

Life Story Work/ Book Process Map

Practice Notes

- All Looked After children will have life work and a life story book (except those Looked After for less than 20 days)
- Each child in a sibling group should have their own age appropriate Life Story Book
- Life Story Books and Life Work with children is part of every day practice and direct work with children. You should consider completing part of Life Story Book work at each visit to the child and family.
- Life Story Book should be completed with the child and family (if age appropriate)
- When young people reach 18years old they will usually not need a review of their Life Story Book. However, there might be occasions e.g the young adult requests Life Story Work and Book.
- If a child or YP refused Life Story Book work it is essential that the SW still keeps records for the child/ YP and endeavours to encourage the child/ YP to participate

Practice Notes

- As soon as SCT is involved with a child and their family i.e. Early Help, MASH/SAAT information gathering should begin. This can take the form of taking photos, family trees and populating the Life Work – Significant Information Form.

Practice Note

- It is usual practice for the SW/Foster Carer/ Family/ School to work together to get the photographs and copies of any documents for the Life Story Book
- Life Story Book is completed off the LCS system but is scanned in and stored on the Shared Drive in "Children's Services Drive→ LIFE WORK"
- Add Location Text into Paper File Record on LCS "R:\LIFEWORK\Firstname_Surname_LCS ID

Child becomes a Looked After Child and needs life work
(See Entry to Care Process Map)

Care Plan for Child (Life Story Book)

- Care Plan indicates that the child will be Looked After beyond 1st Review (20 working days)
- Gather information- why child in care and understand their family genogram
- Timescale: within 5 working days after becoming LAC

Resp: SW

Preparing for IAC Review- Life Story Book

- When opening Placement Plan also answer Life Story Book question
- Complete case note generated from LCS link 'Life Story Book Initiated'
- Ensure photos of family/ home/ foster carer are taken
- Timescale: within 18 working days of child becoming LAC

Resp: SW

Pre-Meeting with SW- Life Story Book

- Assure self that the LSB has been started
- Timescale: prior to LAC Review

Resp: IRO

LAC Review- Life Story Book

- Care Plan reviewed
- Ensure Care Plan includes Life Work and Life Story Book to be completed
- What will be included within the life work and Life Story Book
- Include Life Story Book check in Chair's Report is completed
- Ensure Life Story Book has been started and basic information about the child is present
- Timescale: within 20 working days of child becoming LAC

Resp: IRO

Supervision- Life Story Book

- Check Life Story Book has been started
- Record on LCS Supervision Record
- Discuss what will be completed and how it will be completed
- Discuss and set timescales for completion
- Timescale: monthly (in supervision discussion)

Resp: TM

Direct Work with Child- Life Story Book

- Complete basic Life Story Book information with child (See Guidance and use templates)
- Complete LAC Stat visit and confirm Life Story Book progression
- Timescale: Every visit to the child

Resp: SW

Subsequent Care Plan and Preparing for Review- Life Story Book

- Record in the pre-meeting report progress of the Life Story Book
- Timescale: min 5 working days before Stat Review

Resp: SW

Subsequent- Supervision- Life Story Book

- Check Life Story Book progress
- Record on LCS Supervision Record
- Oversight of any delay and plan to rectify (if applicable)
- Timescale: 1x monthly first 6 months/ 8 weekly thereafter

Resp: SW

Subsequent Care Plan and Preparing for Review/ revisits- Life Story Book

- Record in the pre-meeting report- confirm Life Story Book completed
- Complete case note confirm Life Story Book completed
- Give to TM to QA
- Timescale: 5 working days before Stat Review

Resp: SW

3rd Stat Review

- Assure self that Life Story Book has been completed
- Address through DRP- any drift or delay (if applicable)
- Timescale: within 5 working days of the Stat Review

Resp: IRO

QA of Life Story Book

- When Life Story Book is completed TM to QA quality
- Timescale: within 5 days of receipt of the book

Resp: TM

Sharing Life Story Book

- Share Life Story Book with child/ carers/ family
- Direct work session to share and leave the book with carers/ child
- Store copy of completed Life Story Book on shared drive (see practice note)
- Add Location of Life Story Book on LCS on Paper File Record tab (see practice note)
- Timescale: within 1 month of completion

Resp: SW

Life Story Book-Age range changes for child

- Updated Life Story Book started when child's age range changes/ or significant change for the child
- Timescale: when age range changes/ significant change

Resp: SW

Ongoing Life Work

- (Complete Life Story Book as per process map boxes above)

Resp: SW

Adopted

Doesn't need
Review of LSB

Reunification

Doesn't need
review of LSB

Young Adulthood

Young Person reaches 18 yrs
(Doesn't need review of Life
Story Book in most cases. See
Practice Note)

LTF

Needs Review