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.
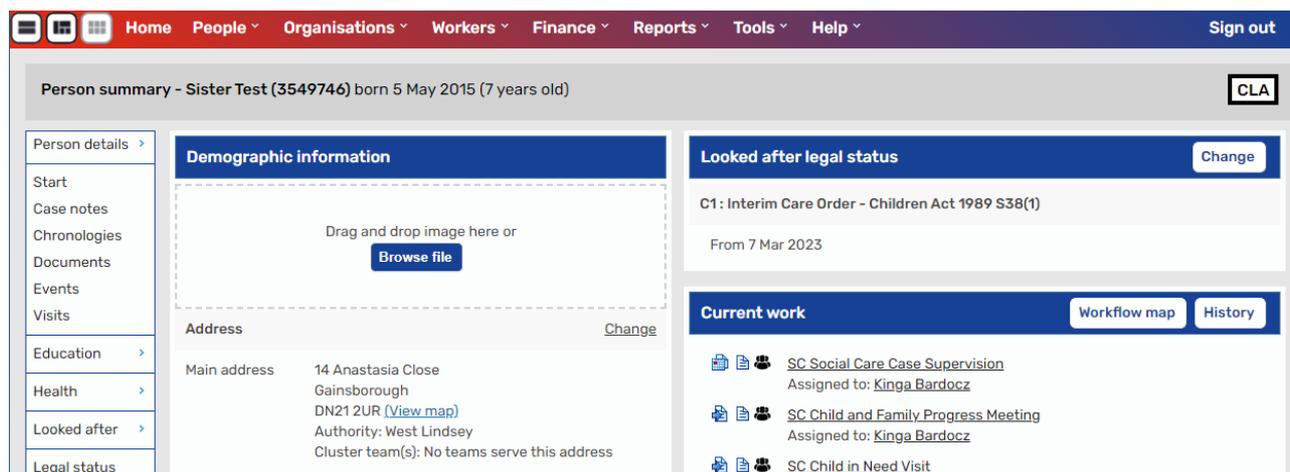

Selecting **New legal status** allows the current status to be updated or a new one to be added if none already exist. In the example above Samuel Smith is on an Interim Care Order. If this were to change to a Full Care Order then selecting **New legal status** would allow the previous one to be ended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