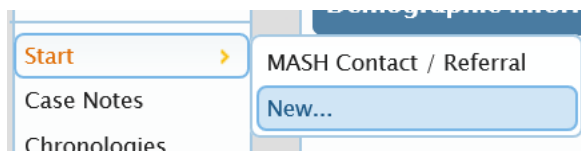


Neglect Tool Kit - Tick List Guidance

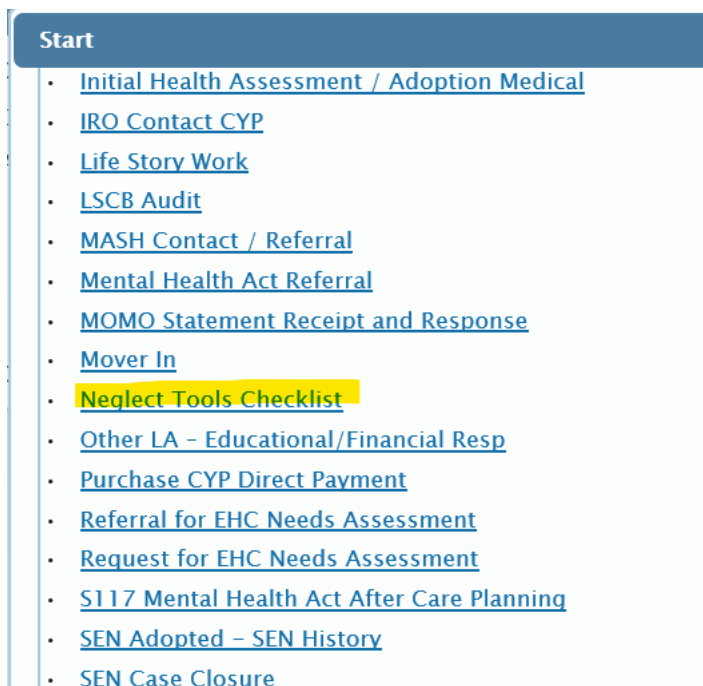
This form is used to record that a worker has completed the mandatory tools where neglect has been identified as a concern.

To open the form:

- Person Summary page > *Start* > *New*



The list of new steps opens. Scroll down until you find *Neglect Toolkit Checklist*, Click



This will open the new step



There are 5 boxes

Tick the box on the left when you have used the tool. A free text box and a date field will open:



The box asks *where can this be found?* If you have uploaded a scanned copy of the document, state its name so it can be found easily by another worker at a later date.

Please Note: It is vital that you follow the WSCC naming standards when uploading documents to Mosaic. These can be found in Tri.X

Once you have ticked as many boxes as apply, entered the date and included information about how to find a copy of your work, the form can be finished.

Go to section 2: *Actions Taken*

- Click> *Add>Select action>NFA*

Click on the green tick button located in the top menu bar.



If you have entered some information about the tools you have used so far (for example you have only checked the 'Day in the life' box) and wish to add additional material at a later date (to record that an observation has taken place) Click the *Save* icon, located on the top menu bar:



An unfinished Neglect Toolkit Checklist can be found in the child/young persons current work pane (on the summary page)



Or in your current work file located in your workview screen.

Incomplete Work [2]		
	Neglect Tools Checklist	Mickey Mouse (4088439)
	Neglect Tools Checklist	Donald Duck (4088539)

The form can remain saved for as long as is appropriate for the type of work you are completing.

Review / Contacts / References	
Document title:	Practice guidance: Mosaic Neglect Tick List
Date approved:	2 September 2020
Approving body:	Policy and Practice Steering Group
Last review date:	30 July 2020
Revision history:	V.1
Next review date:	29 July 2022
Document owner:	AD Safeguarding Policy and Practice
Lead contact / author:	Suzanne Pollard