Allocated worker and others involved start to record LSB info especially from birth family as part of SA and/or CIC processes, in case notes indicating “LSB” or “Life Story Book” in text

Child becomes open case to C&YPSC

Profile/Info sheets are completed by professionals involved – distributed by allocated SW

Following Permanence decision allocated SW contacts LSB SCSW to discuss who will lead on creating LSB – if a young child going for adoption, LSB SCSW will lead

Progress of LSB to be discussed at CIC and other review meetings

If child is “emotionally old enough” decision made re who will do LSB work with child (SW; FC; Sessional Worker; etc)

Final version of LSB needs to be with adopters and child within 10 days of final adoption order hearing or within 1 month of date of other permanent placement

Final version needs “approval” of child (if involved) carers, and allocated SWs – and Adoption SP if appropriate

First draft can go to Adopters/Carers by second statutory review of child placed with them

This includes hard and electronic copies and the electronic copy to be saved on clients RAISE record under birth name