



How to use the Independent Chair Alert Template form in LCS Help Guide

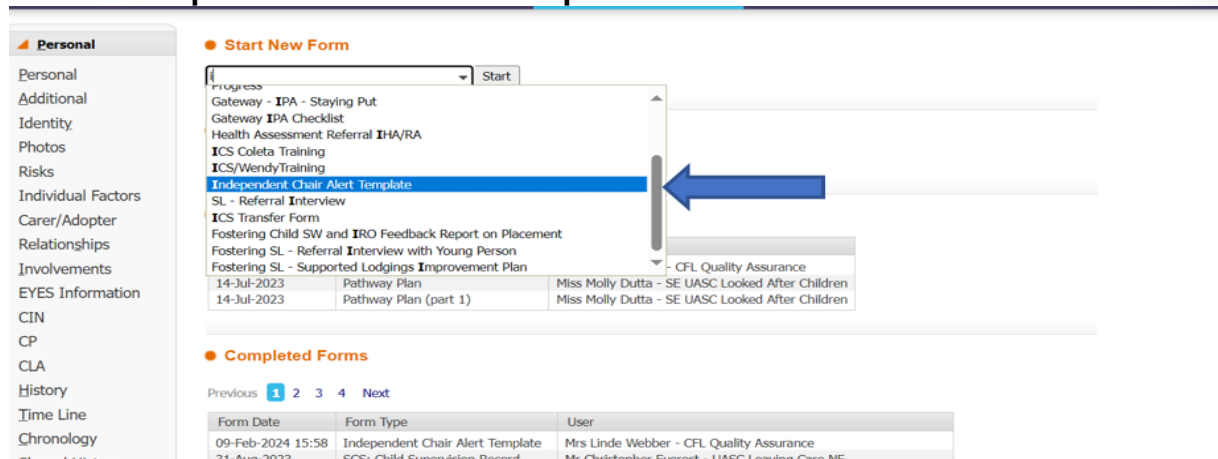
Please note: This Alert form is **done in 3 parts**, please see details below:

Part 1 – Completed by the **Independent Chair** (please follow steps 1 - 6)

Part 2 – Completed by **Relevant Operational Manager** (please follow steps 7 - 9)

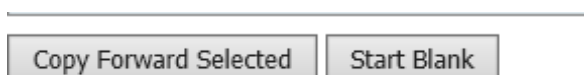
Part 3 – Completed by the **Independent Chair** (please follow steps 10 - 12)

- 1) Navigate to the child’s demographics & Click on the **Forms** tab on the left hand side of the screen, click on the drop down to view the list
Click **Independent Chair Alert Template** & click **Start**

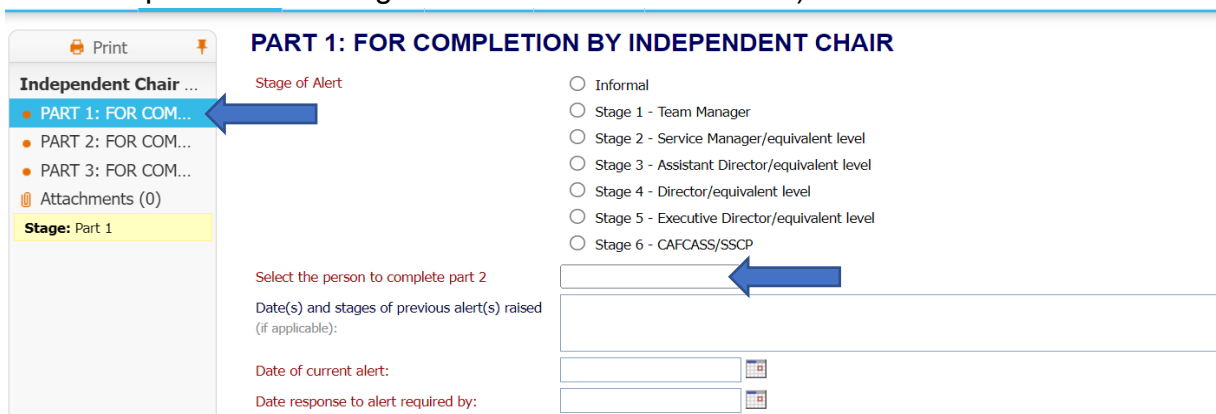


- 2) **Note:** Before starting your Independent Chair Alert Template form in LCS, if you have previously completed a form prior to this you will have the ability to copy forward the answers. Select each of the Assessments you wish to include answers from and click Copy Forward.

If you do not wish to copy forward or have not created a form previous to this you will only have the option to **Start Blank**.



- 3) Click **PART 1: FOR COMPLETION OF INDEPENDENT CHAIR** tab within the form
- 4) Please complete all the relevant fields within **PART 1**
- 5) Please select the ‘person to complete part 2’ below the ‘Stage of alert’. (Look up for relevant operational manager in address book if needed) .



6) Click **Save & Send to Manager** to relevant operational manager to complete Part 2

Information Assessment Consolidation Delegate Revisions Save Send to Manager Cancel ReAssign Close

Print

PART 1: FOR COMPLETION BY INDEPENDENT CHAIR

Independent Chair ...

- PART 1: FOR COM...
- PART 2: FOR COM...
- PART 3: FOR COM...
- Attachments (0)
- Stage: Part 1

Stage of Alert

- Informal
- Stage 1 - Team Manager
- Stage 2 - Service Manager/equivalent level
- Stage 3 - Assistant Director/equivalent level
- Stage 4 - Director/equivalent level
- Stage 5 - Executive Director/equivalent level
- Stage 6 - CAFCASS/SSCP

Select the person to complete part 2

Date(s) and stages of previous alert(s) raised (if applicable):

Example of completed Part 1

Information Assessment Consolidation Delegate Revisions Save Send to Manager Cancel ReAssign Close

Print

Part 1: For Completion by Independent Chair

Independent Chair ...

- Part 1: For Comple...
- Par 2: For Comple...
- Part 3: For Comple...
- Attachments (0)
- Stage: Part 1

Stage of alert

- Informal
- Stage 1 - Team Manager
- Stage 2 - Service Manager/equivalent level
- Stage 3 - Assistant Director/equivalent level
- Stage 4 - Director/equivalent level
- Stage 5 - Executive Director/equivalent level
- Stage 6 - CAFCASS/SSCP

Select the person to complete part 2

Mr James Ellis

Date(s) and stages of previous alert(s) raised (if applicable):

Date of current alert: 20-Feb-2024

Date response to alert required by: 27-Feb-2024

Reason for Alert

- A - Assessment/Report not completed in timescale
- B - Child's wishes and feelings contradict the care plan
- C - Independent Chair disagrees with the LA care plan
- D - Plan not implemented in a timely way
- E - Assessments not thorough enough
- F - Delay in PLO/legal gateway meetings taking place
- G - Incomplete LCS issues causing drift and delay
- H - Concerns a child's placement is not meeting their needs
- I - A child or young person has not been visited in time scales and/or not seen alone
- J - Health assessments/PEPs not completed in time
- K - There are safeguarding issues which are not being addressed or resolved
- L - A child is in immediate danger
- M - Lack of permanency planning
- N - Human right's being breached
- O - Delay in completing Graded Care Profile
- P - Workbook not used as required
- Q - Core groups not progressing the plan or held/recorded in timescale
- R - Other

If other, please give detail

n/a

Please detail below brief relevant background information for alert and current situation. Outline any actions already taken by Independent Chair to try to resolve the concerns and in your assessed view, what will be the impact on the child if this alert is not resolved.

Brief description of nature of concern: Test example

Outcomes and actions sought to ensure a good outcome for the child/young person by who and by when: Test example

Once you have completed this part of the form please save and "Send to Manager"

Note: The alert will now appear in the Team Manager's tray where they can pick up the task and complete P2, please follow steps 6-8 below to see **Manager's process**.

7) Select **Independent Chair Alert Template** task from tray

Independent Chair Alert Template (4) Task Description

No Due Date

SGS WBI C&F, Test 5 yrs [Ref: ICS2481436]

Independent Chair Alert Template - Please ...

8) Click **PART 2: FOR COMPLETION BY RELEVANT OPERATIONAL MANAGER** tab within the form

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PART 2: FOR COMPLETION BY RELEVANT OPERATIONAL MANAGER

Independent Chair ...

- PART 1: FOR COM...
- PART 2: FOR COM...**
- PART 3: FOR COM...
- Attachments (0)

The Independent Chair has outlined in Part 1 what action s/he feels the team needs to take in order to resolve this issue. Please state below whether this action will be taken and by what date. If this action will not be taken by the operational team, please state what alternative acti

outcomes and actions will be undertaken to ensure there is a good outcome for the child/young person, who will undertake this and by when

Comment/Further action required if applicable/appropriate:

Date Completed

- 9) Complete all the relevant fields within **PART 2** and Click **Save & Send to Ind Chair** to Independent Chair to complete part 3.
 The name of the manager who completes Part 2 will automatically populate in 'Current User Name Signature'.

PART 2: FOR COMPLETION BY RELEVANT OPERATIONAL MANAGER

The Independent Chair has outlined in Part 1 what action s/he feels the team needs to take in order to resolve this issue. Please state below your response to the Independent Chair's concerns and whether this action will be taken and by what date. If this action will not be taken by the operational team, please state what alternative action will be taken.

What agreed outcomes and actions will be undertaken to ensure there is a good outcome for the child/young person, who will undertake this and by when

Manager's comment

Comment/Further action required if applicable/appropriate:

Date Completed: 20-Feb-2024

Current User Name: Mrs Lindie Webber

Signature: _____

Date: _____

Please save and "Send to Independent Chair" to complete part 3

- 10) Select **Independent Chair Alert Template** task from tray

Independent Chair Alert Template (4)

No Due Date

C&F; Test 5 yrs [Ref: ICS2481436]

Independent Chair Alert Template - Please ...

- 11) Click **PART 3: FOR COMPLETION BY INDEPENDENT CHAIR (P3)**

PART 3: FOR COMPLETION BY INDEPENDENT CHAIR (P3)

Does the independent Chair consider the issue resolved?

If yes, comment on how this alert has impacted on a positive outcome for the child/young person

Comment/Further action required if applicable/appropriate:

- 12) Complete all relevant fields within **PART 3** and click **Save & Finalise**

PART 3: FOR COMPLETION BY INDEPENDENT CHAIR (P3)

Does the Independent Chair consider the issue resolved?

Yes

No

If yes, comment on how this alert has impacted on a positive outcome for the child/young person

IC comments

Comment/Further action required if applicable/appropriate:

IC comments

Once finished please finalise and close