section 47 Enquiries - Please Perform Section 47 Enquiries
16-Jan-2015		Sable, Sophia	10 yrs							Section 47 Enquiries - Please Perform Section 47 Enquiries

- Click on the ‘Record of Outcome of S47 enquiries (copy forward)’ link

**Section 47 Enquiries**

Reason: Threshold has been met for Section 47 enquiries single agency.

Active Task: **Assessment HW Worker 1** (Reassign)    Started: 12-Feb-2016    Due: 16-Jan-2015

Task Comment:

Section 47 Enquiries    Task Details    All Children (2) ▼

**Record of Section 47 Enquiries**

The Record    [Record of Outcome of S47 enquiries \(Copy Forward\)](#) [ Print ]

Service User/s    **Sophia Sable** 10 yrs    **Seb Sable** 12 yrs

Assigned to Assessor    **Assessment HW Worker 1** (04-Jan-2015)

**Record Summary**

Date Referral Started	01-Jan-2015
S47 Enquiries Commenced	04-Jan-2015
S47 Enquiries Due	16-Jan-2015

**Reason for Assessment/Record**




Reason For: **Sophia Sable**, **Seb Sable**

Threshold has been met for Section 47 enquiries single agency.

- The previously completed 'Record of Strategy Discussion' form is pre-selected.

*No Filter applied*

**Copy Forward** - Copy answers forward from previous assessments

<input checked="" type="checkbox"/> Created	Record	Started By
Sable, Sophia (10 years)		
<input checked="" type="checkbox"/> 1 year 1 month ago	 Record of Strategy Discussion (Sunday, 4 January 2015)	 Assessment HW Manager 1
<input type="checkbox"/> 1 year 1 month ago	 Referral Record (Friday, 2 January 2015)	 First Response Manager 1
<input type="checkbox"/> 1 year 1 month ago	 Contact Record (Thursday, 1 January 2015)	 First Response Worker 1
Sable, Seb (12 years)		
<input checked="" type="checkbox"/> 1 year 1 month ago	 Record of Strategy Discussion (Sunday, 4 January 2015)	 Assessment HW Manager 1
<input type="checkbox"/> 1 year 1 month ago	 Referral Record (Friday, 2 January 2015)	 First Response Manager 1
<input type="checkbox"/> 1 year 1 month ago	 Contact Record (Thursday, 1 January 2015)	 First Response Worker 1

- Click the 'Copy Forward Selected' button

## 6.2. Completing S47 Enquiry Form

- The Stand Alone Form ‘Initial Child Protection Conference Request Form’ should be started at this stage (see Section 6)
- The previously completed answers from the Strategy Discussion will be pre-populated into the S47. These can be identified by the **C** that appears at the end of each section

**S47 Enquiry**

- Family Composition
- Child Protection History
- Reason for S47
- Alleged Abuse Category **C**
- Agency Information
- Update on Actions from Strategy Meeting
- Assessment
- Signatures
- Attachments (0)

- Check the ‘Copy Forwarded’ sections and amend any details as necessary, and add in any new information gathered
- Select ‘Update on Actions from Strategy Meeting’ and make sure that the ‘Findings’ column is completed

**Update on Actions from Strategy Meeting**

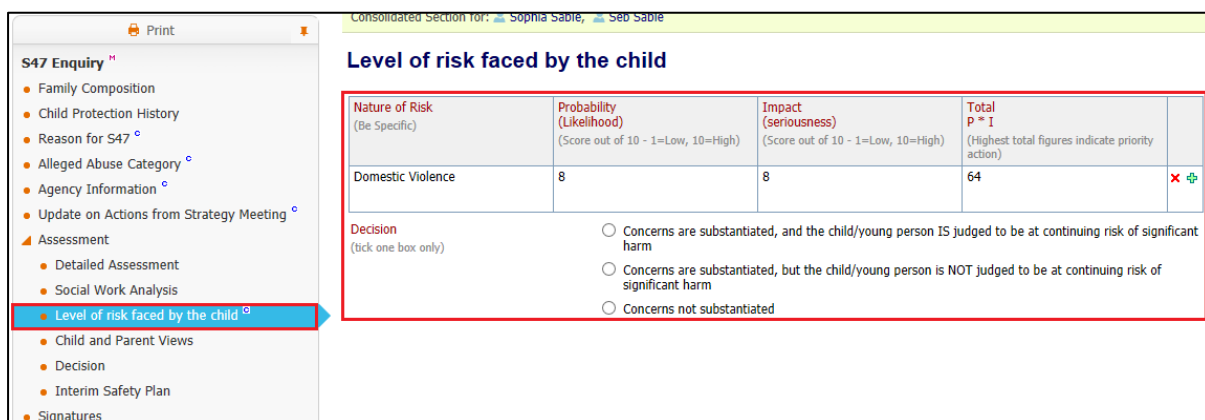
Action	Who	When	Findings	
Contact School	Social Worker	05.01.2015		✗ +
Contact GP	Social Worker	05.01.2015		✗ +

- Select the 'Assessment' Section, which will expand into sub-sections.

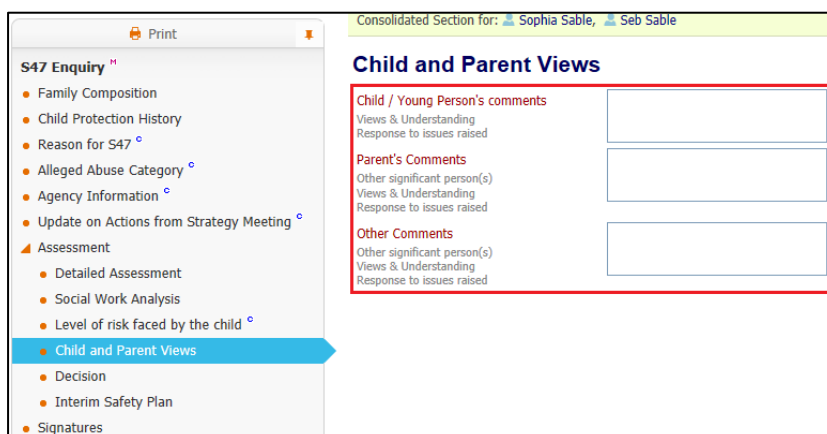


- Complete all sections - the following sections are mandatory and will need to be completed

- Level of Risk faced by the child



- Child and Parent Views



o Decision

Consolidated Section for: Sophia Sable, Seb Sable

**S47 Enquiry**

- Family Composition
- Child Protection History
- Reason for S47
- Alleged Abuse Category
- Agency Information
- Update on Actions from Strategy Meeting
- Assessment
  - Detailed Assessment
  - Social Work Analysis
  - Level of risk faced by the child
  - Child and Parent Views
- Decision**
- Interim Safety Plan
- Signatures
- Attachments (0)

**Decision**

**Suggested Outcomes**

Initial Child Protection Conference  Provision of Services (s17)

Other agency to monitor child's welfare  Provision of Short Break Care (s17)

No Further Action - Continue with C & F Assessment  No Further Action

Initiate legal action

**Reasons for these Suggested Outcomes**

Outcome fed back to Parent(s) or Carer (s)  
Verbal and in Writing

Yes  No

**This Enquiry cannot be completed until the Child/Young Person has been seen.**  
Tick the box once you know that the Child/Young Person has been seen.

The Child/Young Person has been seen  The Child/Young Person has not been seen

Date:

Outcome fed back to Referrer  Yes  No

Date:

Has the non abusing parent been given a copy of the Criminal Injuries Compensation Scheme leaflet  Yes  No

Date:

o Interim Safety Plan

Consolidated Section for: Sophia Sable, Seb Sable

**S47 Enquiry**

- Family Composition
- Child Protection History
- Reason for S47
- Alleged Abuse Category
- Agency Information
- Update on Actions from Strategy Meeting
- Assessment
  - Detailed Assessment
  - Social Work Analysis
  - Level of risk faced by the child
  - Child and Parent Views
  - Decision
- Interim Safety Plan**
- Signatures

**Interim Safety Plan**

Is an Interim Safety Plan Required?  Yes  No

Desired Outcome for Child	Action Needed	By Who / By When	
			✖ +

What is the Contingency Plan if the agreed actions are failing to minimise risk?  
i.e. what will happen if the plan is not working?

o S47 Enquiry

Consolidated Section for: Sophia Sable, Seb Sable

**S47 Enquiry**

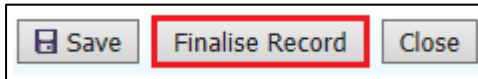
- Family Composition
- Child Protection History
- Reason for S47
- Alleged Abuse Category
- Agency Information
- Update on Actions from Strategy Meeting
- Assessment
- Signatures

**S47 Enquiry**

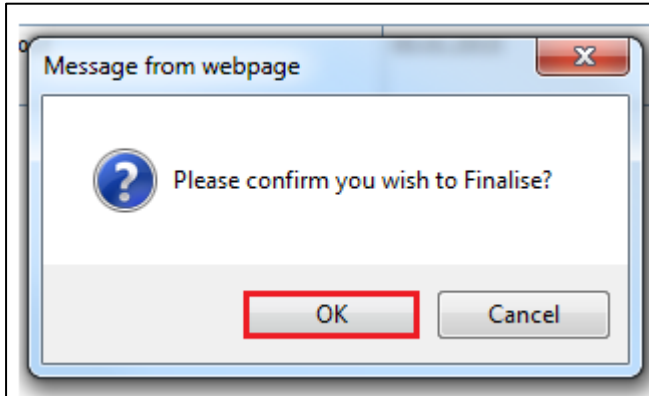
**Record of Outcome of S47 Dates**

Date Referral Started	01-Jan-2015
S47 Enquiries Commenced	04-Jan-2015
S47 Enquiries Due	16-Jan-2015
S47 Enquiries Completed	<input type="text"/>

- Once all relevant sections have been completed and an 'Outcome' selected click on the 'Finalise Record' button (top right hand corner of the screen)



- Click the "Ok" button



- The 'Section 47 Enquiries' form has now been sent to the Team Manager for Authorisation

### Section 47 Enquiries

**Reason:** Threshold has been met for Section 47 enquiries single agency.

**Active Task:** Assessment HW Manager 1    **Started:** 18-Feb-2016    **Due:** 16-Jan-2015

[Section 47 Enquiries](#)    Task Details    All Children (2) ▼

Combined Stage for: Sophia Sable, Seb Sable.

**This Record has been sent to Assessment HW Manager 1 for authorisation.**

#### Record of Section 47 Enquiries

The Record     [Record of Outcome of S47 enquiries](#) (Assigned to Assessment HW Manager 1) [ Print ]

Service User/s    Sophia Sable 10 yrs    Seb Sable 12 yrs

Assessor    Assessment HW Worker 1 (04-Jan-2015 to 18-Feb-2016)

Assigned to Reviewer    Assessment HW Manager 1 (18-Feb-2016)

#### Record Summary

Date Referral Started	01-Jan-2015
S47 Enquiries Commenced	04-Jan-2015
S47 Enquiries Due	16-Jan-2015
S47 Enquiries Completed	10-Jan-2015

#### Reason for Assessment/Record

Reason For: Sophia Sable, Seb Sable

Threshold has been met for Section 47 enquiries single agency.

### 6.3. Authorising S47 Enquiry Form (Manager's Only)

- Pick-up the 'Section 47 Enquiries – Authorise' task from your work tray

The screenshot shows the 'Task Trays' interface for 'User Assessment HW Manager 1'. The main table lists tasks with columns for 'Date', 'Person', and 'Task Description'. Two tasks are listed for '16-Jan-2015' for 'Sable, Seb 12 yrs' and 'Sable, Sophia 10 yrs', both with the description 'Section 47 Enquiries - Authorise'. These two rows are highlighted with a red border.

Date	Person	Task Description
16-Jan-2015	Sable, Seb 12 yrs	Section 47 Enquiries - Authorise
16-Jan-2015	Sable, Sophia 10 yrs	Section 47 Enquiries - Authorise

- Click on the 'Update Record of Outcome of S47 enquiries' link to open the form

The screenshot shows the 'Section 47 Enquiries' form. It includes a 'Reason' section, an 'Active Task' section, and a 'Record Authorisation Stage' section. A red box highlights the link 'Update Record of Outcome of S47 enquiries by Assessment HW Worker 1 - Assessment Team High Wycombe (In Progress)'. Below this, there is a 'Record of Section 47 Enquiries' section with a table of details, a 'Record Summary' section with a table of dates, and a 'Reason for Assessment/Record' section.

**Section 47 Enquiries**  
**Reason:** Threshold has been met for Section 47 enquiries single agency.  
**Active Task:** Assessment HW Manager 1 (Reassign) **Started:** 18-Feb-2016 **Due:** 16-Jan-2015

**Record Authorisation Stage:** Review the completed Record and amend if applicable. Once satisfied finalise the Record and choose to Grant Authorisation or to Request Further Information.

**Update Record of Outcome of S47 enquiries by Assessment HW Worker 1 - Assessment Team High Wycombe (In Progress)**

**Record of Section 47 Enquiries**

The Record	<input checked="" type="checkbox"/> <b>Record of Outcome of S47 enquiries</b> (Assigned to You) [ Print ]
Service User/s	Seb Sable 12 yrs Sophia Sable 10 yrs
Assessor	Assessment HW Worker 1 (04-Jan-2015 to 18-Feb-2016)
Assigned to Reviewer	Assessment HW Manager 1 (18-Feb-2016)

**Record Summary**

Date Referral Started	01-Jan-2015
S47 Enquiries Commenced	04-Jan-2015
S47 Enquiries Due	16-Jan-2015
S47 Enquiries Completed	10-Jan-2015

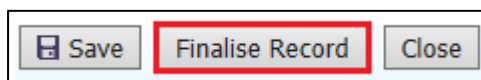
**Reason for Assessment/Record**

Reason For: Seb Sable, Sophia Sable  
 Threshold has been met for Section 47 enquiries single agency.

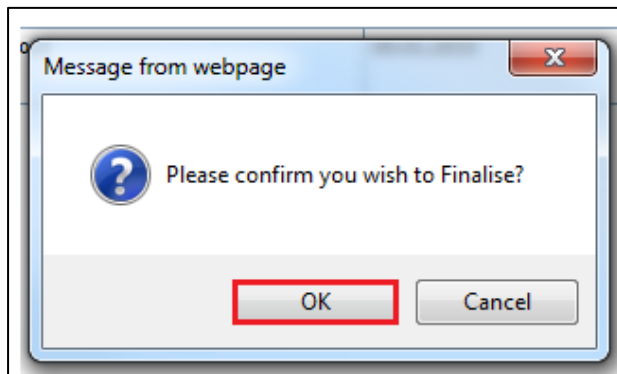
- Read the completed assessment form.



- When ready click on the 'Finalise Record' button (top right hand corner of the screen)



- Click the "Ok" button



- Once the Assessment has been 'Finalised' it can either be 'Authorised' or 'Further Information' can be requested.
- Selecting 'Authorise' will complete the S47 Enquiry Form and initiate the ICPC Task
- Selecting 'Request Further Information' will return the S47 Enquiry for the Social Worker to re-amend and re-submit for authorisation

### Section 47 Enquiries

**Reason:** Threshold has been met for Section 47 enquiries single agency.

**Active Task:** **Assessment HW Manager 1** (Reassign)    **Started:** 18-Feb-2016    **Due:** 16-Jan-2015

[Section 47 Enquiries](#)   [Task Details](#)   [All Children \(2\)](#) ▼

Combined Stage for: Seb Sable, Sophia Sable.

**Record Authorisation Stage:** Review the completed Record and amend if applicable. Once satisfied finalise the Record and choose to Grant Authorisation or to Request Further Information.

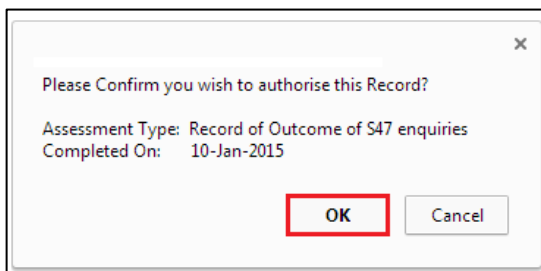
[Authorise](#)   [Request Further Information](#)

▶ [View Record of Outcome of S47 enquiries by Assessment HW Worker 1 - Assessment Team High Wycombe \(Awaiting Authorisation\)](#)   ▶ [Amend](#)

#### Record of Section 47 Enquiries

The Record	<input checked="" type="checkbox"/> <a href="#">Record of Outcome of S47 enquiries (Session Finalised)</a> [Print]
Service User/s	Seb Sable 12 yrs    Sophia Sable 10 yrs
Assessor	Assessment HW Worker 1 (04-Jan-2015 to 18-Feb-2016)
Reviewer	Assessment HW Manager 1 (18-Feb-2016 to 18-Feb-2016)

- Click 'Authorise' and the click on the 'Ok' button



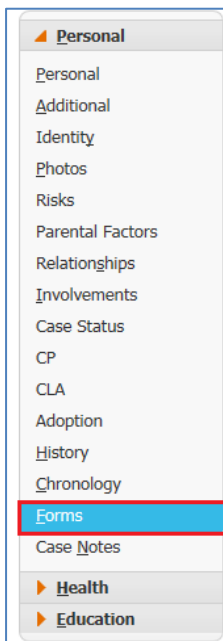
## 7. ICPC Request Form

The 'ICPC Request Form' is a standalone form and will need to be started from the Forms Tab. This should be completed approximately 5 days after the 'Strategy Discussion' has taken place.

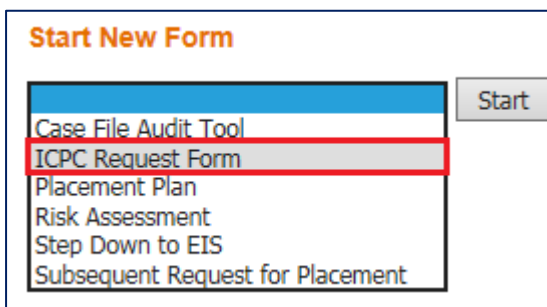
(Note – This form is split into two stages, 'Social Worker Stage' and 'CP Admin Stage')

### 7.1. Starting ICPC Request Form

- From the 'Demographics' click on the 'Forms' Section



- Under the heading 'Start New Form' click on the drop-down box, and select 'ICPC Request Form'

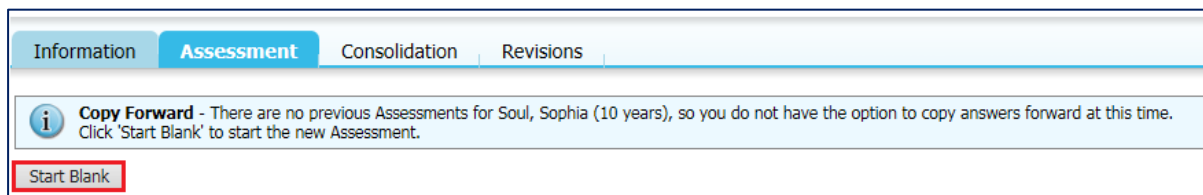


- Click the 'Start' Button



- Click 'Start Blank'

(**Note** – Only a previous 'ICPC Request Form' will copy information into this form)



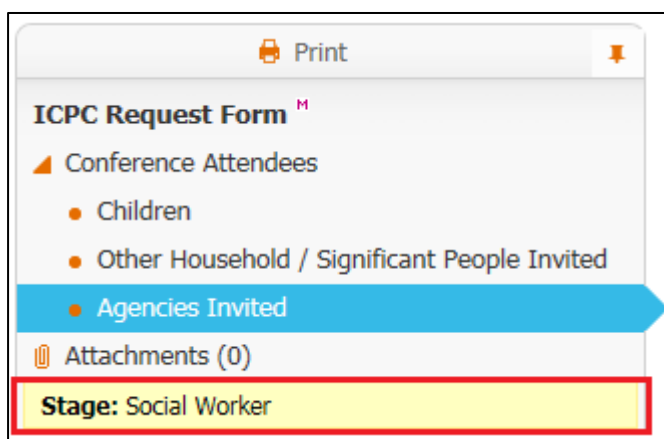
Information **Assessment** Consolidation Revisions

**i** **Copy Forward** - There are no previous Assessments for Soul, Sophia (10 years), so you do not have the option to copy answers forward at this time. Click 'Start Blank' to start the new Assessment.

Start Blank

### 7.2. Completing ICPC Request Form (Social Worker Stage)

- When the form is first started it is at the 'Social Worker' Stage. You can see which stage the Form is at by looking at the yellow banner underneath the 'Attachment' section.



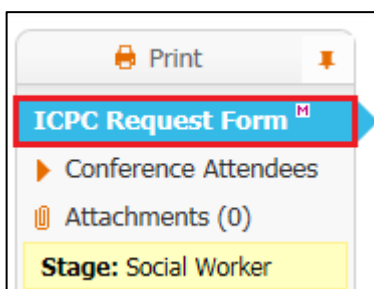
Print

**ICPC Request Form** <sup>M</sup>

- Conference Attendees
  - Children
  - Other Household / Significant People Invited
  - Agencies Invited**
- Attachments (0)

**Stage: Social Worker**

- Select the 'ICPC Request Form' section and answer all the question



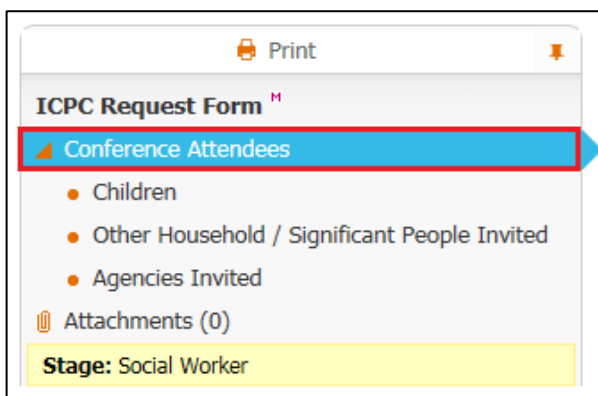
Print

**ICPC Request Form** <sup>M</sup>

- Conference Attendees
- Attachments (0)

**Stage: Social Worker**

- Next click on the 'Conference Attendees' heading



Print

**ICPC Request Form** <sup>M</sup>

- Conference Attendees**
  - Children
  - Other Household / Significant People Invited
  - Agencies Invited
- Attachments (0)

**Stage: Social Worker**

- Enter all details for each of the attendees in the relevant sections

- Click on the 'Green Cross' to add a new row for each additional person or organisation that needs to be added.

Name	Gender	Date of Birth	
	▼		✖ +

- This will add a new row underneath the current row

Name	Gender	Date of Birth	
	▼		✖ +
	▼		✖ +

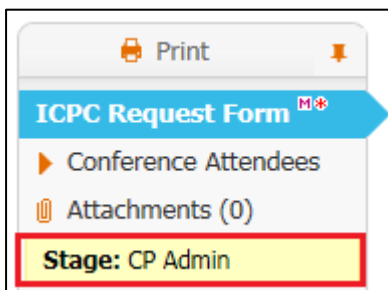
- If you need to remove a row click on the 'Red X'
- Once all attendees have been added click on the 'Send to CP Team' button

### 7.3. Completing ICPC Request Form (CP Admin Stage)

- The following task will appear in the 'CP Admin Worktray'



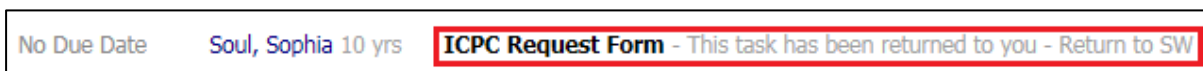
- The Form will show that it is at the 'CP Admin' Stage, this is the second and final stage of the form.



- The CP Admins will either finalise the form or send it back to the Social Worker if more information is needed.



- If the 'Return to SW' button is clicked the following task will be sent to the SW's worktray



- If the Form is 'returned to the SW' then the CP Admin will need to also send an email to say why it is being returned and what changes need to be made.
- If there are no amendments to be made and all information is correct then click on the 'Finalise Request' button to complete the Form.

## 8. Core Group Meeting

- Click on the “Child Protection – Organise Core Group Meeting” (LCS will automatically include the consolidated sibling, although the task will only show for the youngest sibling in your work tray).

The screenshot shows the LCS interface for 'User Assessment HW Worker 1'. The 'Task Trays' section displays a list of tasks. The task 'Organise Core Group Meeting' for 'Lewis, Lucas (12 years), Lewis, Lucy (10 years)' is highlighted with a red box. The task details include: '03-Feb-2015', 'CP', 'Lewis, Lucy 10 yrs', and 'Child Protection - Organise Core Group Meeting'.

- Click on “Update Meeting Details and Scheduling”

The screenshot shows the 'Meeting Details' form. The 'Update Meeting Details and Scheduling' button is highlighted with a red box. The form displays the following information:

- Meeting Arranger:** Assessment HW Worker 3
- Type of Meeting:** Core Group Meeting
- Statutory Due Date:** 06-Feb-2015
- Planned Meeting Date:** 03-Feb-2015
- Length in Minutes:** Unspecified
- Location:** (empty field)

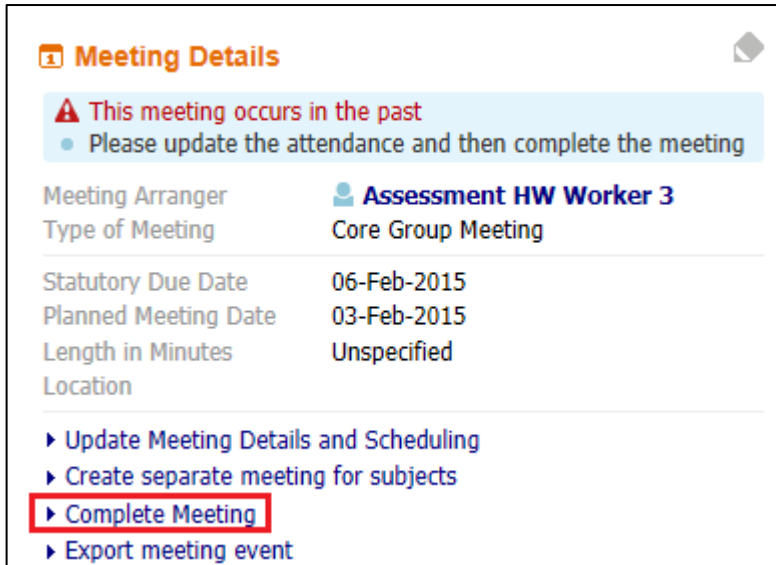
Below the form, there are several action buttons: 'Update Meeting Details and Scheduling', 'Create separate meeting for subjects', 'Complete Meeting', and 'Export meeting event'.

- Enter the “Planned Meeting Date”, “Length in Minutes” and “Location” into the relevant sections
- Once all the details have been entered, click on the Update button to save the information

The screenshot shows the 'Update Core Group Meeting' form. The 'Update' button is highlighted with a red box. The form displays the following information:

- Update Core Group Meeting planned for 03-Feb-2015**
- Meeting Details:**
  - Type of Meeting:** Core Group Meeting
  - Statutory Due Date:** 06-Feb-2015
  - Planned Meeting Date:** 03-Feb-2015 (with a 'Set From Calendar' button)
  - Length in Minutes:** 0
  - Location:** (empty field)
  - Comments:** (empty text area)

- Click 'Complete Meeting'



**Meeting Details**

**⚠ This meeting occurs in the past**  
• Please update the attendance and then complete the meeting

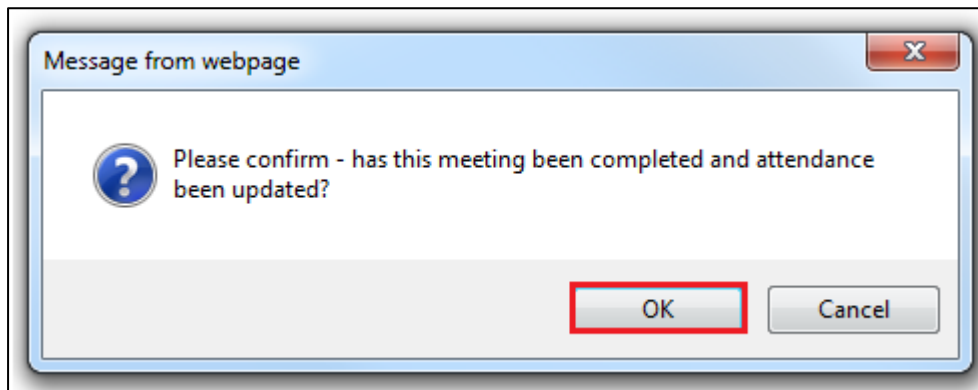
Meeting Arranger	<b>Assessment HW Worker 3</b>
Type of Meeting	Core Group Meeting

---

Statutory Due Date	06-Feb-2015
Planned Meeting Date	03-Feb-2015
Length in Minutes	Unspecified
Location	

▶ Update Meeting Details and Scheduling  
▶ Create separate meeting for subjects  
**▶ Complete Meeting**  
▶ Export meeting event

- Click the 'Ok' button

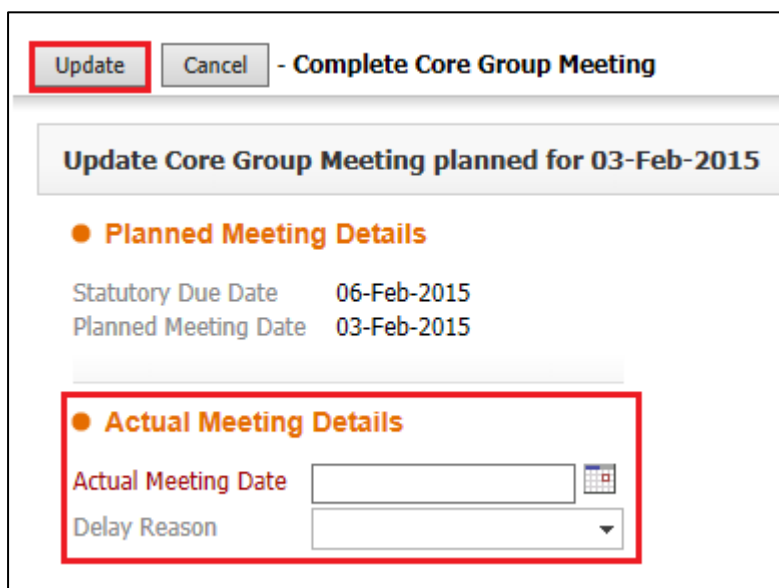


Message from webpage

**?** Please confirm - has this meeting been completed and attendance been updated?

**OK** Cancel

- Enter the "Actual Meeting Date" the Core Group took place
- Click the "Update" button



**Update** Cancel - Complete Core Group Meeting

**Update Core Group Meeting planned for 03-Feb-2015**

● **Planned Meeting Details**

Statutory Due Date	06-Feb-2015
Planned Meeting Date	03-Feb-2015

---

● **Actual Meeting Details**

Actual Meeting Date	<input type="text"/>	
Delay Reason	<input type="text"/>	

## 8.1. Completing Core Group Meeting

- Click on 'Write up Meeting Notes'

**Core Group Meeting**  
 Initiator: CP Admin 3    Started: 23-Jan-2015

Core Group Meeting    History    All Children (2) ▼

Meeting Subjects: Lucy Lale 10 yrs    Lucas Lale 12 yrs

**Meeting Details**

- This meeting has been completed

Meeting Arranger: Assessment HW Worker 3  
 Type of Meeting: Core Group Meeting

Statutory Due Date: 06-Feb-2015  
 Planned Meeting Date: 03-Feb-2015  
 Length in Minutes: Unspecified  
 Location:   
 Actual Meeting Date: 03-Feb-2015

**Meeting Notes**

- Please **Start the Meeting Notes.**

Active Writer: Assessment HW Worker 3 (Reassign)  
▶ Write up Meeting Notes

- Click the "Start Blank" button.

(Note – only a previous Core Group Minutes will copy forward into this form)

Copy Forward Selected    Start Blank    Update Filter    Clear Filter

**Copy Forward - Copy answers forward from previous assessments**

Created	Notes	Started By
Lale, Lucy (10 years)		
<input type="checkbox"/> 1 year ago	Initial Child Protection Conference Minutes (Wednesday, 28 January 2015)	CP Admin 3
<input type="checkbox"/> 1 year ago	Child Protection Initial Conference Outcome (Friday, 23 January 2015)	CP Admin 3
<input type="checkbox"/> 1 year 1 month ago	Initial Child Protection Conference Report (Wednesday, 21 January 2015)	Assessment HW Worker 3

**Copy Sideways - Copy answers across from related service users**

Created	Notes	Started By
Lale, Lucas (12 years)		
<input type="checkbox"/> 1 year ago	Child Protection Initial Conference Outcome (Friday, 23 January 2015)	CP Admin 3
<input type="checkbox"/> 1 year 1 month ago	Initial Child Protection Conference Report (Wednesday, 21 January 2015)	Assessment HW Worker 3

- Enter the date that the minutes were completed

Print

**Meeting Notes - Minutes**

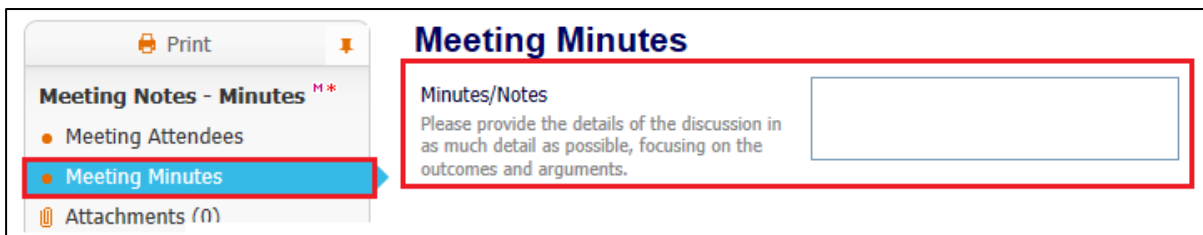
- Meeting Attendees
- Meeting Minutes
- Attachments (0)

**Core Group Meeting Summary**

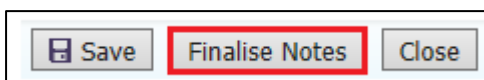
Date Referral Received: 01-Jan-2015  
 Meeting Planned Date: 03-Feb-2015  
 Meeting Due Date: 06-Feb-2015  
 Meeting Actual Date: 03-Feb-2015  
 Meeting Location:   
Core Group Meeting Notes / Minutes Completed



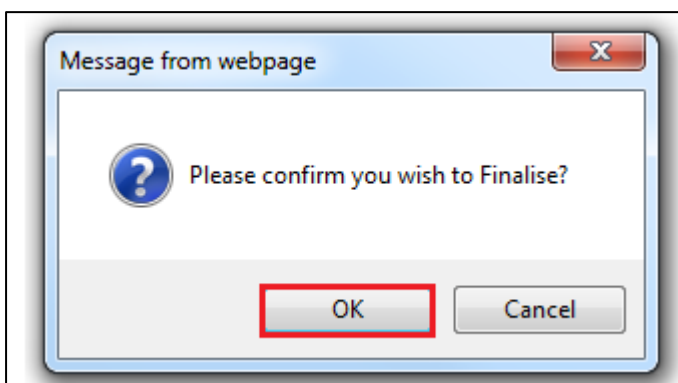
- Record the meeting minutes



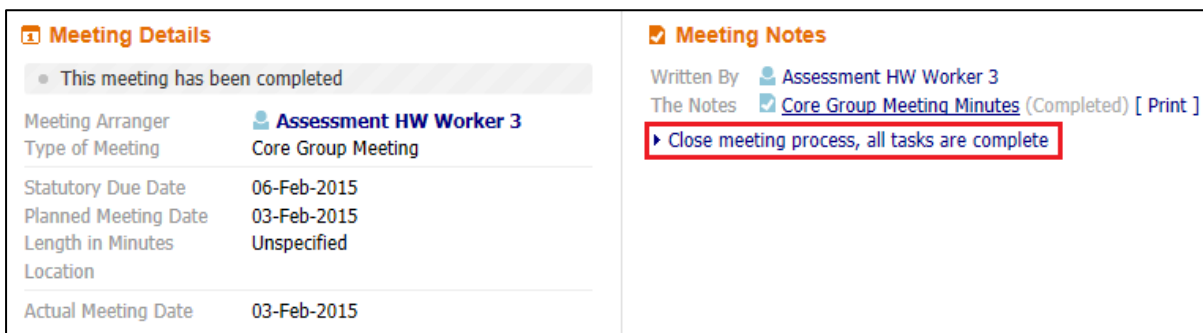
- Once completed click on the 'Finalise Notes' button



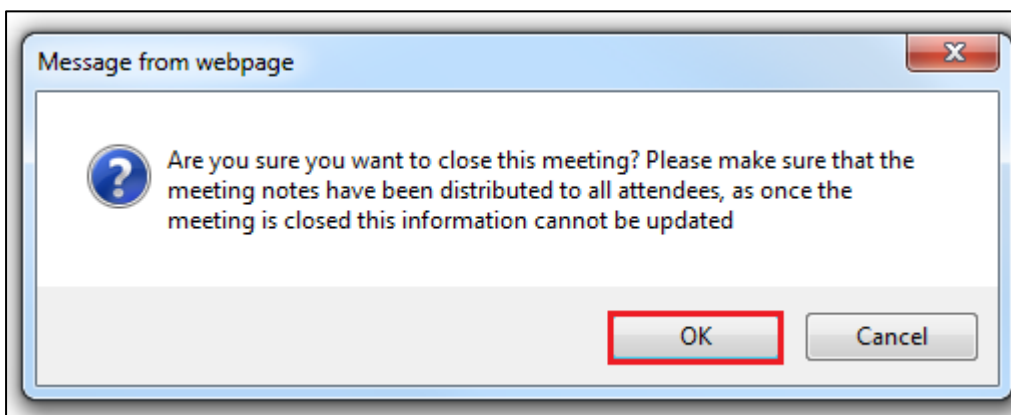
- Click the 'OK' Button



- Click on the 'Close meeting process, all tasks are complete' link



- Click the 'OK' button



## 9. Update CP Plan

- Click on the “Child Protection – Update Child Protection Plan” task

Group By: Date   Task   Person   Address   Referral Group		Order By: Start Date   Due Date   Timeframe   Person	
<b>BeCALL, Blake (12 years), BeCALL, Bonnie (10 years) [Referral Group]</b> Description			
No Due Date	CP	BeCALL, Blake 12 yrs	Child Protection - Active Child Protection Plan
No Due Date	CP	BeCALL, Bonnie 10 yrs	Child Protection - Active Child Protection Plan
03-Mar-2015			Child Protection - Organise Core Group Meeting
<b>Lale, Lucas (12 years), Lale, Lucy (10 years) [Referral Group]</b> Task Description			
03-Feb-2015	CP	Lale, Lucas 12 yrs	Child Protection - Update Child Protection Plan
03-Feb-2015	CP	Lale, Lucy 10 yrs	<b>Child Protection - Update Child Protection Plan</b>
20-Feb-2015			Child Protection - Write Review Report
03-Mar-2015			Child Protection - Organise Core Group Meeting

- Click ‘Update Part One Form’

Finalise Plan Revision
Send for Authorisation

**Plan Details**

Plan Summary

**Plan Details**

Plan Revision: Child Protection Plan v2.0  
 Key Worker: Assessment HW Worker 3  
 Status: Draft

---

Effective From: 03-Feb-2015  
 Effective To:

---

Created By: Assessment HW Worker 3  
 Creation Date: 23-Feb-2016 14:30

---

**Forms: Child Protection Plan v2.0**

**Update Part One Form**

Update Part Two Form

**Actions**

Print View

Print View Landscape

- Complete the ‘Guidance on Completing Plan’ section

Consolidated Section for: Lucy Lale

Print

**Child Protection Pl...**

**Guidance on Comp...**

Attachments (0)

### Guidance on Completing Plan

The plan should draw on the areas of strength and competencies of the child/young person, parents/

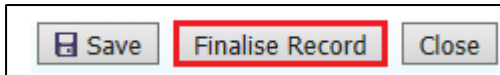
- o the identified developmental needs of the child/young person;
- o parents'/carers' difficulties or problems which are having an impact on their capacity to respond to
- o wider family and environmental factors which are having a negative impact on the child/young pers

The plan should be specific about the actions to be taken, identify who is responsible for each action, the agreed time scales. The plan should include actions to be taken by the child/young person and hi

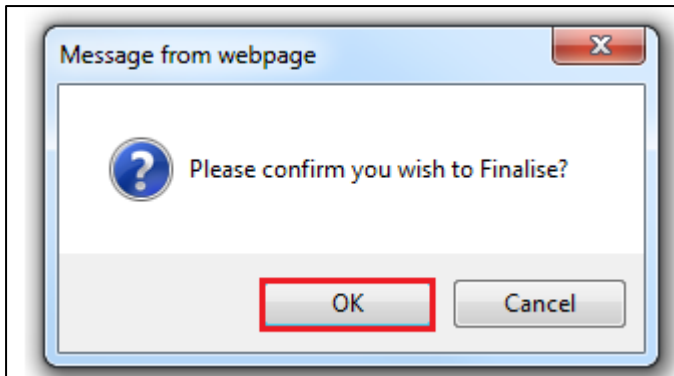
The last page of this plan records which family members and agencies are party to the plan and the c family members/carers and the social worker.

Overall Aim of the Plan and Timescales for providing Services/Carrying out Actions.

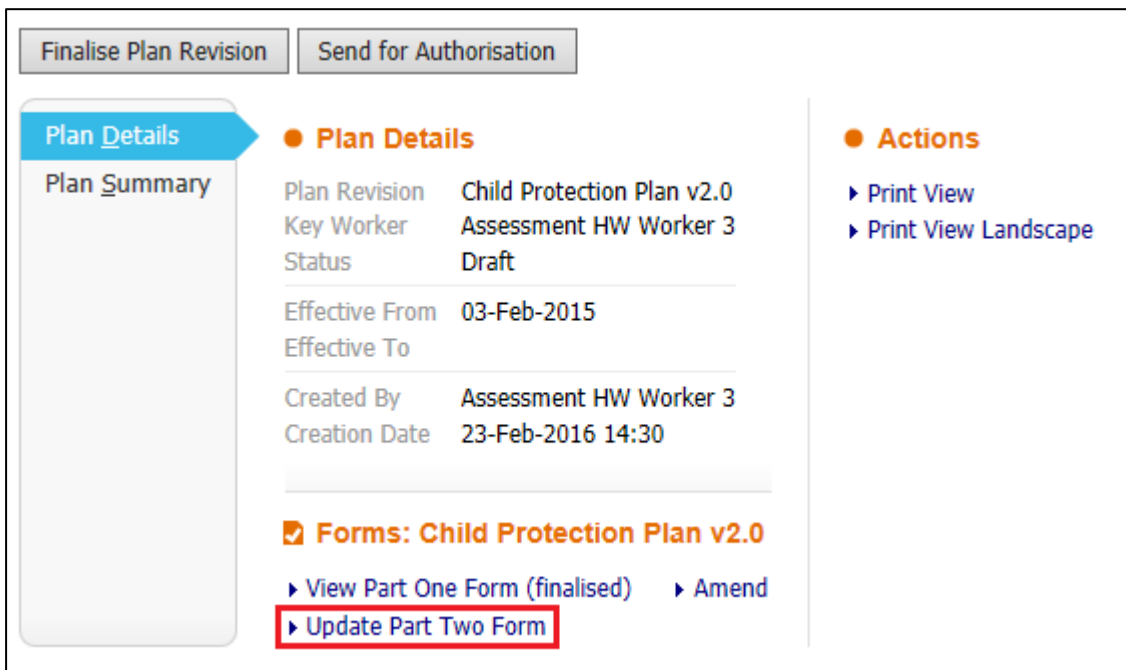
- Once completed click the 'Finalise Record' button



- Click the 'OK' Button



- Click on 'Update Part Two Form'



Finalise Plan Revision    Send for Authorisation

**Plan Details**

Plan Revision    Child Protection Plan v2.0  
Key Worker      Assessment HW Worker 3  
Status            Draft

Effective From    03-Feb-2015  
Effective To

Created By        Assessment HW Worker 3  
Creation Date    23-Feb-2016 14:30

**Forms: Child Protection Plan v2.0**

▶ View Part One Form (finalised)    ▶ Amend  
▶ **Update Part Two Form**

**Actions**

▶ Print View  
▶ Print View Landscape

- The Outline CP Plan created by the CP Admins will copy forward. Update the CP Plan based on the discussion following the 'Core Group Meeting' or from a 'Review CP Conference'

- Either click on 'Add what needs to be Done to the Plan' to create a new Action, or click on one of the existing Plan items to edit them.

Consolidated Section for: [Lucy Lale](#), [Lucas Lale](#)

### Child/Young Person's Development Needs

Consider information in relation to:

Health	Education	Emotional & Behavioural Development
Identity	Family and Social Relationships	Social Presentation
Self-Care Skills		

[Lucy Lale](#)

What Needs To Be Done    Outcomes    By Whom and When

**Child/Young Person's Development Needs**

**What needs To Be Done**

Lucy has been reported as flat in her presentation, school reported that some of Bonnie's peers and some parents have raised concerns of her well being.

[Add What needs To Be Done to Plan](#)

**Outcome**

Emotional support to be further explored in consultation/parental consent for a referral to CAMHS/School Counsellor

**By Whom and When**

Starting: ---  
Ending: ---  
Social Worker to consult with parents and ascertain their views about a referral to CAMHS/School Counsellor and update Core Group Members

[Lucas Lale](#)

- Once the Plan has been updated click the 'Finalise Record' button

Save    **Finalise Record**    Close

- Click the 'OK' Button

Message from webpage

?

Please confirm you wish to Finalise?

OK    Cancel

- After Finalising both Parts 1 and 2 if you need to make changes then click on the 'Amend' link

Finalise Plan Revision    Send for Authorisation

**Plan Details**

Plan Summary

**Plan Details**

Plan Revision    Child Protection Plan v2.0  
Key Worker    Assessment HW Worker 3  
Status    Draft

Effective From    03-Feb-2015  
Effective To

Created By    Assessment HW Worker 3  
Creation Date    23-Feb-2016 14:30

**Forms: Child Protection Plan v2.0**

[View Part One Form \(finalised\)](#)    [Amend](#)  
[View Part Two Form \(finalised\)](#)    [Amend](#)

**Actions**

[Print View](#)  
[Print View Landscape](#)

- This will re-open that part for updating. It will then need to be 'Finalised' once the work has been completed.

### 9.1. Creating an 'What Needs to Be Done'

- Click on 'Add what needs to be Done to the Plan' to create a new Action.

The screenshot shows the user interface for 'Child/Young Person's Development Needs'. At the top, there is a header with the user name 'Lucy Lale'. Below this are three tabs: 'What Needs To Be Done', 'Outcomes', and 'By Whom and When'. The 'What Needs To Be Done' tab is selected. Underneath, the heading 'Child/Young Person's Development Needs' is displayed. A red box highlights the link 'Add What needs To Be Done to Plan'.

- This will create a new box under the 'What Needs To Be Done' heading

The screenshot shows the same interface as the previous one, but now a new box titled 'What needs To Be Done \*' has been added under the heading. The box has a red 'X' in the top left corner and a green plus sign in the top right corner. The text 'What needs To Be Done \*' is highlighted with a red box. Below the box is the link 'Add What needs To Be Done to Plan'.

- Click in the 'Box' to record the 'Action'

The screenshot shows the same interface as the previous one, but now the text 'Enter 'What Needs to be Done'' has been entered into the 'What needs To Be Done \*' box. The text is highlighted with a red box. Below the box is the link 'Add What needs To Be Done to Plan'.

- If multiple 'Actions' are needed click on the 'Add What needs to be Done to Plan' link again to create a new 'Action'
- To remove an 'Action' click on the Red X in the top left hand corner of the box

The screenshot shows the same interface as the previous one, but now the red 'X' in the top left corner of the 'What needs To Be Done \*' box is highlighted with a red box. Below the box is the link 'Add What needs To Be Done to Plan'.

## 9.2. Adding an Outcome

- Click on the Green + in the top right hand corner of the 'Action' box

The screenshot shows the user interface for 'Lucy Lale'. At the top, there are three tabs: 'What Needs To Be Done' (selected), 'Outcomes', and 'By Whom and When'. Below the tabs is the heading 'Child/Young Person's Development Needs'. There is a red-bordered box titled 'What needs To Be Done \*' with a red 'x' on the left and a green '+' on the right. The text inside says 'Enter 'What Needs to be Done''. To the right of this box are two empty white input fields. At the bottom left, there is a blue link that says 'Add What needs To Be Done to Plan'.

- This will create a new box under the 'Outcomes' heading, that is linked to 'What needs To Be Done'

The screenshot shows the same user interface as the previous one. The 'Outcomes' tab is now selected. A new green-bordered box titled 'Outcome \*' with a red 'x' on the left and a green '+' on the right has been added. The text inside says 'Enter 'Outcome' details'. The 'What needs To Be Done \*' box is still present. The 'Add What needs To Be Done to Plan' link is still at the bottom left.

- Click in the 'Box' to record the 'Outcome'

The screenshot shows the same user interface. The 'Outcome \*' box now contains the text 'Enter 'Outcome' details' in a red-bordered box, indicating it is the active input field. The 'What needs To Be Done \*' box is still present. The 'Add What needs To Be Done to Plan' link is still at the bottom left.

- If multiple 'Outcomes' are needed click on the Green + in the top right hand corner of the 'Action' box again

The screenshot shows the same user interface. A second green-bordered box titled 'Outcome \*' with a red 'x' on the left and a green '+' on the right has been added. The text inside says 'Enter 'Second Outcome' details'. The 'What needs To Be Done \*' box and the first 'Outcome \*' box are still present. The 'Add What needs To Be Done to Plan' link is still at the bottom left.

- To remove an 'Outcome' click on the Red X in the top left hand corner of the box

The screenshot displays the user interface for 'Child/Young Person's Development Needs'. At the top, there is a header bar with the user name 'Lucy Lale'. Below this, there are three tabs: 'What Needs To Be Done', 'Outcomes', and 'By Whom and When'. The 'Outcomes' tab is currently selected. The main content area is titled 'Child/Young Person's Development Needs'. It contains three main components: a 'What needs To Be Done' box (pink), and two 'Outcome' boxes (green). The 'What needs To Be Done' box has a red 'X' icon in its top-left corner. The first 'Outcome' box has a red 'X' icon in its top-left corner. The second 'Outcome' box has a red 'X' icon in its top-left corner, which is highlighted with a red square. Below the boxes, there is a link: 'Add What needs To Be Done to Plan'.

### 9.3. Entering the By Whom and When details

- Click on the Green + in the top right hand corner of the 'Outcome' box

Lucy Lale

What Needs To Be Done | Outcomes | By Whom and When

Child/Young Person's Development Needs

What needs To Be Done \*  
Enter 'What Needs to be Done'

Outcome \*  
Enter 'Outcome' details

By Whom and When \*

▶ Add What needs To Be Done to Plan

- This will create a new box under the 'By Whom and When' heading, that is linked to the 'Outcome'

Lucy Lale

What Needs To Be Done | Outcomes | By Whom and When

Child/Young Person's Development Needs

What needs To Be Done \*  
Enter 'What Needs to be Done'

Outcome \*  
Enter 'Outcome' details

By Whom and When \*  
Starting: ----  
Ending: ----

▶ Add What needs To Be Done to Plan

- Click in the 'Box' to record the 'By Whom and When' details

Lucy Lale

What Needs To Be Done | Outcomes | By Whom and When

Child/Young Person's Development Needs

What needs To Be Done \*  
Enter 'What Needs to be Done'

Outcome \*  
Enter 'Outcome' details

By Whom and When \*  
Starting: ----  
Ending: ----  
Enter the 'Whom and When' details

▶ Add What needs To Be Done to Plan

- If multiple 'Whom and When' details are needed click on the Green + in the top right hand corner of the 'Outcome' box again

Lucy Lale

What Needs To Be Done | Outcomes | By Whom and When

Child/Young Person's Development Needs

What needs To Be Done \*  
Enter 'What Needs to be Done'

Outcome \*  
Enter 'Outcome' details

By Whom and When \*  
Starting: ----  
Ending: ----  
Enter the 'Whom and When' details

By Whom and When \*  
Starting: ----  
Ending: ----  
Enter the Second 'Whom and When' details

▶ Add What needs To Be Done to Plan



- To remove a 'By Whom and When' section click on the Red X in the top left hand corner of the box

The screenshot displays the 'Child/Young Person's Development Needs' section of the LCS interface. At the top, there are three tabs: 'What Needs To Be Done', 'Outcomes', and 'By Whom and When'. Below the tabs, the section title 'Child/Young Person's Development Needs' is shown. There are three main input areas:

- What needs To Be Done \***: A pink box with a red border and a plus icon in the top right corner. It contains the text 'Enter 'What Needs to be Done''.
- Outcome \***: A green box with a green border and a plus icon in the top right corner. It contains the text 'Enter 'Outcome' details'.
- By Whom and When \***: Two blue boxes, each with a red 'X' icon in the top left corner. The first box contains 'Starting: ---', 'Ending: ---', and 'Enter the 'Whom and When' details'. The second box contains 'Starting: ---', 'Ending: ---', and 'Enter the Second 'Whom and When' details'.

At the bottom left of the form, there is a link: [Add What needs To Be Done to Plan](#)

### 9.4. Sending Plan for Authorisation

- After the both parts 1 & 2 have been finalised click on the ‘Send for Authorisation’ button

The screenshot shows a software interface with a top navigation bar containing two buttons: 'Finalise Plan Revision' and 'Send for Authorisation'. The 'Send for Authorisation' button is highlighted with a red rectangular box. Below the navigation bar, there is a sidebar on the left with 'Plan Details' and 'Plan Summary' tabs. The main content area is divided into two columns. The left column, under 'Plan Details', lists: Plan Revision (Child Protection Plan v2.0), Key Worker (Assessment HW Worker 3), Status (Draft), Effective From (03-Feb-2015), Effective To, Created By (Assessment HW Worker 3), and Creation Date (23-Feb-2016 14:30). The right column, under 'Actions', contains links for 'Print View' and 'Print View Landscape'. Below these columns, there is a section for 'Forms: Child Protection Plan v2.0' with links to 'View Part One Form (finalised)', 'View Part Two Form (finalised)', and 'Amend' buttons.

- Click on the ‘Click here to select a user...’ link

The screenshot shows a dialog box titled 'Update Child Protection Plan v2.0 for Child: Lucas Lale (Current)'. At the top, there are 'Update' and 'Cancel' buttons. Below the title bar, the text 'Update Child Protection Plan v2.0 for Child: Lucas Lale (Current)' is displayed. Underneath, it asks 'Who will authorise this plan?' followed by a user selection icon and a link 'Click here to select a user...'. This link is highlighted with a red rectangular box.

- Select your manager from the address book, or search for the manager that will be authorising the plan.

The screenshot shows a dialog box titled 'Select an Active User, Department or Group'. It has 'Previous', 'Bookmark', and 'Cancel' buttons. On the left, there are tabs for 'My Contacts' and 'All Departments'. The main area is titled 'Manager Contacts' and contains a table with two rows. The first row is highlighted with a red box and contains: 'Assessment HW Manager 1 (Your Manager)', 'Assessment Team Manager', and 'Assessment Team High Wycombe'. The second row contains: 'Assessment HW Worker 3 (Yourself)', 'Assessment Worker', and 'Assessment Team High Wycombe'.

- Click the ‘Confirm’ button to select that person

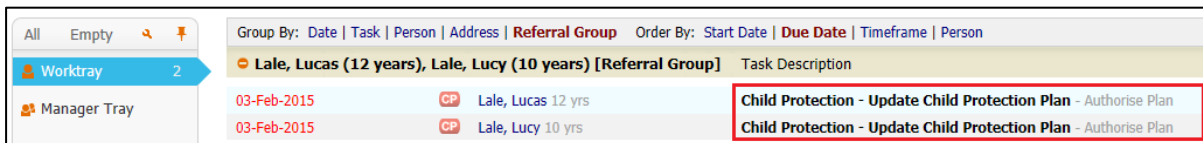
The screenshot shows the same dialog box as above, but now the 'Confirm' button is highlighted with a red rectangular box.

- Click the ‘Update’ button – this will send the Plan to the selected manager.

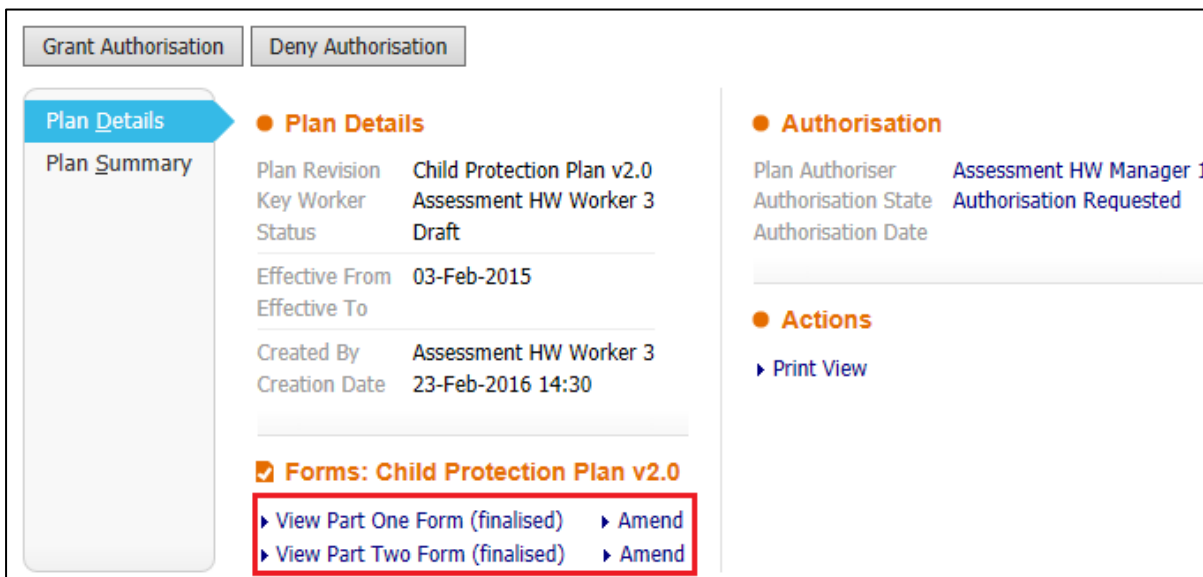
The screenshot shows the dialog box from step 2, but now the 'Update' button is highlighted with a red rectangular box. Below the title bar, the text 'Update Child Protection Plan v2.0 for Child: Lucas Lale (Current)' is displayed. Underneath, it asks 'Who will authorise this plan?' followed by a user selection icon and the text 'Assessment HW Manager 1' with a red 'x' next to it, indicating the selected user.

### 9.5. Authorising CP Plan (Manager)

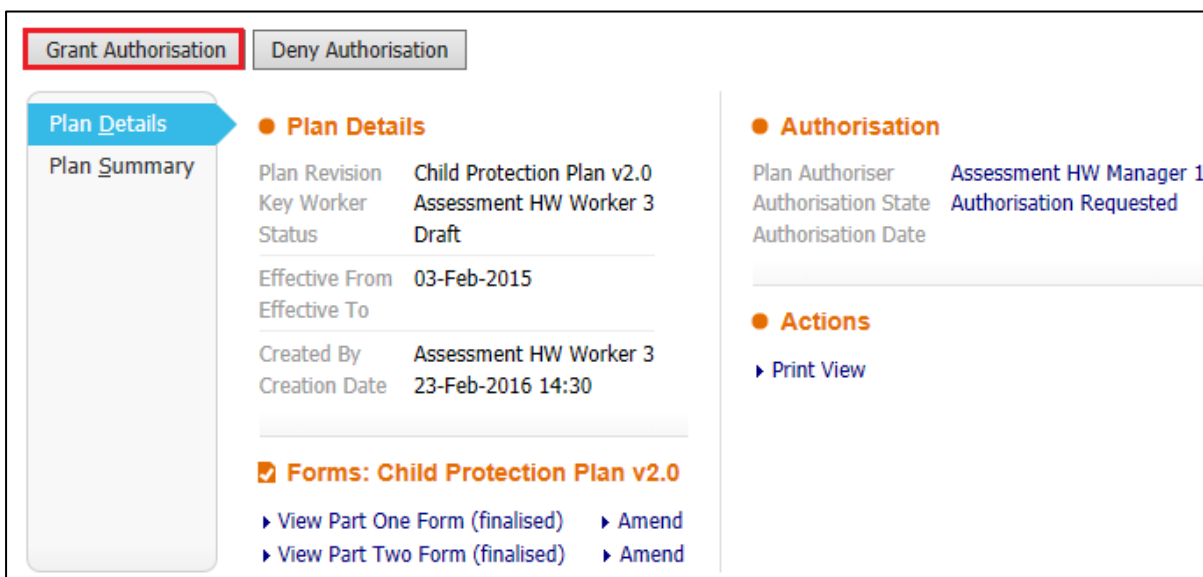
- Click on the 'Child Protection – Update Child Protection Plan – Authorise Plan' task



- Click on the links 'View Part One Form', and 'View Part Two Form' to read the sections



- If some amendments are needed then click on the 'Amend' link to re-open the sections for editing.
- To Authorise the Plan, click on the 'Grant Authorisation' button.



## 9.6. Rejecting CP Plan (Manager)

- Click on the 'Child Protection – Update Child Protection Plan – Authorise Plan' task

All Empty		Group By: Date   Task   Person   Address   Referral Group	Order By: Start Date   Due Date   Timeframe   Person
Worktray	2	Lale, Lucas (12 years), Lale, Lucy (10 years) [Referral Group] Task Description	
Manager Tray		03-Feb-2015 CP Lale, Lucas 12 yrs	Child Protection - Update Child Protection Plan - Authorise Plan
		03-Feb-2015 CP Lale, Lucy 10 yrs	Child Protection - Update Child Protection Plan - Authorise Plan

- Click on the links 'View Part One Form', and 'View Part Two Form' to read the sections

Grant Authorisation
Deny Authorisation

Plan Details

Plan Summary

**Plan Details**

Plan Revision: Child Protection Plan v2.0  
 Key Worker: Assessment HW Worker 3  
 Status: Draft

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Effective From: 03-Feb-2015  
 Effective To:

---

Created By: Assessment HW Worker 3  
 Creation Date: 23-Feb-2016 14:30

**Authorisation**

Plan Authoriser: Assessment HW Manager 1  
 Authorisation State: Authorisation Requested  
 Authorisation Date:

**Actions**

[Print View](#)

**Forms: Child Protection Plan v2.0**

[View Part One Form \(finalised\)](#)
[Amend](#)

[View Part Two Form \(finalised\)](#)
[Amend](#)

- To Reject the Plan, click on the 'Deny Authorisation' button.

Grant Authorisation
Deny Authorisation

Plan Details

Plan Summary

**Plan Details**

Plan Revision: Child Protection Plan v2.0  
 Key Worker: Assessment HW Worker 3  
 Status: Draft

---

Effective From: 03-Feb-2015  
 Effective To:

---

Created By: Assessment HW Worker 3  
 Creation Date: 23-Feb-2016 14:30

**Authorisation**

Plan Authoriser: Assessment HW Manager 1  
 Authorisation State: Authorisation Requested  
 Authorisation Date:

**Actions**

[Print View](#)

**Forms: Child Protection Plan v2.0**

[View Part One Form \(finalised\)](#)
[Amend](#)

[View Part Two Form \(finalised\)](#)
[Amend](#)

- Enter a 'Reason for Denial' and then click on the 'Update' button

**Update** **Cancel** - **Update:** Child Protection Plan v2.0 for Child: Lucy Lale (Current), Child: Lucas Lale (Current)

**Update Child Protection Plan v2.0 for Child: Lucy Lale (Current), Child: Lucas Lale (Current)**

- **Deny Authorisation for Plan**

Date of Decision 23-Feb-2016 15:46

Reason for Denial

- The task will be returned to the Social Worker, with the reason for Rejection

Lale, Lucas (12 years), Lale, Lucy (10 years) [Referral Group]		Task Description
03-Feb-2015	CP Lale, Lucas 12 yrs	Child Protection - Update Child Protection Plan - Authorisation Denied - Enter Reason for rejection...
03-Feb-2015	CP Lale, Lucy 10 yrs	Child Protection - Update Child Protection Plan - Authorisation Denied - Enter Reason for rejection...

### 9.7. Finalising an Authorised CP Plan (Social Worker)

- Click the 'Child Protection – Update Child Protection Plan – Successfully Authorised' task from the work tray

Lale, Lucas (12 years), Lale, Lucy (10 years) [Referral Group]		Task Description
03-Feb-2015	Lale, Lucas 12 yrs	Child Protection - Update Child Protection Plan - Successfully Authorised
03-Feb-2015	Lale, Lucy 10 yrs	Child Protection - Update Child Protection Plan - Successfully Authorised
20-Feb-2015		Child Protection - Write Review Report
03-Mar-2015		Child Protection - Organise Core Group Meeting

- Click on the 'Finalise Plan Revision' button

Finalise Plan Revision

**Plan Details**

Plan Summary

**Plan Details**

Plan Revision: Child Protection Plan v2.0  
 Key Worker: Assessment HW Worker 3  
 Status: Draft

---

Effective From: 03-Feb-2015  
 Effective To:

---

Created By: Assessment HW Worker 3  
 Creation Date: 23-Feb-2016 14:30

---

**Forms: Child Protection Plan v2.0**

- ▶ View Part One Form (finalised)
- ▶ View Part Two Form (finalised)

**Authorisation**

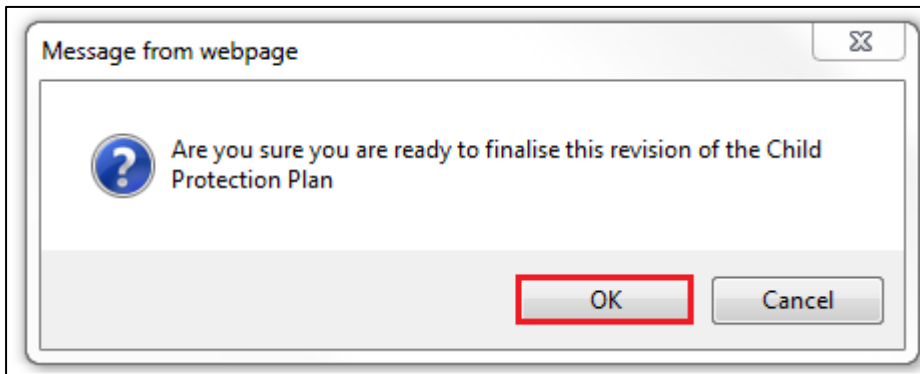
Plan Authoriser: Assessment HW Manager 1  
 Authorisation State: Authorisation Granted  
 Authorisation Date: 23-Feb-2016 15:49

---

**Actions**

- ▶ Print View
- ▶ Print View Landscape

- Click the 'OK' Button



## 10. Ending CP Plan

### 10.1. Final CP Plan Task (After Review Conference)

- Click on the 'Child Protection – Complete Child Protection Plan' task from in your work tray

User: Assessment HW Worker 1  
Assessment Team High Wycombe

Task Trays

Group By: Date | Task | Person | Address | Referral Group | Order By: Start Date | Due Date | Timeframe | Person

Bridgetown, Blake (12 years), Bridgetown, Bonnie (10 years) [Referral Group]

No Due Date	<input checked="" type="checkbox"/>	Bridgetown, Blake 12 yrs	Child Protection - Active Child Protection Plan
No Due Date	<input checked="" type="checkbox"/>	Bridgetown, Bonnie 10 yrs	Child Protection - Active Child Protection Plan
03-Mar-2015	<input checked="" type="checkbox"/>		Child Protection - Organise Core Group Meeting
24-Apr-2015	<input checked="" type="checkbox"/>	Bridgetown, Blake 12 yrs	Child Protection - Complete Child Protection Plan
24-Apr-2015	<input checked="" type="checkbox"/>	Bridgetown, Bonnie 10 yrs	Child Protection - Complete Child Protection Plan

- Select the 'Outcome' following the end of the CP Plan

**Child Protection - End the Child Protection Plan**

Active Task: Assessment HW Worker 1 (Reassign) | Started: 29-Feb-2016 | Due: 24-Apr-2015

Child Protection - End the Child Prote... | Decisions | Task Details | All Children (2) ▼

Combined Stage for: Blake Bridgetown, Bonnie Bridgetown.

**Outcomes**

<input checked="" type="checkbox"/> Provide Services (CIN)	Start	(Assigned to Yourself)
<input checked="" type="checkbox"/> Provision of Short Break Care (s17)	Start	(Assigned to Yourself)
<input checked="" type="checkbox"/> Referral to Other Agency	Start	(Assigned to Yourself)
<input checked="" type="checkbox"/> No Further Action	Start	(Assigned to Yourself)
<input checked="" type="checkbox"/> C & F Assessment	Restart	(Assigned to Yourself)
<input checked="" type="checkbox"/> Update Final CP Plan	Restart	(Assigned to Yourself)

**Date of Initiation or Completion:** 24-Apr-2015

**Reason for Decision:** CPR CRITERIA NO LONGER MET

- Click the 'Confirm' button

**Child Protection - End the Child Protection Plan**

Active Task: Assessment HW Worker 1 (Reassign) | Started: 29-Feb-2016 | Due: 24-Apr-2015

Child Protection - End the Child Prote... | Decisions | Task Details | All Children (2) ▼

Combined Stage for: Blake Bridgetown, Bonnie Bridgetown.

**Provide Services (CIN)** - You must confirm the following Date & Reason are correct before continuing with this action.

<input checked="" type="checkbox"/>	Blake Bridgetown	Provide Services (CIN)	(Assigned to Yourself)
<input checked="" type="checkbox"/>	Bonnie Bridgetown	Provide Services (CIN)	(Assigned to Yourself)

**Date of Initiation or Completion:** 24-Apr-2015

**Reason for Decision:** CPR CRITERIA NO LONGER MET

## 10.2. Final CP Plan Task (Following End by Post)

- Click on the 'Child Protection – Complete Child Protection Plan' task from in your work tray

The screenshot shows the 'Task Trays' interface for 'User Assessment HW Worker 1' at 'Assessment Team High Wycombe'. A list of tasks is displayed, grouped by 'Referral Group'. The task 'Child Protection - Complete Child Protection Plan' for 'Bridgetown, Blake (12 years)' and 'Bridgetown, Bonnie (10 years)' is highlighted with a red box. The due date for this task is 24-Apr-2015.

- Select the 'Outcome' following the end of the CP Plan

The screenshot shows the 'Child Protection - End the Child Protection Plan' task details. The 'Outcomes' section is highlighted with a red box, showing options like 'Provide Services (CIN)', 'Provision of Short Break Care (s17)', 'Referral to Other Agency', 'No Further Action', 'C & F Assessment', and 'Update Final CP Plan'. The 'Date of Initiation or Completion' is 24-Apr-2015, and the 'Reason for Decision' is 'CPR CRITERIA NO LONGER MET'.

- Click the 'Confirm' button

The screenshot shows the 'Child Protection - End the Child Protection Plan' task details. The 'Confirm' button is highlighted with a red box. The 'Provide Services (CIN)' section is also highlighted with a red box, showing options like 'Provide Services (CIN)' for 'Blake Bridgetown' and 'Bonnie Bridgetown'. The 'Date of Initiation or Completion' is 24-Apr-2015, and the 'Reason for Decision' is 'CPR CRITERIA NO LONGER MET'.



