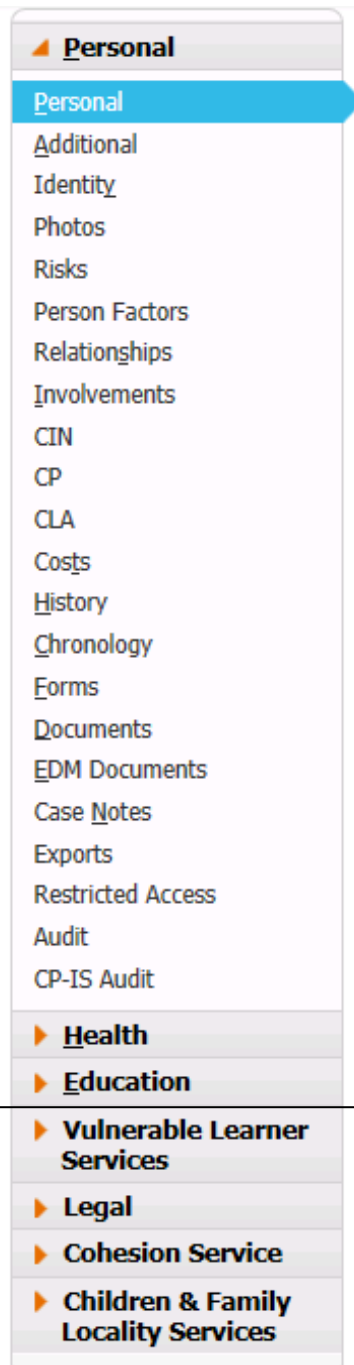


Basic Demographic Information

All of the tabs and information recorded above this line will appear on every record on the system; this is referred to as the Basic Demographics.


Anybody is able to update Basic Demographics. Whoever is listed as the Primary Worker for the child will receive notifications in their worktray if anybody updates the child's Basic Demographics.



All of the tabs below this line are called Workspaces. Workspaces are specific areas of Protocol for certain teams to record in.

Personal

<u>Personal</u>	<ul style="list-style-type: none">• Protocol ID Number• Full Name and Aliases• Gender• DOB or EDD, and Age• Education, Work and Marital Statuses• Identifiers e.g. NHS Numbers, NI Numbers, Court Case Numbers• Current Address/es and Address History• Contact Numbers and Email Addresses• Who the Main Carer is for a Child• Important Information e.g. if the child is related to an RTC• Active Relationships
<u>Additional</u>	<ul style="list-style-type: none">• If the person is disabled• Information of any disabilities (if any)• Any Legal Statuses• Information of any Missing Person episodes (if any)• The location of any archived files
<u>Identity</u>	<ul style="list-style-type: none">• The persons language and/or preferred method of communication• The persons ethnicity, nationality and religion• The persons Immigration Status (if any)• Identification Information e.g. passport number
<u>Photos</u>	Within this tab you have the option to upload photographs of the person. When a photo is uploaded the white body at the top left of the record changes to the photograph.
<u>Risks</u>	<ul style="list-style-type: none">• Risk to Children• MAPPA• MARAC• Allegations• Hazards• Offences (this tab is more so applicable to an adult)
<u>Person Factors</u>	This tab is not used
<u>Carer/Adopter</u>	The Fostering workspace is accessed via the Carer/Adopter tab
<u>Relationships</u>	Within this tab you will find all active relationships connected to the person (these are also shown within the Personal tab), and any inactive/previous relationships e.g. previous foster carers.
<u>Involvements</u>	Within this tab you can see which <i>Professionals</i> are working with the child. These are internal professionals using LCS (Protocol) to record their case management information.

	<p>You can also see which other <i>Key Agencies</i> are working with the child. These are external agencies e.g. schools, GP's, Health Visitors.</p> <p>You can also see any <i>Current Tasks for this child</i>. This list shows you which tasks/alerts are outstanding, and whose tray they are in.</p>
<u>CIN, CP & CLA</u>	<p>All three of these tabs include a snapshot of information if the child has ever been subject to CIN, CP and CLA.</p> <p>You will also find details if a child is CP or CLA in another Local Authority.</p>
<u>Adoption</u>	<p>Within this tab, if the child has ever entered the Adoption process, you will find all Adoption related information. <i>Note: This is only for children going through adoption since mid 2019.</i></p>
<u>Costs</u>	<p>Within this tab the Finance Business Support Officers record any monies that has been spent.</p>
<u>Events</u>	<p>Restricted workspaces are accessed via the Events tab:</p> <ul style="list-style-type: none"> • LADO • Child Exploitation • Adoption Letterbox
<u>History</u>	<p>Within this tab you will be able to find a list of everything that has ever been added or amended on the record. From this list you can select which items you want to add in to a Chronology.</p>
<u>Chronology</u>	<p>When you have selected items from the History tab to form your Chronology, the system will build your Chronology for you and it will sit within this tab.</p>
<u>Forms</u>	<p>Within this tab you are able to find all forms/documents/assessments that are either in draft or have been completed in respect of this person. E.g. Section 47 Investigations, Strategy Meeting minutes, Core Group minutes, C&F Assessments, Conference Reports.</p> <p>This links in to the Pathway which is accessed via the two square boxes at the top of the record.</p> 
<u>Documents</u>	<p>Within this tab you will find any documents that have been attached to forms.</p>
<u>EDM Documents</u>	<p>Within this tab you will find a list of any documents that have been uploaded to the record i.e. documents created outside of the system (letters sent, letters received).</p>
<u>Case Notes</u>	<p>Within this tab you will find all of the Case Notes e.g. telephone calls, visits etc.</p>

<u>CP-IS Audit</u>	Within this tab details of all CP-IS alerts against a child are listed.

Health

<u>Health</u>	<ul style="list-style-type: none"> • NHS Number • Health Conditions • Significant Health Events • Substance Misuse
<u>Treatments</u>	<ul style="list-style-type: none"> • Health Development Checks • Dental Checks • Eye Tests • Health Assessment Details • Medications
<u>Immunisations</u>	Within this tab you will find details of all the immunisations the child/young person has had
<u>Documents</u>	Within this tab you will find any health related documents e.g. health assessments

Education

<u>Education</u>	<ul style="list-style-type: none"> • Educational Establishment details include Exclusions • Education Gaps • SEN Statements/EHCP's
<u>Foundation & SATs</u>	Within this tab you will find details of any exams the child/young person has taken and what grades they achieved
<u>Qualifications</u>	Within this tab you will find details of any GCSE's and A Levels the young person has taken and what grades they achieved
<u>PEPs</u>	Within this tab you will find details of when Personal Education Plans have been completed (looked after children only)
<u>Achievements</u>	Within this tab you will find details of any achievements the child/young person has had
<u>Training</u>	Within this tab you will find details any post-secondary training the young person has completed e.g. apprenticeships/college

<u>Employment</u>	Within this tab you will find employment details for the young person (if applicable)
<u>Documents</u>	Within this tab you will find any education related documents

Workspaces

Workspaces are specific areas of Protocol for certain teams to record in. Depending on the access you have been given, you may also be able to view some, or all, of the 'Workspaces'. These are listed underneath the demographics like this:



Vulnerable Learner Services: Used by the below teams to record their case management information:

- Learning Support Advisory
- Behaviour Support Advisory
- Educational Psychologist
- Attendance Support
- SEND
- Inclusion
- Access & Inclusion
- Occupational Therapy
- Sensory Inclusion
- Portage

Legal: Used by Safeguarding to record information re legal proceedings

Family Group Conferences: Used by the Family Group Conferencing Team to record their case management information

Family Support Team: Used by Strengthening Families and Family Solutions to record their case management information

Cohesion Service: This is an old workspace that was used by the Cohesion Team to record their case management information. There is no longer a Cohesion Team as they joined Early Help & Support. However, you will be able to view this workspace for cases they held historically.

You will see an icon at the top of the record to indicate if the child/family have been open to any of the teams who use a workspace.

If the icon has a red cross through it, this indicates that the child/family are no longer involved with that team.

Restricted Workspaces

We also have restricted workspaces which only members of that particular team have access to. They are:

- Fostering
- LADO
- Child Exploitation
- Adoption Letterbox

The Fostering Workspace is accessed via the carers' record, and through the "Carer/Adopter" tab:

The screenshot shows a user interface for a person's record. The top header bar includes a person icon, the text "Person: MRS SGO 51 years 04-Jul-1969 (Ref: 131998-CH)", and a "Basic Demographics" tab. Below the header, the left sidebar has a "Personal" section with a "Carer/Adopter" tab highlighted. The main content area is divided into three columns: "Personal Details" (Case Number: 131998-CH, Full Name: Miss MRS SGO, Gender: Female, Actual DOB: 04-Jul-1969, Age: 51 years), "Address" (Primary Address: 23 Coddon Close, Donnington, Telford TF2 8DY), and "Contact Methods" (Add/Update Contact Methods..., Show Relevant Contact Methods).

The LADO, Child Exploitation and Adoption Letterbox workspaces are access via the "Events" tab:

The screenshot shows a user interface for a child's record. The top header bar includes a person icon, the text "Child: CHILD 1 SGO 1 year 04-Sep-2019 (Ref: 132000-CH)", and a "Basic Demographics" tab. Below the header, the left sidebar has a "Personal" section with an "Events" tab highlighted. The main content area is divided into three columns: "Personal Details" (Case Number: 132000-CH, Full Name: Miss CHILD 1 SGO, Preferred Name: SGO, Gender: Female, Actual DOB: 04-Sep-2019, Age: 1 yr 2 mths), "Address" (Primary Address: 10 Trafalgar Close, Muxton, Telford TF2 8DQ), and "Contact Methods" (Add/Update Contact Methods..., Show Relevant Contact Methods). The "Events" tab is highlighted in the sidebar.

Note: LADO is recorded on adults' record, and CE and Letterbox are recorded on child/young persons record