

To: **Gail Hancock**
Interim Director for Children's Safeguarding and Care
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Please ask for: Gail Hancock

Phone: 01452 425775

Our Ref: GH/jp

Date: 28th May 2021

Dear Colleagues

Re: Unregulated Placement Provision – LCS template in 'forms now 'live'

Some of you may be aware that during our continued improvement and development journey we are seeking to build a number of templates within the 'forms' section of Liquid Logic. There are a number of benefits with this, including:

- Being able to make and maintain an electronic record about important arrangements for children and young people
- Being able to performance report key data
- Reducing the number of manual forms and processes that we are currently required to complete

I am pleased to confirm that the necessary development work has now been finalised for the Unregulated Placement Provision template and this is now in the 'live' system in the 'forms' section of the child's record.

Due to the nature of the oversight that is required a delegation process is required. This may be a new functionality for some staff so please read the attached guidance for advice about how to use this.

Please take time to read and digest the practice guidance and the flowchart and copy this to your desktop for ease of reference. Please also discuss this within your team meetings and in supervision.

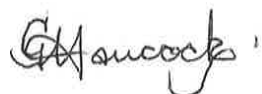
Colleagues from ICT are offering to run webinars to support staff to understand the use of this form and these sessions are offered on the following dates:

- Thursday 3rd June
- Monday 7th June
- Tuesday 8th June
- Wednesday 9th June

Please contact Yunus.patel@gloucestershire.gov.uk to book your place and he will contact you to arrange a time. Further dates may be offered, if required, but it would be helpful to get as many staff as possible onto the first 4 sessions being offered.

I would like to thank you for your continued hard work and commitment to support the vulnerable children and young people in Gloucestershire. Your hard work and commitment is gratefully appreciated.

Kind Regards

A handwritten signature in black ink that reads "G Hancock". The signature is written in a cursive style with a small apostrophe at the end.

Gail Hancock
Interim Director for Children's Safeguarding and Care