**What to do when a child or young person comes into our care**

**CARE PLAN to be completed (within 10 days of a CLA coming into care)**

**Mosaic CLA status inputted by CPT within 24 hours. CPT to inform host authority when a child is placed outside of LBTH**

**IRO allocated within 5 days**

**Placement information, record and consent forms completed.**

**Placement Plan Record completed**

**IHA referral paperwork to CLA admin in SQA within 4 days of becoming CLA**

**Both within 10 days but PEP at 10 days if not in school or 20 days if in school**

**Each child should know about the complaint’s procedure and advocacy**

**Has the child’s assessment been completed?**

**FGC as a priority – Think about Lifelong Links from the start**

**Birth Certificate** – there should be a copy on file

**Photograph on file**

**Add named GP as well as surgery**

**Delegated authority in Placement Plan**

**Life Story Work should begin**

**Referral to PAST (especially babies**)

**Check which Panel you need to go to: IPOP or Resources**

**Legal Planning Panel**

**Within 3 days for child PP, 2 weeks for S20, and at 12 weeks for review of S20**

**CPT notified**

**Child Placed**

**Placement meeting**

**(5 working days)**

**Statutory visit**

**(one week – episode on Mosaic- this is a separate visit from the placement date)**

**Initial Health Assessment**

**(before becoming looked after or within 20 working days)**

**Care Plan**

**PEP Meeting**

**Review**

**(within 20 working days)**

Don’t forget **family time** for each child to be in place

Don’t forget **dental and optician** appointments