

Children's Services Quick Guide

Updating Looked After Information

The **Looked after** section in the sidebar menu within the **Person summary** screen allows information to be recorded on a child or young person's Looked After **Legal status** and **Placement status**.

Select **Looked after** then **Looked after episodes** from the sidebar menu. Information within this section can only be updated if an open Service User Group has been recorded.

The **Looked after episodes** summary screen will display a list of placement codes and Looked After Legal Status' that are historic and current. If none have been recorded, they can be added by selecting **New placement and status**.

Selecting **New placement** allows the status of the placement to be updated. In the scenario below Samuel Smith is placed at home with Parents or person with Parental Responsibility. If he were to move into a placement with a Foster Carer, selecting **New placement** would allow the current status to be ended and the new one to be added.

Looked after episodes - Sister Test (3549746) born 05 May 2015 (7 years old) CLA

Placements

From	To	Status	Adjustment
7 Mar 2023		P1: Placed with parents or person with parental responsibility	↶ ✎ ✕

Legal status

From	To	Status	Adjustment
7 Mar 2023		C1: Interim Care Order - Children Act 1989 S38(1)	↶ ✎ ✕

New placement
New placement and status
New legal status
End looked after period

OK

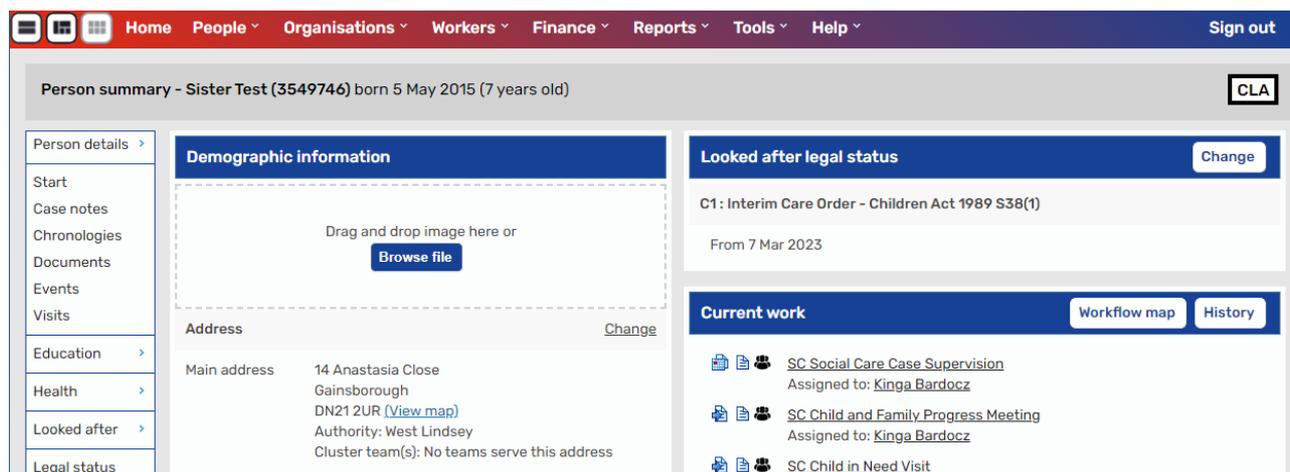
Selecting **New legal status** allows the current status to be updated or a new one to be added if none already exist. In the example above Samuel Smith is on an Interim Care Order. If this were to change to a Full Care Order then selecting **New legal status** would allow the previous one to be ended and the new one to be added.

Selecting **New placement and status** allows both sections to be completed at the same time.

Selecting **End looked after period** allows the reason the child or young person is no longer Looked After to be recorded. This will update both sections with the information. This can only be done if there is an open **Service User Group** recorded on the child or young person.

The **Adjustment** section has three icons, the  insert before icon allows a previous placement or legal status to be recorded. The  amend icon allows the placement or legal status to be corrected if an error has been made. The  delete icon can be used to delete any information that has been added in error.

Any **Placement** or **Legal status** that is recorded within this section will display on the **Person summary** screen.



Person summary - Sister Test (3549746) born 5 May 2015 (7 years old) CLA

Person details >

- Start
- Case notes
- Chronologies
- Documents
- Events
- Visits
- Education >
- Health >
- Looked after >
- Legal status

Demographic information

Drag and drop image here or [Browse file](#)

Address [Change](#)

Main address 14 Anastasia Close
Gainsborough
DN21 2UR ([View map](#))
Authority: West Lindsey
Cluster team(s): No teams serve this address

Looked after legal status [Change](#)

C1: Interim Care Order - Children Act 1989 S38(1)
From 7 Mar 2023

Current work [Workflow map](#) [History](#)

-   [SC Social Care Case Supervision](#)
Assigned to: [Kinga Bardocz](#)
-   [SC Child and Family Progress Meeting](#)
Assigned to: [Kinga Bardocz](#)
-   [SC Child in Need Visit](#)