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|  **PLO Recording Standards** |

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| 1. **Head of Service**
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**Standard 1:** When a legal planning meeting has been held it is the responsibility of the head of Service chairing the meeting to add a case note of the decision and reasons to the child’s record within LCS. The format to be used for this is the agreed Management Oversight Principles. This must be on the child’s record within 24 hrs of the meeting.

**Standard 2**: The Head of Service chairing the meeting is also responsible for completing and finalising the LPM Minutes form on LCS. The legal representative in attendance will e-mail a record of the discussion and their written legal advice for including within the minutes form within one working day of the LPM. The Head of Service will then complete and finalise the minutes within the child/young person’s record within 5 working days of the LPM

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| 1. **Team Manager**
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**Standard 3:** It is the responsibility of the Team manager to ensure that a case note is added to the child’s record whenever there is a legal meeting of any type held for the child/young person. This should be visible on the child’s/young person’s record within 24 hrs of the meeting.

1. For children in pre-proceedings this will include pre-proceedings meetings. The format should follow the Management Oversight Principles and should include any decisions made, the reasons, agreed timescales and the date of the next panned meeting. If a Review Legal Planning Meeting is required then this should also be documented as an action with timescales for this to be convened.
2. For children subject to Care Proceedings this will include a case note recorded following the management Oversight Principles every time there is a legal discussion or a court hearing. This must include:
* Most recent hearing type and date
* Orders made
* Any variations to Orders made (Please also add to Chronology)
* Dates for parties to file evidence and type of evidence
* Next planned hearing type and date

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| 1. **Social Worker**
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**Standard 4**: the social worker is responsible for updating the child/young person’s case summary following any type of legal review meeting whether that is within pre-proceedings or care proceedings. The social worker should include the names and roles of those party to proceedings and the same information as detailed in Standard 3

**Standard 5**: The Social Worker is responsible for ensuring that any documents (e.g. Court Orders or meeting Minutes) are saved to the child’s record in the “Documents” section.

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| 1. **For all**
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**Standard 6:** In order to support the continued tracking for children within pre or care proceedings when completing a case note as outlined above please ensure that Katie Wint, Children’s legal Case Progression Manager is copied in to the case note in LCS to ensure our centralised trackers for all children are up to date.

June 2020