



LCS / Becoming Looked After to Child Looked After Training Manual

Liquidlogic Children's Systems (LCS)

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DOCUMENT HISTORY

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30.06.2020	S. BREFO	1.0	INITIAL VERSION
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1. COURSE OVERVIEW

Course Outcomes

This training guide will help you progress children who are Becoming Looked After to achieve the full status of Child Looked After. .

- Initiating the Initial Request for Placement from the Full Map
- Completing the Initial Request for Placement form
 - Authorisation/Rejection by Manager
- Creating the Proposed Legal Status and Placement
- Creating the Draft Essential Information Record
- Creating a Statutory Visit Rule
- Progressing to Looked After (BLA – CLA)
- Completing the Placement Plan
- Adding a Statutory Visit
- Finalising the form and Successfully making a Child Looked After

2. 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 autofit each Sidebar heading. 
- To move to another sidebar, simply click on the 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). 
- 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 

- If the siblings have been consolidated, all the siblings will appear in the “Family Pathways” screen, at this point, it is important that check and only highlight the child or children that are going into care.
- Provide a reason for raising the request (starting manually), provide a date “of initiation” (the date in which you start the form), then select “Start CLA Request”.

Liquidlogic Children and Families Home Tiles

Child: Liam Cameron 17 years (Ref: 500397)

Full Map Local Map

```

graph TD
    A[Request to Place into Accommodation] --> B[Reject Request]
    A --> C[Child becomes Looked After]
    C --> D[Create Care-Plan]
    C --> E[Personal Education Plan]
            
```

Place into Accommodation

This step has not been initiated.

[Start CLA Request](#)

Please provide date of initiation:

Please provide reason for starting manually:

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

Relationship	Name	Age	Info
<input checked="" type="checkbox"/> Self	Liam Cameron R	17 years	Automatically included in group
<input checked="" type="checkbox"/> BROTHER	Sean Cameron R CWD	17 years	Create new Place into Accommodation and include in group
<input type="checkbox"/> MOTHER	Belinda Cameron	43 years	Person not a member of the Group.
<input type="checkbox"/> FATHER	David Cameron	48 years	Person not a member of the Group.
<input type="checkbox"/> GRANDPARENT	Annie Cameron	≈ 81 years	Person not a member of the Group.

[Click Here to Update Relationships for Liam Cameron...](#)

[Go to Referral & Information Record...](#)

4. Place into Accommodation

- Select the assessment as highlighted below

Liquidlogic Children and Families
 Child: Liam Cameron 17 years (Ref: 500397)

Place into Accommodation
 Reason: test
 Active Task: **CLA Manager 1** (Reassign) Started: 01-Jul-2020 Due: 02-Jul-2020

Place into Accommodation | Task Details | All Children (2) ▼

Record Details:
 The Assessment Assigned to Assessor **Initial Request for Placement** (Copy Forward) [Print]
 CLA Manager 1 (CLA Manager) (01-Jul-2020)

Assessment Summary
 Suggested Outcomes: Child Becomes Looked After, Reject request

Reasons for these Suggested Outcomes

Reason for Assessment/Record
 test

- As this point, you may “Copy Forward” previous assessments/forms that have been completed – this will auto fill some information into the ‘Initial Request for Placement form’. Alternatley, if you have no relevent assessments/forms to copy, “Start Blank”.

Liquidlogic Children and Families
 Child: Liam Cameron 17 years (Ref: 500397)

Information | **Assessment** | Consolidation | Revisions

Copy Forward - Before starting the Assessment you have the option to copy forward the answers from the listed previous Ass... alternatively (If you DO NOT want to copy forward any answers) click 'Start Blank' to begin the Assessment afresh.

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

Copy Forward Copy answers forward from previous assessments

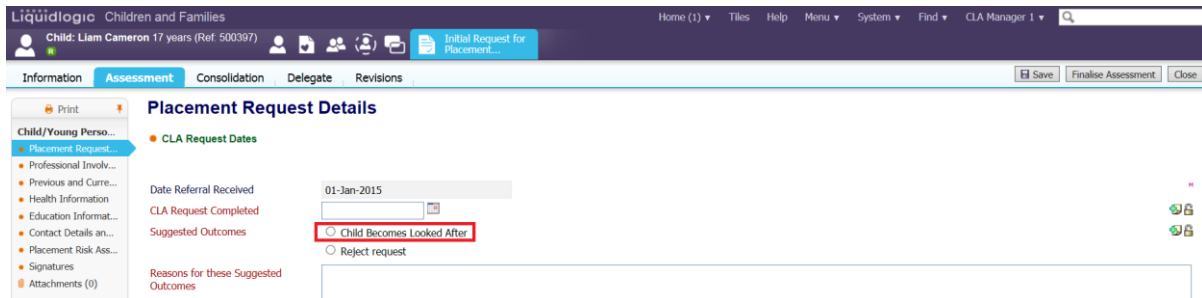
<input type="checkbox"/>	Created	Assessment	Started By
<input type="checkbox"/>	Cameron, Liam (17 years)		
<input type="checkbox"/>	5 years 5 months ago	Referral Record (Thursday, 1 January 2015)	First Response Manager 1
<input type="checkbox"/>	5 years 5 months ago	Contact Record (Thursday, 1 January 2015)	First Response Worker 1

Copy Sideways - Copy answers across from related service users

<input type="checkbox"/>	Created	Assessment	Started By
<input type="checkbox"/>	Cameron, Sean (17 years)		
<input type="checkbox"/>	5 years 5 months ago	Referral Record (Thursday, 1 January 2015)	First Response Manager 1
<input type="checkbox"/>	5 years 5 months ago	Contact Record (Thursday, 1 January 2015)	First Response Worker 1

5. Placement Request Details

- Within the “Placement Request Details” – complete the form as fully as possible, including any mandatory fields. This information is critical for identifying the right placement for a child / young person’.

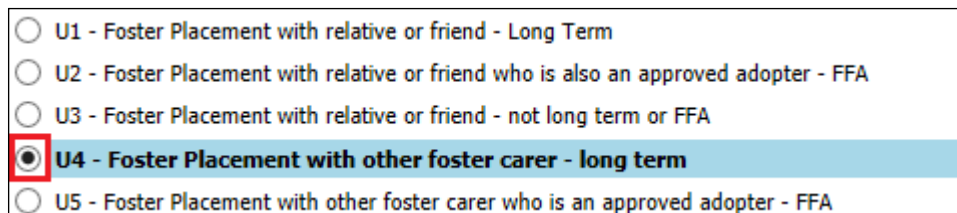


Note:

If the “suggested outcome” is set to “Child Becomes Looked After” – the section on “Placement Risk Assessment” is mandatory, as is the “Date Placement Required”. If set to “Reject Request”, neither the “Date Placement Required” or the “Placement Risk Assessment” questions need to be answered.

You may also select “Reject Request” if you have started this form in error or if a placement is no longer needed.

- Choose the relevant radio button for the “Placement Type” (an example of some shown below).



Note:

The more information that is input within Demographics will reduce the amount of information that needs to be input within the forms. E.g. Health and Education.

6. Placement Risk Assessment

- Each of the Placement Risk Assessment questions are mandatory (if the Outcome has been set to “Child Becomes Looked After”).
- If any of the mandatory questions are set to “Yes” – you will need to specify why in the text box.
- Once complete, click “Finalise Assessment” then “OK”

The screenshot shows the 'Initial Request for Placement' form for Liam Cameron (17 years, Ref: 500397). The 'Assessment' tab is active, showing a 'Wider Family Community' section with the following questions and selected answers:

Risk Question	Yes	No	Unknown
Risk of Sexual Exploitation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Risks Associated with the Wider Community (e.g. risk of forced marriage, family taking child abroad, physical emotional threats/pressure from within the community)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Risk of Abduction	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Risk of Verbal Abuse	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Risk of Physical Abuse/Aggression	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Risk of Alcohol/Drug Related Problems	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Risks Associated with Location of Placement	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Risks Associated with Contact	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

A dialog box titled 'Message from webpage' is displayed, asking 'Please confirm you wish to Finalise?' with 'OK' and 'Cancel' buttons. The 'Finalise Assessment' button in the top right of the form is highlighted in red.

- The following screen will display showing the task to authorise has gone to the authorising Manager.

The screenshot shows the 'Place into Accommodation' task screen for Liam Cameron (17 years, Ref: 500397). The 'Active Task' is assigned to 'CLA Manager 1 (Reassign)' with a start date of 01-Jul-2020 and a due date of 02-Jul-2020. The 'Assessment Authorisation Stage' is highlighted in red, indicating the current step. The 'Assessment Summary' shows 'Child Becomes Looked After' as the suggested outcome.

7. (Managers Only) Manager Authorises “Place Into Accommodation – Authorise” Task

- From the Manager’s Worktray, click on the “Place into Accommodation – Authorise” task.

The screenshot shows the Liquidlogic Worktray interface. The top navigation bar includes 'Home', 'Tiles', 'Help', 'Menu', 'System', 'Find', and 'CLA Manager 1'. The user is identified as 'User CLA Manager 1' from the 'CLA Team'. The main area displays a list of tasks grouped by date and priority. The task 'Place into Accommodation - Authorise' is highlighted in blue, with details: '02-Jul-2020', 'Cameron, Liam 17 yrs'.

- Select “Authorise” once satisfied or “Request Further Information” which would then return the assessment back to the social worker.
- Once authorised, an automatic alert is generated to the Placements Team in which they will begin to seek a placement.

The screenshot shows the 'Place into Accommodation' task details for 'Child: Liam Cameron 17 years (Ref: 500397)'. The 'Assessment Authorisation Stage' section contains the 'Authorise' button, which is highlighted in red. Below this, there are options to 'View Initial Request for Placement by CLA Manager 1 (CLA Team) - CLA Team (Awaiting Authorisation)' and 'Amend'. The 'Record Details' section lists the assessor and reviewer as 'CLA Manager 1 (CLA Manager)'.

- Read through the Assessment then click on “Finalise Assessment” then “OK”

The screenshot shows the 'Child/Young Person Details' page for 'Child: Liam Cameron 17 years (Ref: 500397)'. The 'Assessment' tab is active, and the 'Finalise Assessment' button is highlighted in red. A 'Message from webpage' dialog box is displayed, asking 'Please confirm you wish to Finalise?' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted in red.

8. BLA – Becoming Looked After

Once authorised, the screen below appears.

- The “BLA” flag appears underneath the Child/Young Person’s name.
- The Initial Request to Place Into Accommodation field within the Pathway Map is grey (complete) and the “Child becomes Looked After” field is blue (active).
- The task to complete the Starting Episode of Care is automatically assigned back to the social worker.

Note:

By selecting “Progress to Looked After”, if you have not done so already, the system will ask that you “Create a Proposed Legal Status” for the child. Using the ‘Task List’ Icon as highlighted below, it will ensure that you follow all the steps correctly to complete this form.

At this stage, if a placement is no longer needed select “Cancel CLA”.

(Siblings only)

Even if the previous stages were completed as consolidated forms – the “Create Legal Status and Placement” is created individually for each sibling.

9. CLA – Create Legal Status and Placement

9.1. Creating A Proposed Legal Status

- Click on the “Create a Proposed Legal Status” link.

The screenshot shows the 'Child Becomes Looked After' task page for a child named Christian Cameron. The page includes a flowchart on the left, a task summary on the right, and a 'Starting Episode of Care' section. In the 'Legal Status' section, the 'Create a Proposed Legal Status' link is highlighted with a red box.

- Click on the “Legal Status” drop down to select the relevant legal status.
- Click on “Create”

Note:

Use the “Click here for an explanation of the Legal Status Codes” for an explanation of each code.

The screenshot shows the 'Create new Legal Status' form. The 'Legal Status' dropdown menu is open, showing 'C1 INTERIM CARE ORDER' selected. The 'Create' button is highlighted with a red box. The form also includes fields for Start Date, Act, Expiry Date, Court, and Comments.

- The screen will display as below – indicating the Proposed Legal Status.

The screenshot displays the 'Liquidlogic Children and Families' interface. At the top, it identifies the child as 'Charlotte Cameron, 14 years (Ref: 500396)' with status indicators 'BLA', 'R', and 'CWD'. The main heading is 'Child Becomes Looked After'. Below this, a reason is provided: 'Mother is terminally ill and father has Learning Difficulties. Parents are now separated and Father is living with to ensure their social and emotional needs'. The active task is assigned to 'CIN Worker 1 (Reassign)', started on 23-Jan-2016, and due on 19-Feb-2015. A workflow diagram on the left shows the process from 'Request to Place into Accommodation' to 'Child becomes Looked After', which then leads to 'Create Care-Plan' and 'Personal Education Plan'. The main content area shows 'Starting Episode of Care' with a 'Period of Care (Draft)' section (started 25-Mar-2015) and a 'Placement Record' section (no records). A red box highlights the 'CLA Legal Status (Proposed)' section, showing a start date of 25-Mar-2015 and a legal status of 'C1 INTERIM CARE ORDER'. Action buttons include 'Progress to Looked After', 'Cancel CLA', 'Update Period of Care', 'Update Legal Status', and 'Start Draft CLA Care Plan'.

9.2. Creating a draft Essential Information Record

The previous **Placement Plan** was comprised of 6 separate Word documents to partner agencies and internal systems. It's primary use was for entering CLA onto the system. This will be renamed the **Essential Information Record** with it's primary use being carer information. Inputting CLA data is now easier and leads to improved reporting and information for other agencies. This form is given to the Carer on the same day the Child is placed.

- Click on the “Create a Draft Placement Plan/Essential Information Record then click “OK”

The screenshot shows the 'Child Becomes Looked After' workflow. The left-hand navigation menu includes options like 'Request to Place into Accommodation', 'Child becomes Looked After', 'Create Care-Plan', and 'Personal Education Plan'. The main content area displays the 'Child Becomes Looked After' task details for Charlotte Cameron, including the reason for placement and the active task assigned to CIN Worker 1. The right-hand panel shows the 'Starting Episode of Care' section with a 'Draft Care Plan' and 'Period of Care (Draft)' section. A red box highlights the 'Create a Draft Placement Plan' button at the bottom of the right-hand panel.

- From the “Copy Forward” screen, click on the Initial Request for Placement.

The screenshot shows the 'Copy Forward' screen for Liam Cameron. The screen displays a list of previous assessments with columns for 'Created', 'Assessment', and 'Started By'. A red box highlights the 'Initial Request for Placement (Wednesday, 1 July 2020)' entry, which was started by 'CLA Manager 1'. Other entries include 'Referral Record (Thursday, 1 January 2015)' and 'Contact Record (Thursday, 1 January 2015)'.

- The Essential Information Record will display as below (if copy forward was used, the “C” flag will indicated copied fields).
- Complete the form – entering as much information as possible.

The screenshot shows the 'Essential Information Record' form in the Liquidlogic system. The form is for a child named Liam Cameron, 17 years old (Ref: 500397). The form is divided into sections: Information, Assessment, Consolidation, Delegate, and Revisions. The 'Assessment' section is active. The form contains the following information:

- Preferred Name:** [Redacted]
- Primary Address:** 27 Tibbs Close, High Wycombe, Buckinghamshire
- Postcode:** HP13 5YB
- Please state if address is:** Home Address Placement Address Other

The form also includes a sidebar with navigation options and a 'Print' button.

9.2.1. Updating The Placement Record – Recording The Carer

- Click on the “Placement Details” sidebar.
- Navigate to the bottom of the screen – click on the “Update this Placement Record” link.

The screenshot shows the 'Placement Details' form in the Liquidlogic system. The form is for a child named Liam Cameron, 17 years old (Ref: 500397). The form is divided into sections: Information, Assessment, Consolidation, Delegate, and Revisions. The 'Assessment' section is active. The form contains the following information:

- Carer Name:** [Redacted]
- Address:** [Redacted]
- Distance from Home (miles):** [Redacted]
- ShortBreak:** [Redacted]
- Caution:** Is there anyone who should not know the address? No
- If yes, Name of this person:** [Redacted]
- Address (if known):** [Redacted]
- Relationship to Child:** [Redacted]
- Out of Hours Contact:** Name [Redacted], Telephone [Redacted]
- Reason for Placement:** [Redacted]

The form also includes a sidebar with navigation options and a 'Print' button. A red box highlights the 'Update this Placement Record' link at the bottom of the form.

- Click on the “Type of Placement” and select the relevant placement code.

The screenshot shows the 'Update Placement' form in the Liquidlogic system. The form is for a child named Liam Cameron, 17 years old (Ref: 500397). The form is divided into sections: Information, Assessment, Consolidation, Delegate, and Revisions. The 'Assessment' section is active. The form contains the following information:

- Update Placement of:** 26-Mar-2015
- Details:**
 - Date Placement began:** 26-Mar-2015
 - Period covered (in months):** 0
 - Type of Placement:** U4 - Foster Placement with other foster carer - long term
 - Placement Provider:** [Redacted]
 - Placement Location:** [Redacted]
- Carer Details:**
 - Select a Person as the Carer
 - Select Care Provider
 - Clear Carer details

The form also includes a sidebar with navigation options and a 'Print' button. A red box highlights the 'Update this Placement Record' link at the bottom of the form.

- Click on either “Select a Person as the Carer” or “Select Care Provider”
- Using the Carers detail’s provided by the Placement Team – enter this into the fields below.
- Alternatively, In the “Placement Code” field, select the relevant code then click on “Search”. This will return a list of approved carers.

- Click on the Carer to be selected then “Select”

Liquidlogic Children and Families Home (4) Tiles Help Menu Sy

Find Carer Back Select Printable View

Query Results (1)													
	Local Authority / Agency	ID	I	A.	Forename	Surname	G.	Age	Address	Post Code	S.	From	Until
1	Buckinghamshire	500191			Suzie	Foster	FEMALE	45 years	10 Fassets Road, Loudwater, Buckinghamshire	HP11 1LU	6	05-Mar-2010	

- The screen will update as shown below – LCS will automatically populate the “Placement Provider” and “Placement Location”, then select update.

Liquidlogic Children and Families

Update Cancel - Update: Placement of: 01-Jul-2020

Update Placement of: 01-Jul-2020

Details

Placement Start Date: 01-Jul-2020

Period covered (in months): 0

Type of Placement: U4 - Foster Placement with other foster carer - long term

Placement Provider: PR1 - Own provision by LA

Placement Location: Inside LA Boundary

Ofsted Placement Type: [Click here for an explanation of the Placement Codes](#)

Update Placement Provider and Placement Location based on Carer and Type of Placement

Carer Details

Carer Details: Foster Carer: Bonnie Virgo
17 Care Street
Carewich
Caresville
HP22 5AU

Approved Kinship Carer:

Select a Person as the Carer
Select Care Provider
Clear Carer details

Distance from Home

Distance from Home (miles):

Click here to work out distances based on post code ...

Caution

Is there anyone who should not know the address?
If yes, Name of this person:

9.2.2. Finalising the Essential Information Record

- Once the form is complete and the agreements are entered, select “Finalise”

The screenshot shows the 'Essential Information' form in the 'Assessment' tab. The form includes the following fields:

- Type of Placement: U4 - Foster Placement with other foster carer - long term
- Date that it was decided that FFA was the plan: [Empty]
- Ofsted Placement Type: [Empty]
- Carer Details:
 - Carer Name: Foster Carer: Bonnie Virgo
 - Address: 17 Care Street, Carewich, Careville, HP22 5AU
 - Distance from Home (miles): [Empty]
 - ShortBreak: [Empty]
- Caution:
 - Is there anyone who should not know the address?: No
 - If yes, Name of this person: [Empty]
 - Address (if known): [Empty]

A 'Message from webpage' dialog box is displayed over the form, asking 'Please confirm you wish to Finalise?' with 'OK' and 'Cancel' buttons.

Note:

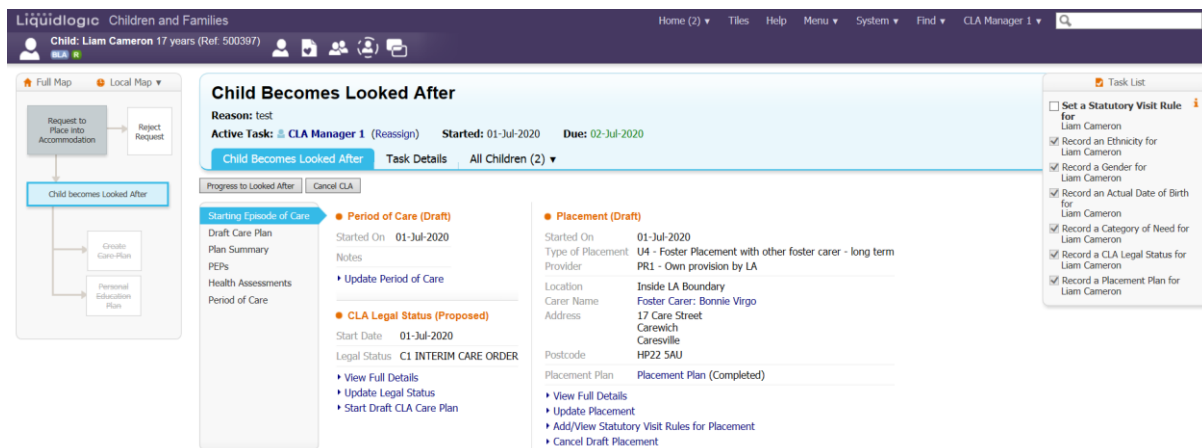
If you haven't entered the “Placement Plan Completed” date, LCS will prompt you.

The screenshot shows the 'Placement Plan Dates' section. The 'Date Referral Received' field is set to '01-Jan-2015'. Below this is a yellow warning banner with a red border and a warning icon, stating 'This Question is mandatory.' Below the banner is a 'Placement Plan Completed' field with a calendar icon, which is highlighted with a red box.

- Click on “OK”

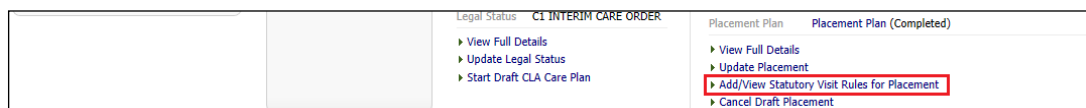
The screenshot shows a 'Message from webpage' dialog box with a question mark icon and the text 'Please confirm you wish to Finalise?'. The 'OK' button is highlighted with a red box.

- The screen will now appear as below.

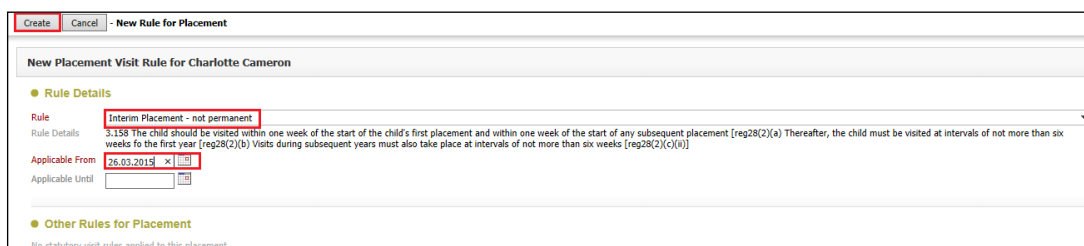
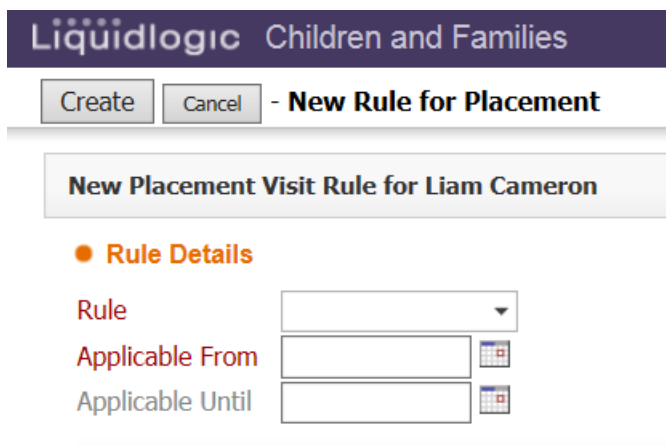


9.3. Add Statutory Visit Rule For Placement

- Click on “Add/View Statutory Visit Rule for Placement”



- Select the “Rule” drop down and choose the correct rule.
- Enter in the “Applicable From” date.
- Click on “Create”



- The screen will look as below, please view 'Task List' and ensure all steps have been ticked.

Child Becomes Looked After

Reason: test
Active Task: CLA Manager 1 (Reassign) Started: 01-Jul-2020 Due: 02-Jul-2020

Child Becomes Looked After Task Details All Children (2)

Progress to Looked After Cancel CLA

Starting Episode of Care
Draft Care Plan
Plan Summary
PEPs
Health Assessments
Period of Care

Period of Care (Draft)
Started On 01-Jul-2020
Notes
Update Period of Care

CLA Legal Status (Proposed)
Start Date 01-Jul-2020
Legal Status C1 INTERIM CARE ORDER
View Full Details
Update Legal Status
Start Draft CLA Care Plan

Placement (Draft)
Started On 01-Jul-2020
Type of Placement U4 - Foster Placement with other foster carer - long term
Provider PR1 - Own provision by LA
Location Inside LA Boundary
Carer Name Foster Carer: Bonnie Virgo
Address 17 Care Street
Carewich
Caresville
HP22 5AU
Postcode
Placement Plan Placement Plan (Completed)
View Full Details
Update Placement
Add/View Statutory Visit Rules for Placement

Task List

- Record an Ethnicity for Liam Cameron
- Record a Gender for Liam Cameron
- Record an Actual Date of Birth for Liam Cameron
- Record a Category of Need for Liam Cameron
- Record a CLA Legal Status for Liam Cameron
- Record a Placement Plan for Liam Cameron
- Set a Statutory Visit Rule for Liam Cameron

Note:

If you wish to cancel the Essential Information Record, click on “Cancel Draft Placement”

10. Progress To Looked After

- Once the “Child Becomes Looked After Screen” is complete and the Child is placed, click on “Progress to Looked After”

Child Becomes Looked After

Reason: test
Active Task: CLA Manager 1 (Reassign) Started: 01-Jul-2020 Due: 02-Jul-2020

Child Becomes Looked After Task Details All Children (2)

Progress to Looked After Cancel CLA

Starting Episode of Care
Draft Care Plan
Plan Summary
PEPs
Health Assessments
Period of Care

Period of Care (Draft)
Started On 01-Jul-2020
Notes
Update Period of Care

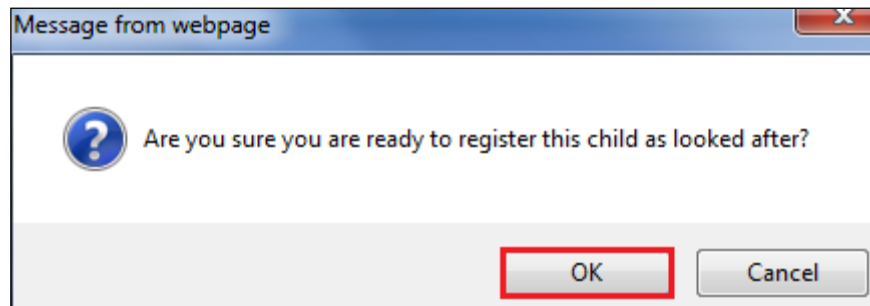
CLA Legal Status (Proposed)
Start Date 01-Jul-2020
Legal Status C1 INTERIM CARE ORDER
View Full Details
Update Legal Status
Start Draft CLA Care Plan

Placement (Draft)
Started On 01-Jul-2020
Type of Placement U4 - Foster Placement with other foster carer - long term
Provider PR1 - Own provision by LA
Location Inside LA Boundary
Carer Name Foster Carer: Bonnie Virgo
Address 17 Care Street
Carewich
Caresville
HP22 5AU
Postcode
Placement Plan Placement Plan (Completed)
View Full Details
Update Placement
Add/View Statutory Visit Rules for Placement

Task List

- Record an Ethnicity for Liam Cameron
- Record a Gender for Liam Cameron
- Record an Actual Date of Birth for Liam Cameron
- Record a Category of Need for Liam Cameron
- Record a CLA Legal Status for Liam Cameron
- Record a Placement Plan for Liam Cameron
- Set a Statutory Visit Rule for Liam Cameron

- Click on “OK”



- The “BLA” flag will change to “CLA” and the task to Create the CLA Care Plan will appear on screen.

Children and Families

Child: Liam Cameron 17 years (Ref: 500397)

CLA

Create CLA Care Plan

Active Task: CLA Worker 6 **Pickup** Started: 01-Jul-2020 Due: 21-Jul-2020

Create CLA Care Plan Task Details All Children (2) ▾

Plan Details

Plan Summary

Plan Revision	CLA Care Plan v1.0
Key Worker	CLA Worker 6
Status	Draft
Effective From	01-Jul-2020
Effective To	
Created By	CLA Manager 1 - CLA Team
Creation Date	01-Jul-2020 08:32

Forms: CLA Care Plan v1.0

- View Part One Form
- View Part Two Form

Actions

- Print View

Back to: Child Becomes Looked After

Note:

The Care Plan must be completed promptly before the CLA Review, as not completing this will prevent the process of future updates to the Care Plan.

11. 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

12. Notifying IRO's of Significant Changes/Events In The Child/Young Person's Life

- The Social Worker must inform the IRO of significant changes/events in the child's life including:
- Any proposed change of Care Plan, for example arising at short notice in the course of the proceedings following directions from the court;
- Where agreed decisions from the review are not carried out within the specified timescale;
- Major changes to the contact arrangements;
- Changes of allocated social worker;
- Any safeguarding concerns involving the child which may lead to enquiries being made under Section 7 of the 1989 Act ('child protection enquiries') and outcomes of child protection conferences or other meetings that are not attended by the IRO;
- Complaints from or on behalf of the child, parent or carer;
- Unexpected changes in the child's placement provision which may significantly impact on placement stability or safeguarding arrangements;
- Significant changes in birth family circumstances for example births, marriages or deaths which may have a particular impact on the child;

- If the child is charged with any offence leading to referral to youth offending services, pending criminal proceedings and any convictions or sentences as a result of such proceedings;
- If the child is excluded from school;
- If the child has run away or is missing from an approved placement;
- Significant health, medical events, diagnoses, illnesses, hospitalisations or serious accidents; and
- Panel decisions in relation to permanency.
- Initial health assessments and review health assessments – consents are a particular issue as there is a 5 day working day timeframe to get these to the Looked After health team.
- Permanency Planning timeframes (are they being met?).