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Next review date: March 2025

**Looked After Child Social Worker Self Audit Checklist-Updated**

***When transferring a child subject to Looked After Children or Care Leaving procedures, the following links to audit tools should be used to ensure the child’s file contains the appropriate documentation. The audit tool should be completed by the Assessing/Transferring Team Manager and saved on Wisdom under the “CLA Pathway” section***

**Name of child:** **LCS No:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Issue** | **Yes** | **No** | **Action** |
| Are basic details of the  child correct on LCS? Including Genogram, Placement Address, Looked After Child Tab, Legal Status, Carer’s details, WBK ending, asylum status? |  |  |  |
| Involvements tab  updated, i.e. can you  easily tell who the  social worker, team  manager and key  team are, or not?  Any outstanding documents should be completed by previous team unless agreed by accepting team |  |  |  |
| Does child have identity documents (Birth Certificate, NI Number - if over 16, Passport – if in care for over 6 months) |  |  |  |
| Are statutory visits  happening every 6  weeks (if 12 weeks  should be indicated in  the Summary)  check last 3, including quality of recording and whether child is seen alone and at their home – Put date of last visit and next due visit |  |  |  |
| Does the  summary capture the  child’s history, safety plan and is it  up to date? (updated in last 3 months). |  |  |  |
| Does the chronology  tell you the key points  in the child’s journey,  is it up to date (within  the last 3 months) and does it only contain relevant information? |  |  |  |
| Has Life Journey letter for Looked After Children or Later Life Letter for Children subject to Placement Order been started and draft on Wisdom |  |  |  |
| Has an IHA/RHA  Happened and where is this recorded (Wisdom and Health Tab)? and when is the next one due  Are actions set in IHA/RHA reflected in Care/Pathway Plan |  |  |  |
| Dental check recorded  in the last year and when is the next one due? |  |  |  |
| Optician check recorded in the last 2 years? and when is the next one due |  |  |  |
| Is the PEP recorded  and is it attached and under the PEP tab? When was the last PEP and when is the next PEP booked?  Are actions set in PEP reflected in Care/Pathway Plan |  |  |  |
| Does the child have an EHCP, is this attached to Wisdom, when is next review due? Are there any funding considerations attached to this and are education contributing if it’s a joint funded arrangement |  |  |  |
| Are there any CSE, CCE or missing issues? Is there a safety plan in the summary and care plan, is the child under RMM (if so, date of next panel). |  |  |  |
| Is the Care/Pathway Plan up to date, when is the next review and has pre-meeting report been completed? |  |  |  |
| For children over 16, has a Housing Application been completed |  |  |  |
| Does the child have a diagnosis of additional need/disability, if so, where is the evidence of this diagnosis saved on Wisdom? |  |  |  |
| If the child has additional needs, has a Continuing Health Care referral been completed? Has referral to Transitions been completed? |  |  |  |
| Has Permanence been achieved, if so, when, where is this recorded? |  |  |  |
| For s20 children is the appropriate paperwork signed and uploaded to the system including legal advice, insert date of LPM and that AD has ratified long term S20 and that all family options explored through FGC/FNM |  |  |  |
| For children subject to a Care Order, are all court reports and judgements saved on Wisdom and any post-order instructions transferred to the new worker? |  |  |  |
| Have financial agreements been made for the child (taxi’s, nursery) and is the approval recorded. Do the family know that these arrangements may change? |  |  |  |
| What is the schedule of family time? Do the family know that these arrangements may change from the Care Plan? |  |  |  |
| When was the last Placement Plan updated – Is the Placement Plan filled to include consent agreements. |  |  |  |
| Has a recent risk assessment been completed, is it accurate and does it take into account the young person’s cognitive functioning, learning needs and any health issues which may impact on their independence? |  |  |  |
| **Manager Sign Off**  Has supervision been recorded at the  required frequency  and when was the most recent supervision and when next is due |  |  |  |
| Has oversight been recorded at the  required frequency  and when was the most recent supervision and when next is due |  |  |  |
| Have all supervision/ oversight/panel/Audit/  Review Outcome actions been completed |  |  |  |

Completed by: Date:

Manager: Date: