BIRMINGHAM
CHILDREN'S TRUST

Eclipse guide for social workers 191224

This document contains guidance for how to do all the main Eclipse processes we use in Safeguarding. You might find it helpful to save it to your desktop and keep it to hand in your first weeks with us.

If you've been given a copy of this by a colleague, download a new one as it's updated every couple of months and the one you've been given will be out of date! Just go to Practice Guidance – click on "Birmingham Children's Trust" (the first one on the page) then "Eclipse Guide for Social Workers"

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OFFICIAL

Accessing Eclipse and getting started/getting help

To get access to Eclipse, you need to complete the Eclipse training and Data Security and Protection training on https://bcta.learningpool.com. You may have found a link to your BCTA account in your email inbox when you started work. Otherwise, visit the link above and make a new account. It can take a short while for your account to be verified, but you'll be emailed when you can log in. When you've logged in, click on "our courses", eLearning and then "Eclipse". Complete the training. There's a link from the Eclipse page to the Data Security and Protection Page. Complete this training also. Then let your Business and IT Support Officer (BITSO) and Team Manager know and you can then start using Eclipse. You can log in at https://bcc-live-ecl.olmeservices.co.uk/eclipse/login by clicking on "Sign on with Microsoft"). When you use Eclipse, make sure you sign in pressing "Sign in with Microsoft" rather than using the username/password boxes – otherwise you will not be able to use all of Eclipse's functions.

There's a quick reminder/glossary about how to do the basic functions at the end of this document and these instructions are linked to throughout in case you're struggling. There's also a quick cheat sheet to show you which worklist to use for which process just after that. For more help, visit the Eclipse hub here: Trust Eclipse Support Hub - Home (sharepoint.com) – this includes a helpful video setting out how to use the basic functions in Eclipse. This PDF guide itself is updated often, and you can download the latest version from the hub. There are also weekly Eclipse help drop-ins (see the link on the Hub) you can access for 1-2-1 support.

Worklist cheat sheet

Remember: you can just type in the short code to find the worklist

Process	Short code	Worklist name
CHILD PROTECTION		
Strategy meeting request	S4	Child protection: Strategy Meeting Including Request, Minutes & S47
Complex strategy meeting request	S4	Child: Complex strategy discussion request
Section 47	S4	Child protection: Section 47 enquiry – generally recorded by the TM
ICPC (Initial Child Protection conference) – booking	CP1	Child Protection: Convene Initial /transfer in child protection conference arrangements
Receiving-in / transfer-in child protection conference booking	CP1	Child Protection: Convene Initial /transfer in child protection conference arrangements
ICPC (Initial Child Protection conference) - report	A1	Child: Assessment (click "S47" or "Section 47" in this form when it asks you)
Review Child Protection Conference (RCPC) report	CP6	Child protection: Social worker report to conference
Visit – Child protection	V2	Child protection: visit
Core Group	S2	Child protection: core group
CHILD IN NEED		
Visit – Child in need	V1	Child in need: visit
Child in need meeting	S1	Child: Child in need plan
COURT WORK/PLO		
Interim Care Plan	CT3	Child: Court Interim Care Plan
Social Work Evidence Template (SWET)	CT2	Child: Court Social Work Evidence Template (SWET)
Child Impact Report (CIR) (Section 7)/Section 37 (S37)	CT1	Child: Child Impact Report (CIR) / Section 7 / Section 37 Report
Discharge from care	CT7	Child: Court Discharge from Care statement
Viability assessments (and Reg 24)	K1	Child: Viability – create this on the adult carer, not the child
Placement with parents	CT6	Child: Placement with parents
Final Social Work Evidence Template (Final SWET)	CT4	Child: Court Final Social Work Evidence Template (SWET)
Final Care Plan	CT5	Child: Court Final Care Plan
Special Guardianship Order (SGO) SGO Support Plan	N/A	Practice Guidance – SGO and Private Fostering section
Supervision Order Support Plan (Supervision Plan)	N/A	Practice Guidance – Pre-proceedings and court work section then Care Proceedings
Together and Apart / Sibling Assessment	N/A	Practice Guidance – Assessments and planning section then Together and Apart assessments
Parenting Assessments / Specialist Assessments	N/A	Child: Parenting / Specialist Assessments
Pre-proceedings	LG1	Child LEG: Pre Proceedings meeting
CHILD IN CARE		
Asking for a placement	C4	Child CLA: Placement request

Admitting a child into care/starting the rest of the CIC process in Eclipse	C5	CIC: Child admitted to care
5 day post placement planning meeting/ placement plan review meetings	C7	CIC: Placement Planning
Child in Care Review Meeting request (booking)	C8	CIC: Request to convene first Child in Care Review
Child in Care Review Meeting report	C3	CIC: Child in Care Report to Review, Assessment, and Care Plan
Visit – child in care	V3	Child in care: visit
Care Plan	C3	CIC: Child in Care Report to Review, Assessment, and Care Plan
CIC Assessment	C3	CIC: Child in Care Report to Review, Assessment, and Care Plan
Care Planning Meeting	C9	CIC: Care Planning Meeting
Placement Sustainability Meeting	C10	CIC: Placement sustainability meeting
Placement Disruption Meeting	C11	CIC: Fostering placement disruption meeting
CIC Key Documents	N/A	CIC: Key Documents
Pathway plan	C13	Care Leavers: First Pathway Plan or Care Leavers: Pathway plan review
Secure Accommodation Review	C17	Child CLA: Secure accommodation criteria Review
OTHER		
Transferring a child between services	T1	Child: Transfer
Three month case summary	N/A	This is recorded in case recordings (Case summary then case summary) not in worklists or forms
Screening tool CCE/CSE (EmpowerU)	E1	Child: Combined Exploitation Screening Tool
Deleting forms/worklists/casenotes	DTU	Child: Data tidy up request
Private fostering initial visit/referral	PF1	Private Fostering Reg 4/7 visit worklist
Safety plans	S3	Child: Safety plan
Closing a child	CC	Child: Closure

Assessment

1) If you are recording an assessment for a group of children, make sure you are in groups.

2) Click on "forms" on the left of the screen to see if there's an existing open assessment form already. If there is, click on this form and skip to step 6.

3) If there isn't an open form, check the "Work lists" screen for an existing "Child: Assessment" worklist. If there is one, skip to step 5.

4) If there isn't an existing work list, add a "Child: Assessment" work list.

5) Open the worklist and add the form.

6) Open and fill in the form (the form may open automatically when you add it from the worklist). For "Type of assessment" select, "Family assessment". If you are in a group, when you have finished the form for one child, select the other children, one-by-one, from the drop down at the top of the screen. If there are any red triangles on the left of the screen for a child, mandatory boxes haven't yet been filled in, and you can't finish the form until all these boxes have been completed.

When you have finished the form, press "Actions" then "Submit" and let your TM know.

Visits (CIN, CP and CIC)

1) If you are recording a visit for a group of children, make sure you are in groups.

2) This process is similar for all visits, but you need to make sure you use the right work list and form. You can't use a child protection work list and form to record a child in need or child in care visit and vice versa.

3) Click on "forms" on the left of the screen to see if there's an existing open visit form already. If there is, click on this form and skip to step 7.

4) If there isn't an open form, check the "Worklists" screen for an existing "Child protection: visit", "Child looked after: visit" or "Child in need: visit" worklist. If there is one, skip to step 6.

5) If there isn't an existing work list, add either a "Child protection: visit", "Child looked after: visit", "Child looked after" or "Child in need: visit" work list.

6) Open the worklist and add the form. Select "Child in need", "Child looked after" or "Child protection" when asked.

7) Fill in the form. If you are in a group, when you have finished the form for one child, select the other children, one-by-one, from the drop down at the top of the screen. If there are any red triangles on the left of the screen for a child, mandatory boxes haven't yet been filled in, and you can't finish the form until all these boxes have been completed.

8) When you're done, click "Actions" then "Complete". Click "Complete form" on the screen that comes up next.

Core groups/Child in Need (CIN) meetings

1) If you are recording a meeting for a group of children, make sure you are in groups.

1) This process is similar for child in need meetings and for core groups, but you need to make sure you use the right work list and form. You can't use a core group work list and form to record a child in need meetings and vice versa.

2) Click on "forms" on the left of the screen to see if there's an existing open "Child: Child in Need plan" (for CIN) or "Child protection: Core Group" (for CP) form open. If there is, click on this form and skip to step 6.

3) If there isn't an open form, click on "Work lists" on the left of the screen. Check if there is an existing "Child: Child in Need Plan" (for a first CIN meeting), "Child: Review child in need plan" worklist (for review CIN meetings) or "Child protection: Core Group" work list (for core groups). If there is, click on it. Skip to step 5.

4) If there isn't an existing work list, add either a "Child: Child in Need Plan" or a "Child protection: Core Group" work list.

5) From the worklist, add the form. The relevant form should now open.

6) Fill in the form, following the guidance within it. If you are in a group, when you have finished the form for one child, select the other children, one-by-one, from the drop down at the top of the screen. If there are any red triangles on the left of the screen for a child, mandatory boxes haven't yet been filled in, and you can't finish the form until all these boxes have been completed.

7) When you're done, click "actions" then "complete" (for core groups) or "actions" and "submit" (for CIN meetings) at the top right of the screen.

8) For CIN meetings, let your manager know that this needs to be signed off by them.

3 monthly case summaries

1) If you are recording a summary for a group of children, make sure you are in [groups].

1) Click on "Case Notes" on the left.

2) Click the blue "add" button towards the top right of the screen.

3) In the screen that comes up, click "Select current date and time".

4) In the "Entry type" drop down, select "Case summary" and in the "entry sub type" drop down, select "Case summary".

5) Record your case summary in the "Entry" box. Your team manager may ask you to put something else in this box, but you can use the headings below otherwise.

6) Click "complete".

CASE SUMMARY [INSERT DATE]

FAMILY COMPOSITION: Briefly outline the names/ages of the children, who their parents are, and any other key family member(s).

HISTORY: Insert a very brief summary history of the family and parents (including agency involvement). This should be no more than one paragraph. You may be able to paste this in from your CP report if you wrote it using the suggested format.

EVENTS THAT LED TO THE CASE BEING OPENED/RE-OPENED TO US AND PROGRESS SINCE

Set out how the case came to be opened (or re-opened) to us. Include when the children were placed on plans, if applicable. Include any specific needs this child has. You may be able to paste this in from your CP report if you wrote it using the suggested format.

In terms of progress since it opened, set out key events, issues, realisations, progress of the plan etc. and anything important that needs to happen next.

ANALYSIS OF CHILD'S EXPERIENCE OVER THE LAST THREE MONTHS

Write this to the child

1) What is their situation like for them – what are they thinking, feeling and experiencing and what is the impact?

2) In the last 3 months have things got better or worse?

3) Why have we done what we've done, what are we doing next and why?

KEY PEOPLE/CONTACT DETAILS: List name, role, telephone and email of parents and all professionals working with the family. Include family and anyone they have regular contact with (family friends, wider family members etc. including older adult siblings).

Strategy meeting/Section 47/ICPC process

Requesting a strategy meeting (only to be done if TM asks you to) – if you need a complex strategy meeting, please see that process below

1) If you are recording/requesting a meeting for a group of children, make sure you are in groups.

2) Add a "Child protection: Strategy meeting, inc. request and minutes and S47" work list.

3) Add the strategy meeting request form from the worklist.

4) Fill the form in. The guidance within the form tells you when you need a priority 1, 2 or 3 meeting.

5) Complete the form. This will automatically let MASH know you need to book a strategy meeting or get information from the police/agreement to proceed to ICPC (for a priority 3).

Requesting a strategy meeting (only to be done if TM asks you to and the HoS has agreed)

1) A separate request needs to be sent in for every child who the complex strategy meeting is going to consider as they all have separate details.

2) Add a "Child: Complex strategy discussion request" worklist.

3) Add the strategy meeting request form from the worklist.

4) Fill the form in. The guidance within the form tells you when you need a priority 1, 2 or 3 meeting. Tick to confirm it's a complex strategy meeting you are requesting.

5) Complete the form.

6) Generate this form as a document and download it.

7) Also fill in the "Open Case strategy meeting" Word document (where you fill in who you want to see invited to the strategy meeting) and send the word document and the form you downloaded in the step above to MASHPSS@birminghamchildrenstrust.co.uk.

The strategy meeting (NOT complex – for complex see below)

For Priority 1 and 2 strategy meetings a meeting will now be organised. For Priority 3, the police will reply to the request to say if they agree to an ICPC being held or not and they will send you the police information. BSS and/or the team manager will minute the strategy meeting or copy and paste the police's email into the strategy meeting form. To generate the strategy meeting form:

1) Go back to your "Child protection: Strategy Meeting Including Request, Minutes & S47" work list.

2) From the next task ("Add the strategy meeting record") click "add form".

3) This form can be filled in immediately or done later.

4) When the strategy meeting has been held, go back to your worklist. Click "Complete" against the next task, "Confirm strategy meeting has taken place".

5) If the strategy meeting agreed to open a section 47, Click "Add the Child Protection: Section 47 Enquiry" and click "add form". If the decision was not to open a Section 47, click "ignore" instead.

6) You do not need to take any more action on this worklist. It will automatically complete when the forms are completed - if the outcome was not to open a Section 47, the worklist will complete when the minutes are authorised. A BSS worklist will automatically be generated and reassigned to BSS earlier in the process to remind them to send out the minutes. If the outcome was to open a Section 47, the worklist can be reassigned to the social worker at this point. When the Section 47 is signed off, this will end the worklist automatically.

The complex strategy meeting

BSS will likely complete this process:

1) Create a group for the children being considered at the complex strategy meeting.

2) Add a "Child: Complex strategy discussion request" worklist and add the form.

3) Complete the form and ask the HoS to sign this off.

4) Distribute the minutes.

Section 47 form

If the strategy meeting (or police for priority 3) agrees that there needs to be a Section 47, a "Child Protection: Section 47 enquiry" Work list/form will be generated by the worklist above. This form is used to record what happened on your visit/in your inquiry into what was said/has been seen and what the team manager has decided about if the case is going to ICPC or not. This should be completed as soon as possible.

1) Complete this form and press "actions" and "submit". Remember, this form will need to be shared with parents so it must be full enough so they can see what was found and why the decision to proceed to ICPC or not was made.

2) Ask your TM to complete the form.

Booking your ICPC

1) Unless one exists already, add a "Child Protection: Convene Initial /transfer in child protection conference arrangements" work list and the Convening conference/meeting form from it.

2) Fill in the form, and save and complete. The meeting booking request will automatically be sent.

Remember to request an interpreter if needed and discuss with the parents getting childcare sorted so they can attend conference. The Child Protection Chair will likely call you to discuss the conference.

Write your report for ICPC

If you are not going to ICPC, your current or ongoing assessment will continue. If you are going to ICPC, you need to fill out a fuller assessment of the child, their needs, and how far their parents/carers can meet those needs.

1) Click on "Forms". If there is an open "Child: Assessment" you can use this form (but check this is open on the entire sibling group rather than one child if you are writing an assessment for a sibling group). If so, skip to step 5.

2) If there is not an open "Child: Assessment" form, make sure you are in the group (if it's a sibling group) and click on "Work lists". Check to see if there is an open "Child Assessment" work list. If there is, skip to step 5.

3) If there is not an open "Child: Assessment" worklist, add one.

4) From the worklist, add the form "Child Assessment (10 days)" then open it. You may need to start the worklist if you can't select any of the tasks in the worklist once you've opened it then clicked on it.

5) Complete the form but in "Type of assessment" click "Family Assessment" and both times when you are asked if this is a Section 47, make sure you confirm it is. In the

"Outcome" box at the end of the form, select "Progressed to child protection" if you are going to ICPC.

6) Press "actions" then submit" and ask your TM to authorise this assessment.

7) Once it is authorised, generate then print the assessment.

8) Remember you need to see the family and go through your report with them at least 2 days before conference. If you are not going to conference, make sure you share your report with the family too.

Child Protection Conference (CP Chairs only – for CP conferences and ending plans outside of conference)

1) Remember to make sure you use "groups" if you are writing for a sibling group.

2) Check to see if there is a "Child: child protection conference" form on the forms screen. If there is, skip to step 5.

3) Check to see if there is an open "Child protection: Initial child protection conference" or "Child protection: review conference! worklist. If there is, skip to step 4. If there isn't, add one. You may need to start the worklist.

4) Add the form "Child: child protection conference" from the work list.

5) Complete the "Child: child protection conference" form then click "actions" then submit". The form then needs to be authorised by the CP Chair.

Social Work Report to Review CP Conference (RCPCs)

1) Remember to make sure you use “groups” if you are writing for a sibling group.

2) Check to see if there is a “Child protection: Social work report to conference” form on the forms screen. If there is, skip to step 5.

3) Check to see if there is an open “Child protection: Social worker report to conference work list. If there is, skip to step 4. If there isn’t, add one.

4) Add the form “Child protection: Social work report to conference” from the work list.

5) Complete the “Child protection: Social work report to child protection conference” form then click “actions” then submit” and ask your TM to authorise this assessment.

6) Once it is authorised, generate and print it.

7) Remember you need to see the family and go through your report with them at least 2 days before conference.

Booking a receiving-in/transfer-in conference

If a child is on a Child Protection Plan with another Council or Trust but moves to Birmingham you may be asked to book a receiving in conference. Only do this if your Team Manager asks you to. To do this, follow these steps:

1) Click on "Work lists". Check to see if there is an open "Child Protection: Convene Initial /transfer in child protection conference arrangements" work list. If there is, skip to step 2. If there is not, add this worklist, making sure you are in groups if it's a sibling group.

2) Add the form, "Child: Convening conference / meeting". You may need to start the worklist to do this.

3) Complete the form. In the first section, just complete "meeting type required" and select "transfer in conference".

4) Press "save" and "complete". The meeting request will automatically be sent.

Remember to discuss with the current social worker requesting an interpreter if needed and discuss with the current social worker and the parents getting childcare sorted so they can attend conference. The Child Protection Chair will likely call you to discuss the conference. The current social worker will need to complete the assessment for this conference and they will need to attend to present the case.

Child Impact Report (CIR/Section 7)/Section 37

If you are ordered to do a Child Impact Report (Section 7) or Section 37 report:

1) Click on "Work lists". Check to see if there is an open "Child: Court report S7 and S37" work list. If there is, skip to step 2. If there is not, add this worklist, making sure you are in groups if it's a sibling group.

2) Add the form, "Toolbox: Section 7 & 37 Report to the Court".

3) Open the form. It will prompt you to download a Section 7/Section 37 Word document. Download this, and save it to your PC and start work on it.

4) When you have completed the Section 7 or Section 37 go into the "forms" page, and clock on the blue "select" button to the right of "Toolbox: Section 7a & 37 report to the Court". Select "Upload file" and upload your Word document.

5) Open the Eclipse form again and complete it.

Taking a child into care

Obtaining a placement and placing a child

You will only take a child into care when your Team Manager has told you that this has been agreed. Follow these steps:

1) Firstly email "Placements BSS" (in Outlook) to tell them you need to make a verbal referral. They will then call you and take details of the child(ren) to be placed.

2) If you need to place siblings, make sure you are in groups not an individual child.

3) Add the worklist, "Child CLA: Placement request".

4) Add the form, "Child CLA: Placement request" from the worklist.

5) Fill the form in, and then click "actions" then submit". Let your TM know this is ready for them to review.

6) Then click on the child's name twice (next to the blue circle with a while silhouette in it). You will end up on a page called "Person" with a picture of the child or a white silhouette on the right. Click the "templates" blue button just above the picture/silhouette.

7) Ignore the top drop down and from the second drop down select "Delegated Authority 2017" and from the third drop down, select "doc", then generate.

8) Click on the "document" option in the black menu bar on the left of the screen and under "output documents" click the blue "select" button and download the document you just generated.

9) Fill this form in, save it, and then send it to the TM to sign (if BCT has PR for this child) or get the parent to sign if this is s20/we do not have PR. Print it out.

10) When you place the child, give this form to the foster carer and take a photo of it. Make sure there is also a photo of the child uploaded to Eclipse.

11) If the placement wasn't arranged by the placements team (e.g. it's a mother and baby placement or Reg 24) email CLAupdates@birminghamchildrenstrust.co.uk and tell them when you placed the child, the contact details of placement, and the name of placement. (If a child changes their address, legal status, fostering agency, is adopted etc., also email this team). The changes to status/address in Eclipse will be made for you. If the placement was arranged via placements, they will organise Eclipse being updated in this way.

12) As soon as possible after you have placed, add the worklist, "CIC: Child admitted to care". Add the form from the worklist and complete it. This will automatically create

a casenote setting out when the child came into care and the circumstances around this.

13) A BSS worklist asking them to sort out the initial health and education checks, the passport, a birth certificate and to advise HMRC the child has come into care will automatically now be generated and assigned to them. The IRO team will also automatically be told the child has come into care. The request for a medical needs to be sent in within 2 working days of a child being taken into care, so please ensure you fill in the paperwork BSS will send you and return it to them promptly.

Post-placement planning meeting/placement plan review meetings

Once you have placed, you will need to hold a post-placement meeting within 5 working days. These placement plans should also be updated every year.

1) If you are working with a sibling group, make sure you are in groups not an individual child.

2) If the child has recently come into care, the worklist, "CIC: Placement Planning" should already have been created and should be on the child/group's file when you completed your "CIC: Child admitted to care worklist" (see above). If not, or if this is a placement plan review meeting, add this worklist.

3) Add the placement plan form from the worklist.

4) Fill the form in at the meeting. This meeting includes the foster carer and needs to look at daily life – health, medication, arrangements for education, contact, the child's likes and dislikes etc. It needs the link worker and foster carer to be there, and the child if appropriate.

5) Press "actions" and "submit" and tell your TM that the form is ready for them to look at.

First child in care review

Unless this a very short-term placement, you need to book a Child Looked After Review. To do this:

1) If you are working with a sibling group, make sure you are in groups not an individual child.

2) The worklist, "Request to convene first Child in Care Review" should already have been created and should be on the child/group's file when you completed your "CIC: Child admitted to care worklist" (see above). If not, add this worklist.

3) Add the form from the worklist, fill this in, and complete it. A BSS worklist will be automatically generated and reassigned to the IRO team.

4) The worklist, "CIC: Child in Care Report to Review, Assessment, and Care Plan" should already have been created and should be on the child/group's file when you completed your "CIC: Child admitted to care worklist" (see above). If not, add this worklist.

5) Add the form from this worklist, selecting "report to review" when prompted. Complete the form and submit it.

6) Ask your TM to add their comments and authorise this form.

7) Once it is authorised, generate then print the report and share it with parents and other professionals.

8) You can also generate a care plan, an assessment and a child-friendly care plan from this report.

Care planning meeting

1) You also need to hold a "Care Planning Meeting" within 10 working days of placement and then one between every Child in Care Review. This is like a CIN meeting or Core Group. This is recorded on a Care Planning Meeting record. This is a meeting to decide what the long-term plan is, including planning for re-unification. This needs to include partners.

2) Add the worklist, "CIC: Care planning meeting".

3) Add the form from the worklist, fill this in, and complete it.

Placement sustainability meeting

1) If you are working with a sibling group, make sure you are in groups not an individual child.

1) Add the worklist, "CIC: Placement sustainability meeting"

2) Add the form from the worklist, fill this in, and complete it.

Placement disruption meeting

1) If you are working with a sibling group, make sure you are in groups not an individual child.

3) Add the worklist, "CIC: Fostering Placement Disruption Meeting"

4) Add the form from the worklist, fill this in, and complete it.

CIC key documents

1) As a corporate parent, it's important we have a safe place to put all the key documents for children in care – this is the CIC Key Documents form.

2) Check the "Persons details" page (where either a photo of the child or an outline drawing of a person appears). If it says, next to the photo/outline, "CIC key documents", click on this link. You can then update this form (you may need to click "uncomplete" first.

3) If it says, next to the photo/outline. If it says, "CIC key documents not present", then click on "Worklists". Add the worklist, "CIC: Key documents".

4) Add the form from the worklist. Add the information you need to, and upload to the form any scans or photos or digital copies you need to. Save and exit the form.

Care plan and CIC assessment forms

5) If you are working with a sibling group, make sure you are in groups not an individual child.

6) If you have recently had a Child in Care Review, you can generate then print a care plan and/or assessment document from that form.

7) Otherwise, add the worklist, "CIC: Child in Care Report to Review, Assessment, and Care Plan".

8) Add the form from this worklist, selecting "Care Plan only" or "Assessment" when prompted. Complete the form and submit it.

9) Ask your TM to add their comments and authorise this form.

10) You can now generate a care plan, an assessment and a child-friendly care plan from this report.

Second/third etc. child in care review meeting report

1) If you are working with a sibling group, make sure you are in groups not an individual child.

2) Add the worklist, "CIC: Child in Care Report to Review, Assessment, and Care Plan".

3) Add the form from this worklist, selecting "report to review" when prompted. Complete the form and submit it.

4) Ask your TM to add their comments and authorise this form.

5) Once it is authorised, generate then print the report and share it with parents and other professionals.

6) You can also generate a care plan, an assessment and a child-friendly care plan from this report.

Pathway plan/Pathway plan review

1) Add the worklist, "Care Leavers: First pathway plan" or "Care Leavers: Pathway plan review".

2) Add the form from the worklist, fill this in, and submit it.

3) Ask your TM to authorise this form.

Placement with parents

1) If you are working with a sibling group, make sure you are in groups not an individual child.

2) Add the worklist, "Child: Placement with Parents"

3) Add the "Placement home with parents" form from the worklist.

4) Complete the form. Press "actions" and "submit" and tell your TM that the form is ready for them to look at.

Discharge from care

1) If you are working with a sibling group, make sure you are in groups not an individual child.

2) Add the worklist, "Child: Court Discharge from Care statement"

3) Add the "Child: Court Discharge from Care statement" form from the worklist.

4) Complete the form. This will include opening the Word template linked to from within the form and then attaching it to the form.

5) Press "actions" and "complete" and tell your TM that the form is ready for them to look at.

Interim care plan

1) If you are working with a sibling group, make sure you are in groups not an individual child.

2) Add the worklist, "Child: Court Interim Care Plan"

3) Add the "Child: Court Interim Care Plan" form from the worklist.

4) Complete the form. This will include opening the Word template linked to from within the form and then attaching it to the form.

5) Press "actions" and "complete".

Social work evidence template (SWET)

1) If you are working with a sibling group, make sure you are in groups not an individual child.

2) Add the worklist, "Child: Court Social Work Evidence Template (SWET)"

3) Add the "Child: Court Social Work Evidence Template (SWET)" form from the worklist.

4) Complete the form. This will include opening the Word template linked to from within the form and then attaching it to the form.

5) Press "actions" and "complete".

Final social work evidence template (Final SWET)

6) If you are working with a sibling group, make sure you are in groups not an individual child.

7) Add the worklist, "Child: Court Final Social Work Evidence Template (SWET)"

8) Add the "Child: Court Final Social Work Evidence Template (SWET)" form from the worklist.

9) Complete the form. This will include opening the Word template linked to from within the form and then attaching it to the form.

10) Press "actions" and "complete".

Final care plan (court)

11) If you are working with a sibling group, make sure you are in groups not an individual child.

12) Add the worklist, "Child: Court Final Care Plan"

13) Add the "Child: Court Final Care Plan" form from the worklist.

14) Complete the form. This will include opening the Word template linked to from within the form and then attaching it to the form.

15) Press "actions" and "complete".

Supervision Order Plan

This is currently stored in Practice Guidance – click on pre-proceedings and court work section then Care Proceedings. Download the Word document, complete it and then attach it a case note in the child's file. When the Child in Need Plan starts (if the Order is approved), attach this to your first Child in Need Plan meeting.

Special Guardianship Order (SGO) Support Plan

This is currently stored in Practice Guidance – click on SGO and Private Fostering. Download the Word document, complete it and then attach it a case note in the child's file. When the Child in Need Plan starts (if the Order is approved), attach this to your first Child in Need Plan meeting.

Transferring between services

1) If you are working with a sibling group, make sure you are in groups not an individual child.

2) Add the worklist, "Child: Transfer".

3) Add the form "Child: Transfer" form from the worklist.

4) Complete the form. Within the form it will tell you to stop, save the form, and then reassign the form to the receiving team.

5) The receiving team will then read the form, and record if the transfer was accepted or not and complete the form.

If the child is going to transfer to the child in care team, you also need to make sure there's an uptodate chronology; a case summary; a visit recorded in timescales; that the ethnicity and address are recorded; any order/s20 is uploaded along with statements and delegated authority (as casenote attachments); contact details for all professionals recorded/relationship network uptodate are recorded; a DTU is done to shut down all open worklists/forms that aren’t needed, and a Safety Plan is on file if needed.

Completing a screening tool (to access DPM/CCE/CSE services)

1) If you are working with a sibling group, make sure you are in groups not an individual child.

2) Add the worklist, "Child: Combined Exploitation Screening Tool". Complete the first two tasks on the worklist.

3) Add the "Child: Combined Exploitation Screening Tool" form from the worklist.

4) Complete this form, upto and including "Your Professional Opinion" within the "Initial Risk Assessment" page.

5) Then click "exit" (**not** "actions" & "complete").

6) Reassign the work list to ORG10579.

Private Fostering process

If you become aware of a child who is living with someone who is not a "close relative" and they are cared for by them for over 28 days, this is a Private Fostering arrangement. A "close relative" in this situation is either a grandparent, brother, sister, uncle or aunt. They can be a full or half relation and could be related by marriage. Relatives also include step-parents. Un-married partners of the mother or father of a child would not qualify as a relative; neither would extended family members such as great aunts, great uncles or parent's cousins.

If you become aware of this situation, speak to your TM and the Private Fostering Team (SGO and Private Fostering then do the below:

ask your TM to add a "" and reassign this to you then follow these steps:

1) If you are working with a sibling group, make sure you are in groups not an individual child.

2) Add the worklist, "Private Fostering Reg 4/7 visit worklist".

3) Add the "Child: Visit - Private Foster Regulation 4/7" form from the worklist. The form should open.

4) Complete this form, making sure you select in "Next steps", "Private fostering arrangement assessment".

5) Then click "actions" and "complete" then "complete".

6) Reassign the work list to ORG7508. This will go to the Private Fostering team so they know an assessment is needed.

Doing a data tidy up (deleting a worklist/form etc.)

If you need to delete a worklist, form, casenote, classification, or make any other change in Eclipse having done something wrong, you need to do a Data Tidy Up (DTU).

1) If you are working with a sibling group, make sure you are in groups not an individual child.

2) Add the worklist, "Child: Data tidy up request"

3) Add the "Child: Data tidy up request" form from the worklist. If the case is closing, select "Case closure (all open worklists/forms to be deleted)" and follow the guidance given in the form.

4) Exit the form (do not "complete"). The form guidance tells you what to do including to save and exit the form and to reassign the work list to your BITSO team (ORG9781 – NWC, ORG9783 – East, ORG9782 – South, ORG9786 – CASS, ORG9801 – Central).

5) They will then either complete the DTU or come back to you saying whey they can't.

Viability assessments/Reg 24

If you are completing a viability assessment to look at placing a child with someone very soon or immediately or if the child is already there (i.e. a placement under Regulation 24), you must do a joint visit with the Connected Persons team. For more details, see the Eclipse form.

Whether you are doing a viability, Reg 24 or both, you need to write up your assessment on Eclipse:

1) You need to complete the assessment on the adult you are assessing, not on the child. Search Eclipse for the adult. If they are not there, ask BSS to add them.

2) Add the worklist, "Child: Viability (K1)". Complete the first task.

3) Add the "Viability assessment" form from the worklist. Follow the guidance and complete the form.

4) When it is authorised, if the outcome is full assessment, it will reassign a worklist to the Kinship team to alert them.

Safety plans

1) Add the worklist, "Child: Safety Plan".

2) Add the "Child: Safety Plan" form from the worklist.

3) Complete the form then "actions" and "complete".

Risk assessments

1) Add the worklist, "Child: Risk Assessment".

2) Add the "Child: Risk Assessment" form from the worklist.

3) Complete the form then "actions" and "complete".

Child closure

1) If you are working with a sibling group, make sure you are in groups not an individual child.

2) Add the worklist, "Child: Closure"

3) Add the closure form from the worklist and complete it.

4) Press "actions" and "submit" and tell your TM that the form is ready for them to look at. When they authorise it, the child will be closed to BCT.

Accessing a locked record

Sometimes in Eclipse records are locked for a number of reasons. If you are allocated a child who has a locked record, you will need to request this child is unlocked to you.

To do this, complete the "Access to secure records request" form.

Send this document to your TM so they can send this on and get approval.

Authorising a form

If you are a TM/HoS/AD you will need to add comments to and authorise forms.

1) Go to the correct child or group

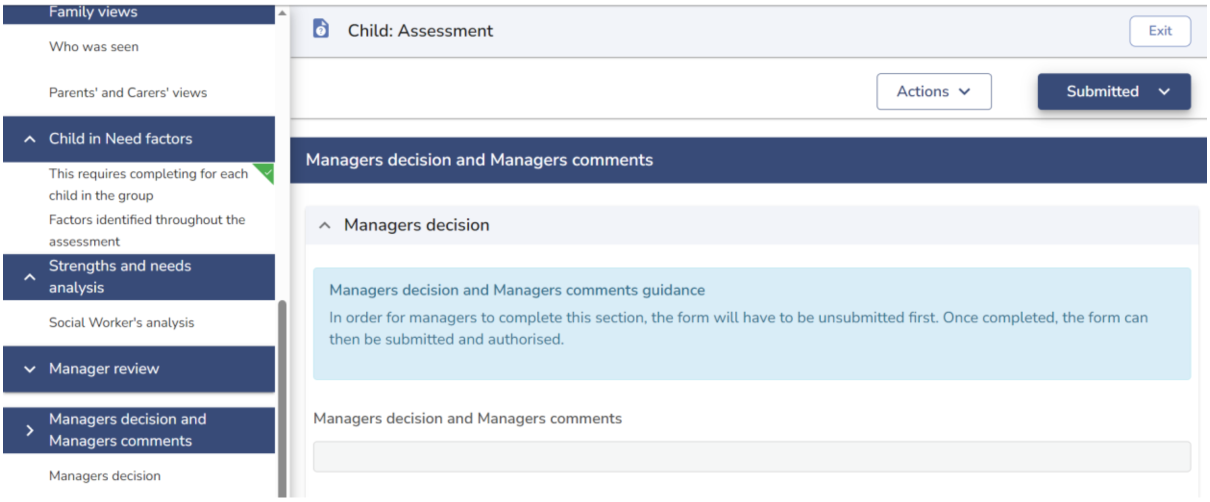
2) Click on "forms" on the left of the screen. Click on the name of the form you want to look at and it will open.

3) Click on the Section on the form you need to add your comments to (this will generally be the last section of the form – in the example below, it is the "Managers decision and managers comments" section).

4) Click on the blue "Submited" button which is at the top right of the screen. If there is an "amend" option, click this then "amend form". Otherwise, click "unsubmit" the "unsubmit".

5) Then click "edit". Add your comments and click "save" (which will appear where "edit" was).

6) Then click "Draft" (which will appear where "Submitted" was). If you were able to "amend" select "Authorise". If you had to "Unsubmit", click "submit" then "submit", then click the blue button again and select "Authorise". Then click exit.



Public law and pre-proceedings forms

Because lots of these forms are long, most of them remain in Word. The more commonly-used ones are linked into Eclipse.

The pre-proceedings meeting record/agenda is an Eclipse form and not in Word (please do not use old Word versions.

For the pre-proceedings meeting record/agenda:

1) If you are working with a sibling group, make sure you are in groups not an individual child.

2) Add the worklist, "Child LEG: Pre Proceedings meeting (LG1)" – you can just type in the shortcode LG1 and this will display.

3) Add the form from the worklist.

4) Complete the form.

5) You can then generate the record of meeting output.

For the other forms, please use these worklists:

Form	Short code	Worklist name
Interim Care Plan	CT3	Child: Court Interim Care Plan
Social Work Evidence Template (SWET)	CT2	Child: Court Social Work Evidence Template (SWET)
Final Social Work Evidence Template (Final SWET)	CT4	Child: Court Final Social Work Evidence Template (SWET)
Final Care Plan	CT5	Child: Court Final Care Plan
Discharge from care	CT7	Child: Court Discharge from Care statement
Viability assessments (and Reg 24)	K1	Viability assessment – create this on the adult carer, not the child
Placement with parents	CT6	Child: Placement with parents
Parenting Assessments / Specialist Assessments	N/A	Child: Parenting / Specialist Assessments

The Special Guardianship Order (SGO) Support Plan template is in the SGO and Private Fostering section of Practice Guidance.

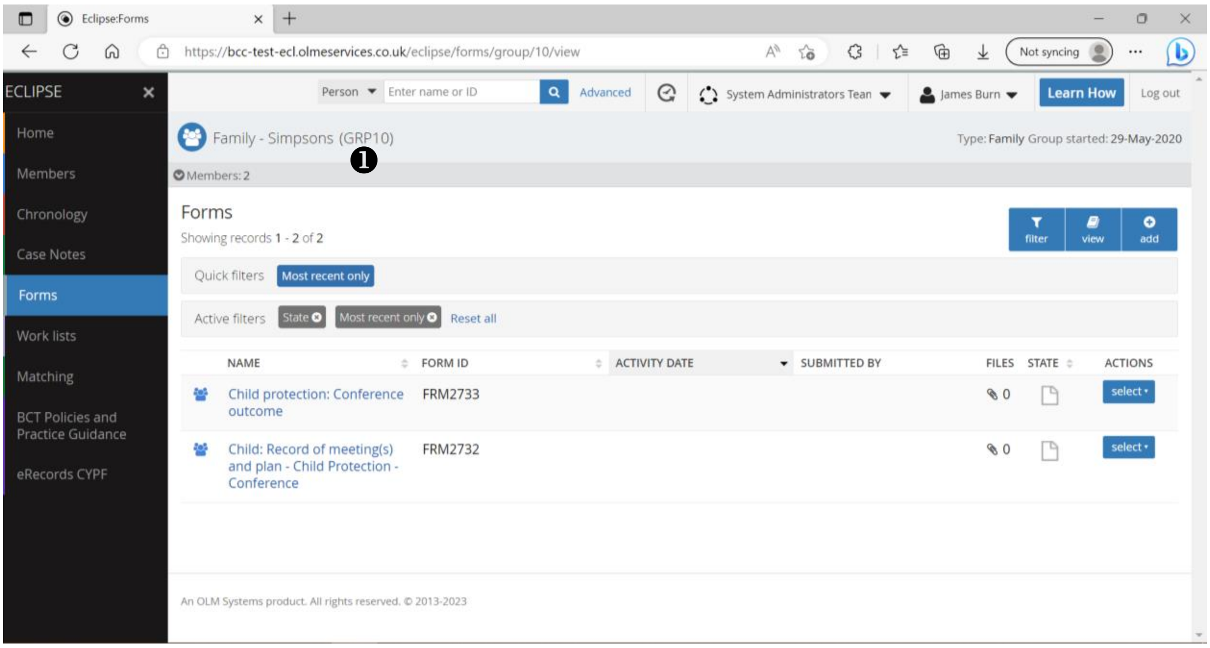
The Supervision Order Support Plan template is in the Pre-proceedings and court work section under Care Proceedings also of Practice Guidance.

The Supervision Order Support Plan template is in the Pre-proceedings and court work section under Care Proceedings also of Practice Guidance.

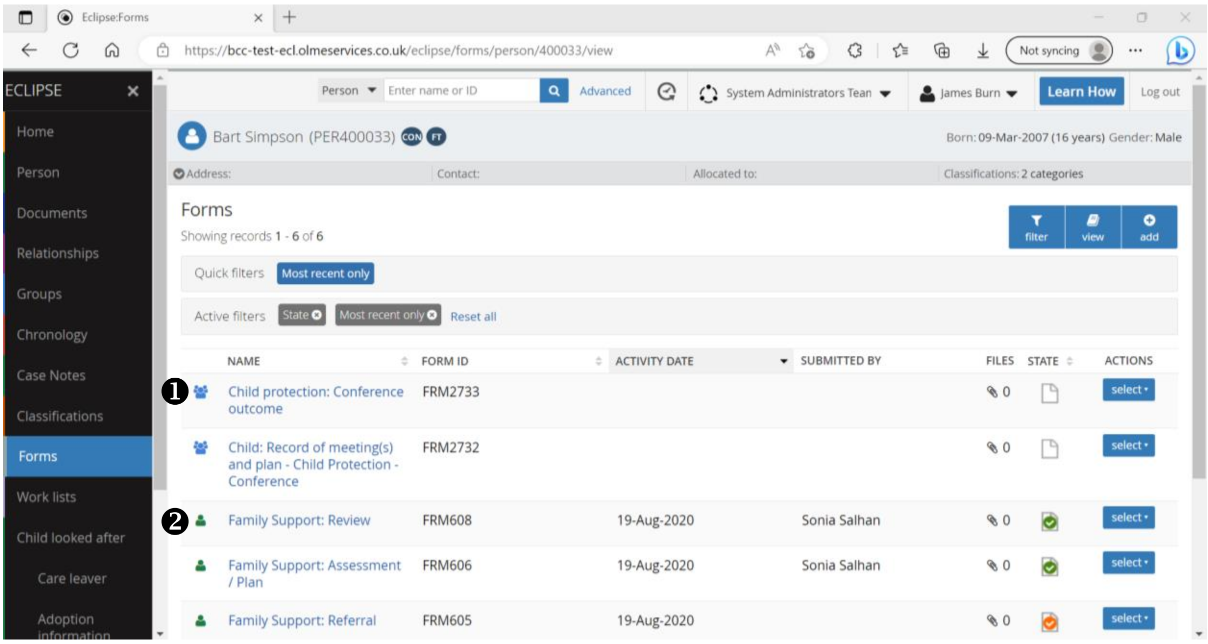
The Together and Apart / Sibling Assessment template and guide is in the Assessments and Planning section under Together and Apart also of Practice Guidance.

Eclipse basics and reminders

Groups – If you are recording anything on more than one child, you need to make sure you search for and select the group first. You can tell this in two ways. First off, you will have a "GRP" number rather than a "PER" number at (❶) below.

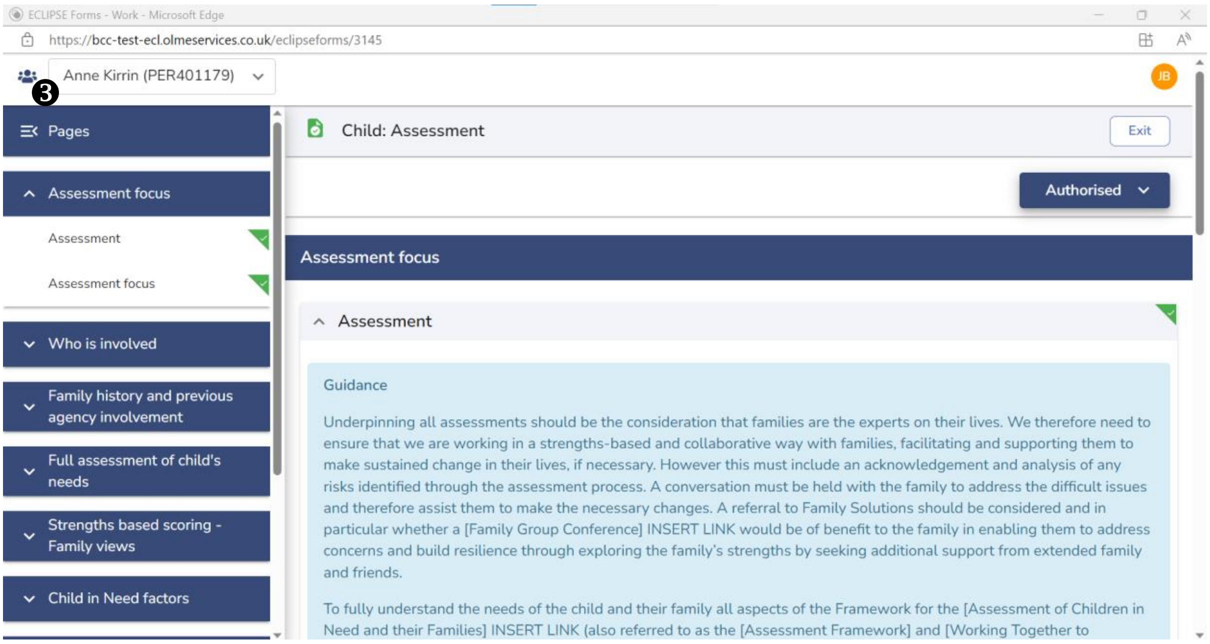


Secondly, you will have this symbol next to the form or worklist you are going to select if the form or worklist is on a group, rather than this symbol which is for a form/worklist on one child. In the example below, you can see forms both on groups (❶) and on an individual (❷).

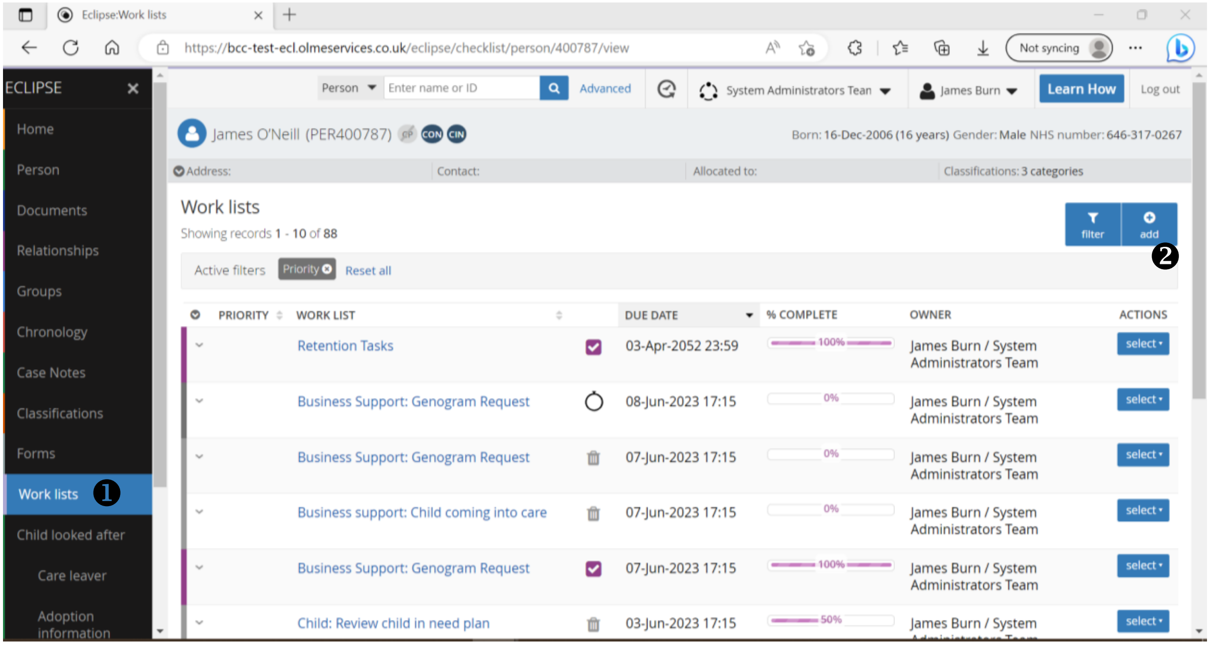


To go to a group, Click on "Person" next to the search box at the top of the screen, select "Group" from the drop down menu and then type in and select your group number (beginning with GRP) in the search bar before you record anything.

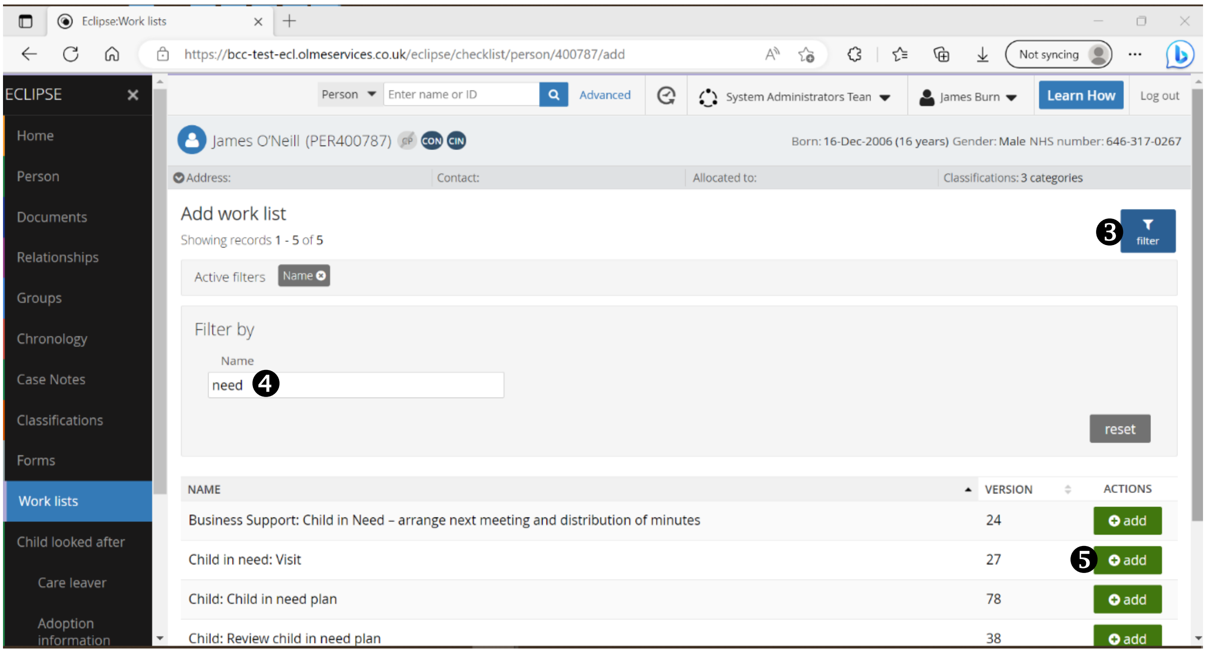
You can tell if a form is on a group or a person when you are in the form as it will have the group symbol at the top left as in the example below (❸).



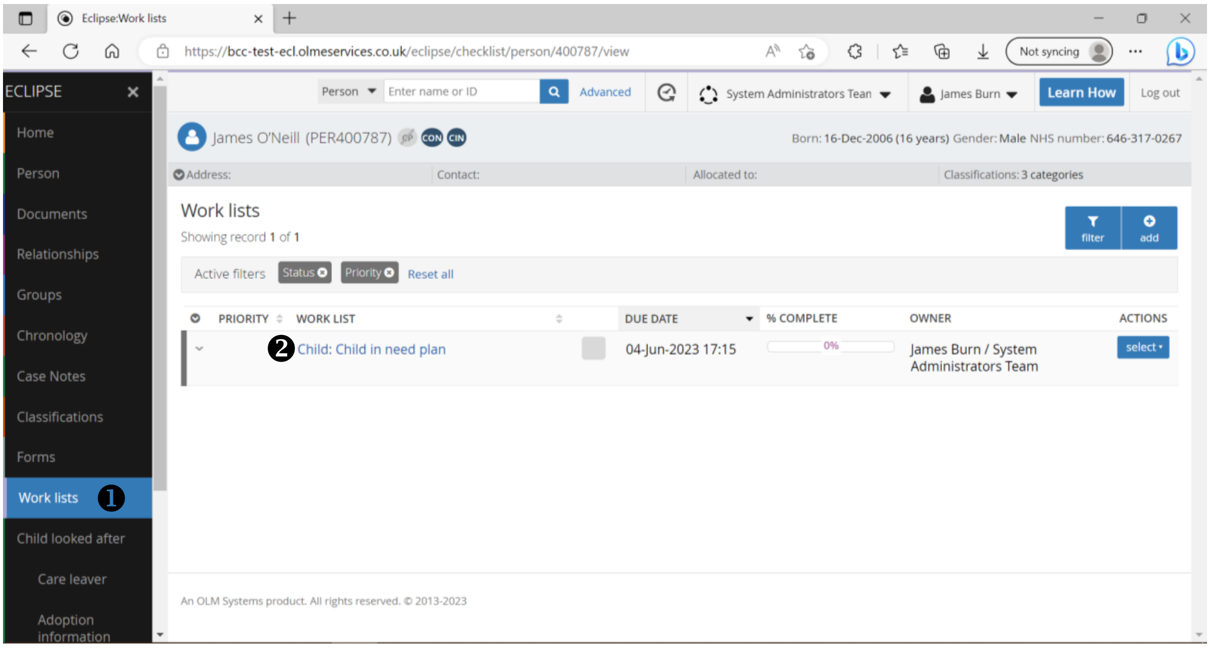
Adding a Work list – After you've selected your child or group, click on Worklist (❶) on the left of the screen in the black bar. Click "add" (❷).



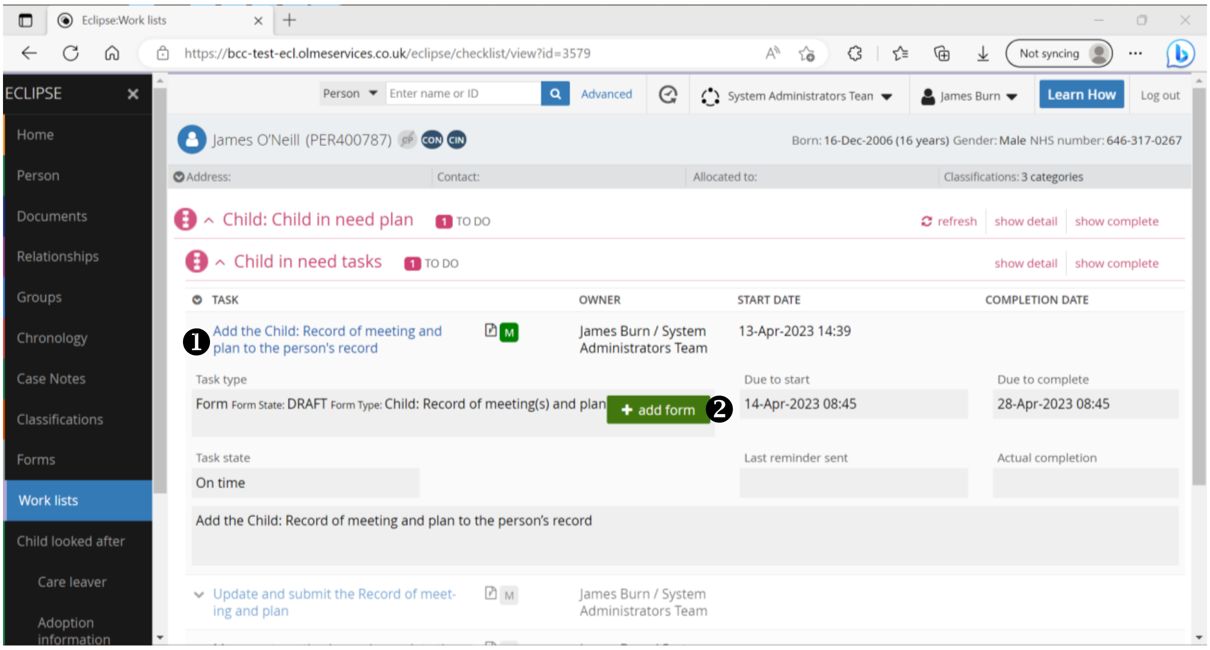
To find the Worklist you want to add, click "filter" (❸) and then type some of the name of your Work list in the "Name" box (❹), scroll down the list to find the right Work list then click "add" (❺).



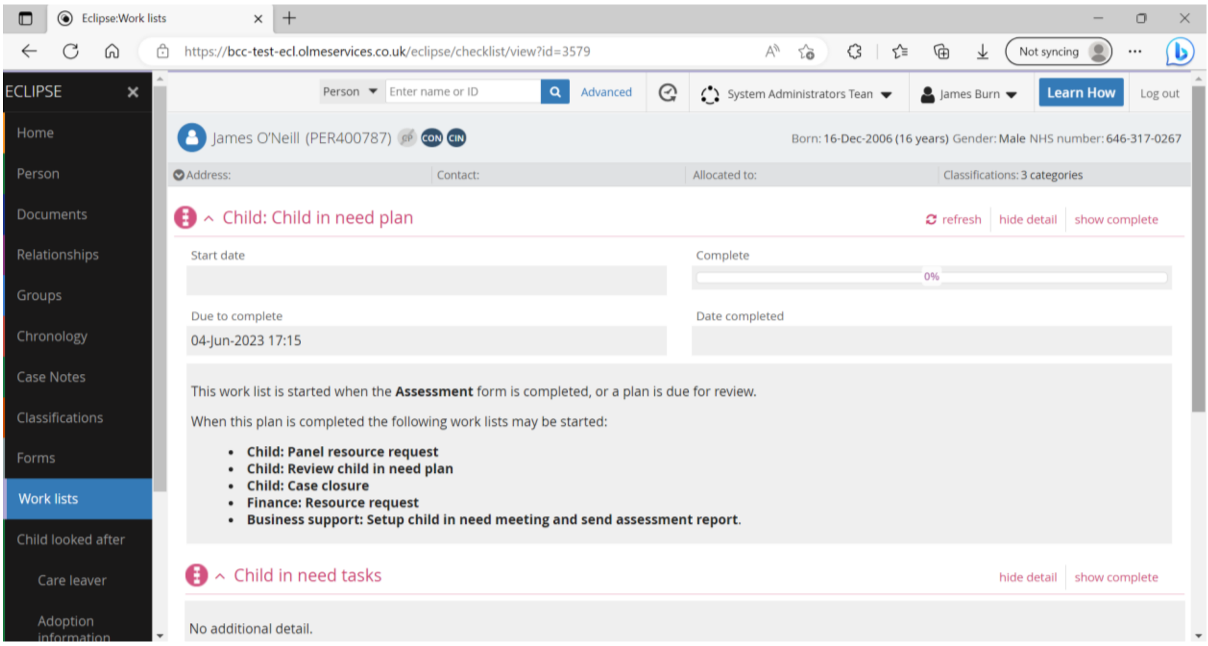
Adding a form – Forms are always added from work lists. Click on “work lists” (❶) then find and click on the correct worklist (❷).



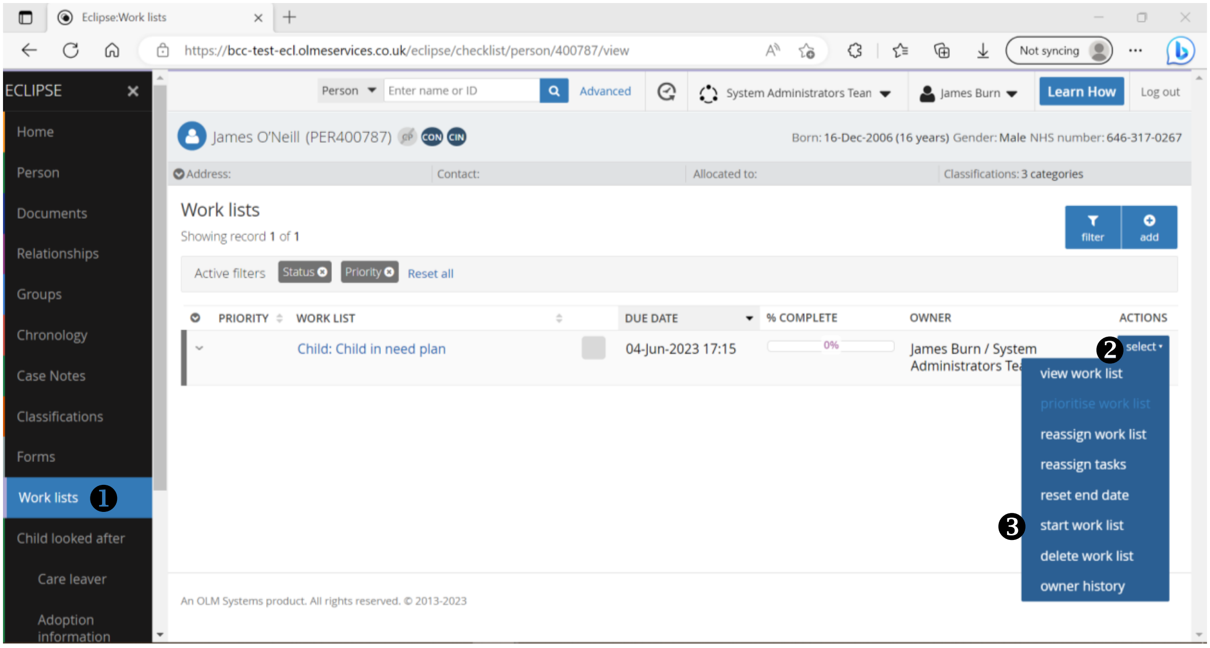
Now click on the first task (❶) and then click the “+ add form” button (❷) that appears. This will add your form. Sometimes another window may open and ask you to click “save” or to choose the exact form you want from a list. The form may then open automatically. If not, just click “forms” on the left of the screen and click on the form name to open it.



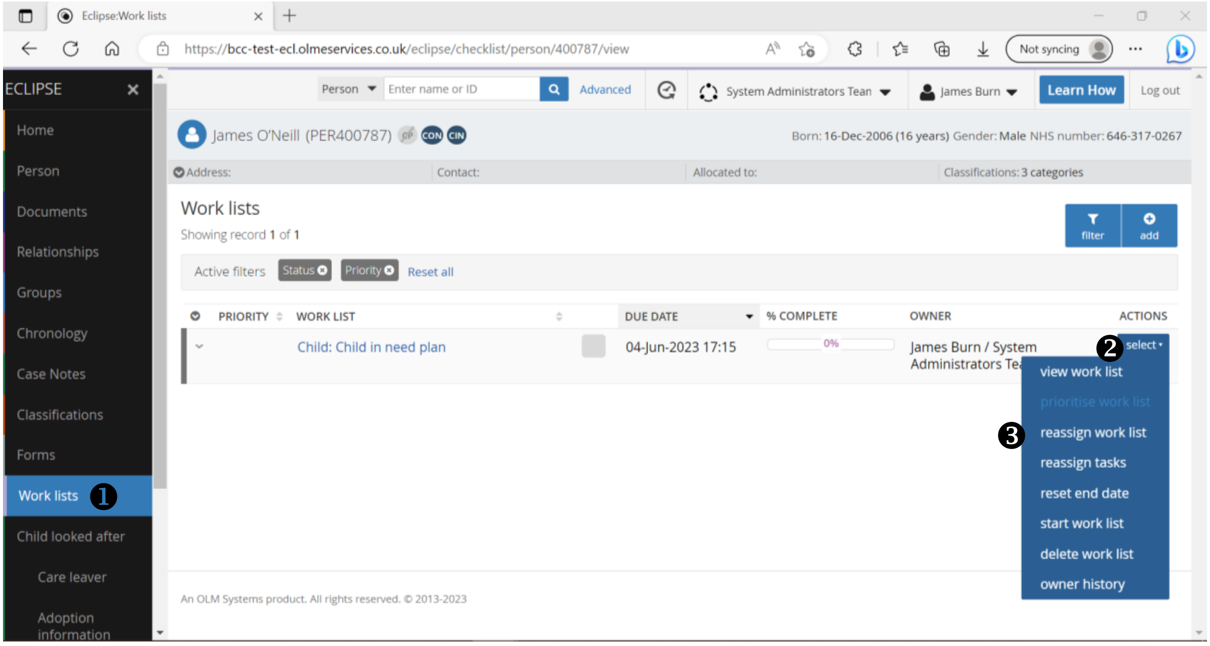
If you can’t see or click on any tasks, and your screen looks something like the screen below, you need to “start” the Work list.



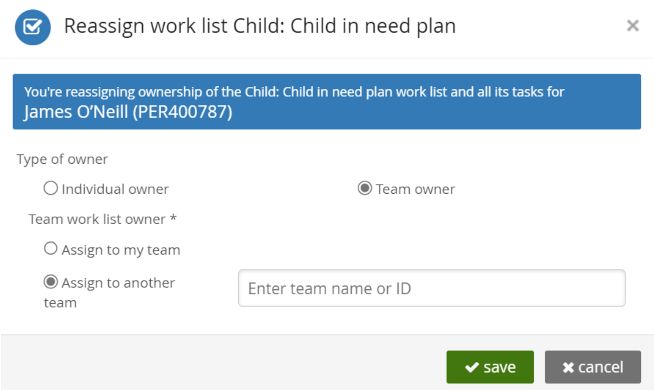
To start the Work list, click on "Work lists" (➊), click on "select" (➋) and choose "start work list" (➌). You can then use the work list as usual.



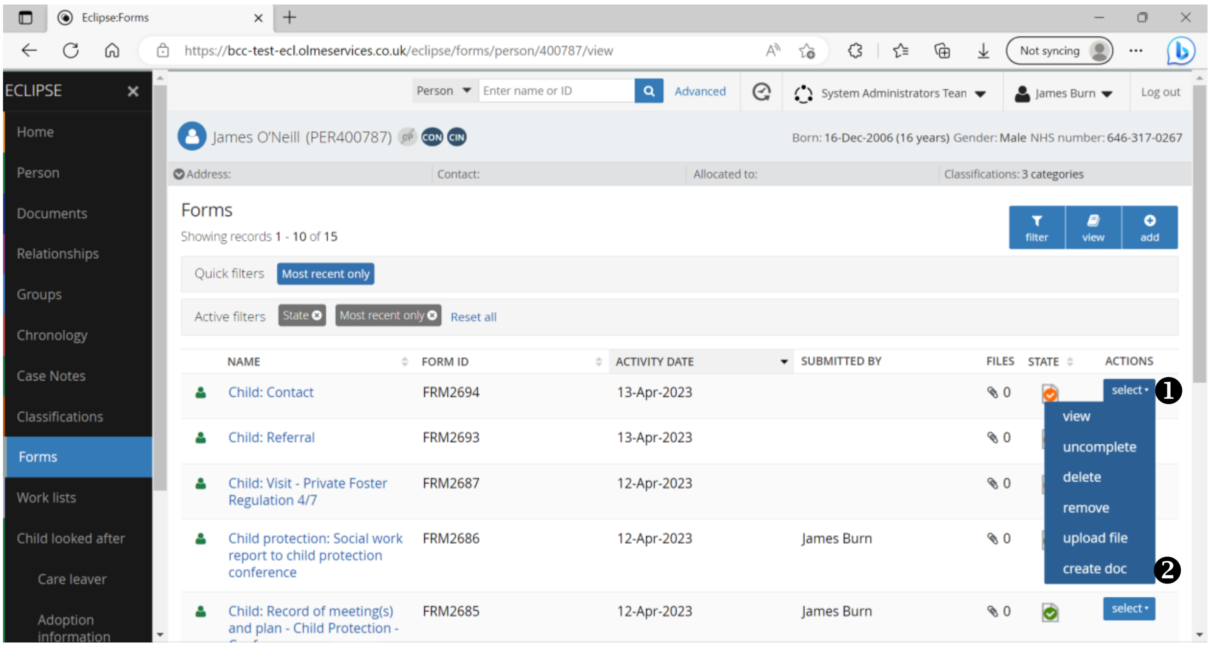
Re-assigning a worklist – To reassign a Work list, click on "Work lists" (❶), click on "select" (❷) and click "reassign worklist" (❸).



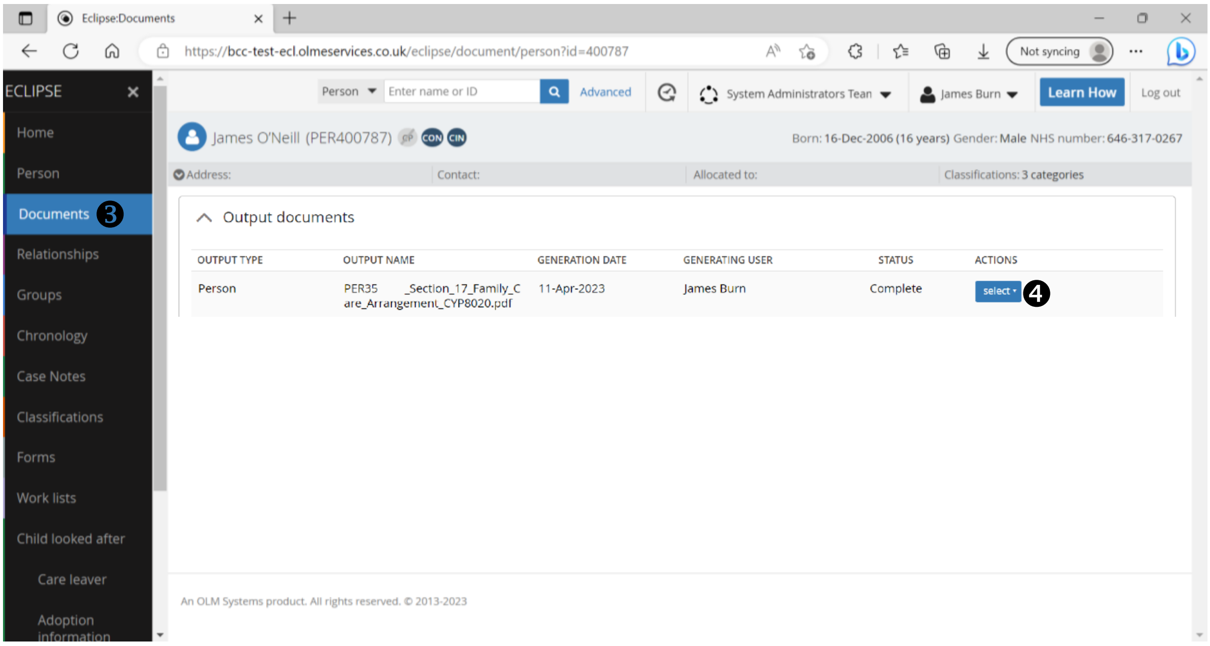
A new, small screen will open. If you want to re-assign the work list to yourself, just click "save". If you want to re-assign the work list to another person (an Eclipse ID starting "PER), leave "Individual owner" selected. If you want to re-assign the worklist to a Team (an Eclipse ID starting "ORG") then select "Team Owner"). Then click "Assign to another person" (or team). Type in the PER or ORG number then click "save".



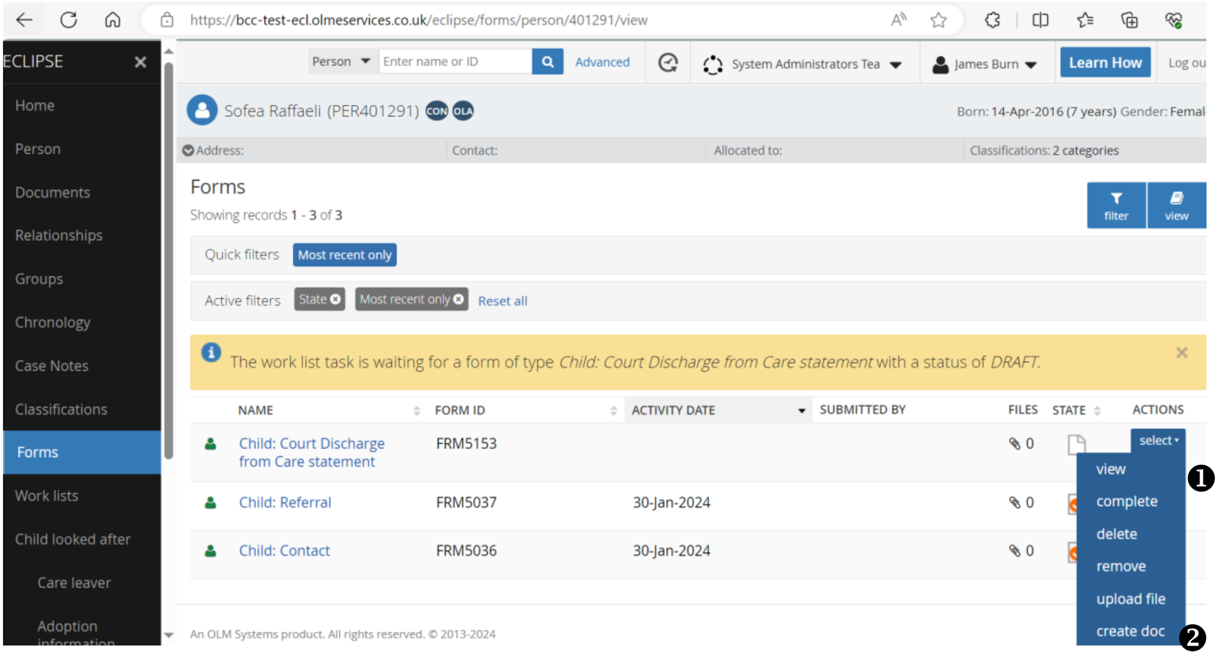
Generating (or printing off) a form from Eclipse – Find your form on the "forms page". Click the "select" (❶) box next to it, and clock "create doc" (❷).



Click on "documents" (❸). The screen below will open. The document you just generated should be at the top of the list. If it's a big or complicated form, it can take a while to generate sometimes so click "Documents" again in a couple of minutes and it should appear. Click "select" (❹) then "download document" and the document will open at the bottom of your screen. Click on it and you can then save or print the document.



Attaching a document to a form in Eclipse – Find your form on the "forms page". Click the "select" (❶) box next to it, and click "upload file" (❷).



Choose your file, upload this, give it a title and click "upload".