

Summary guidance on recording and who to notify if a child has a change of legal status

When a child becomes subject to a court order it is important that this is accurately reflected on their electronic files and others are notified. This is expected to be achieved in all circumstances within 24 (working) hrs of any order being granted.

1. **When the order impacts on a child's looked after status** (e.g Emergency Protection order, Police Protection, Section 20, Interim Care Order, Care Order, Secure or Recovery Order, Placement Order) you must:
 - Email Placement Finding Team (PFT) and copy in the Independent Reviewing Officer and/or Child Protection Advisor (notify others in the professional network on a need to know basis plus Permanency Planning Coordinator and AP for Permanency in CLA if CO and PO) and state:
 - a. Name of child
 - b. Mosaic number of child
 - c. Type of Order i.e ICO, CO etc
 - d. Date of Order granted
 - e. Who and where the child is living and what relationship the adults have to the child.

PFT will then do a change report and add this legal status information onto the file via LAC episodes

2. **When any order is changed or discharged you must**

- Email PFT again with the details as above and also notify the IRO and others in the professional network

PFT will then do a change report and add this information onto the file via LAC episodes

3. **When an order is granted which does not impact on a child's looked after status** (e.g Child Arrangement Order, Special Guardianship, Interim Supervision Order, Privately Fostered etc)

- The allocated worker is expected to update the child's file by adding this via legal Status via the child's front page
Chose add and find the relevant order in the drop-down list and add this with the date of when the order was made and to whom this order was granted. It is important to put in the note box the name of the person granted the order and relationship to the child if this impacts on who holds PR.

Why is it important: Others need to see quickly who the holders of PR are and who is able to make primary decisions for the child.

Statistics are centrally collated, and reports prepared which impact on future planning and resourcing of services for children.