

What to do when a child becomes looked after – The Initial Health Assessment process.

When a child becomes looked after the social worker should inform the relevant professionals on the same day by:

- The Social Worker completing the LAC Planning and Notification episode on Mosaic. This notification will then be sent out by the Here4U team.
- The Social Worker emailing the Children in Care Notification distribution list ChildreninCareNotification@wokingham.gov.uk (can be found in the WBC outlook address book) with details of the Looked After Child - name, DOB, LAC start date, LAC status e.g ICO, carer's details & placement address.



When this Notification is received, the following documents will be sent to the allocated social worker to complete:

- Initial Health Assessment document (IHA)
- Consent
- CoramBAAF PH – Report on Health of Birth Parent(s)

It is really important for all professionals to be notified correctly and quickly of a new Looked After Child.



Timescale for having these 3 documents completed and returned to the childrenincare@wokingham.gov.uk mailbox is 2 days.

Admin are there to support you, so if anyone needs help in completing these documents please speak to your team's admin or call/email Erin Togher.

When these documents are received, the LAC Health team will start to arrange the Initial Health Assessment. You will be sent details of the proposed date and time via email.

IHA timescales – 28 days

From the date the child becomes LAC, to when the IHA has taken place and the report is finalised and returned to WBC, the turnaround time should be 28 days. Anything outside of this is a breach in timescales.

These documents can be found in the G drive: [G:\LAC IHA RHA documents](#)