

Children's Services Quick Guide

Recording Classes

A Class or Classes can be recorded on a Child or an Adult where it is appropriate to do so. The options available are the same for both children and adults. Teams such as SEND will use this feature to record a child's SEND rating and the Fostering Team to record a Connected Person Carer.

In order to add or change the class that a person belongs to, select the **Person details > Classes** option from the side menu on their Person summary page:

Amend person classes - Sister Test (3549746) born 05 May 2015 (7 years old)

- Child Minder
- Clinically vulnerable
- Connected Person Carer
- Gold Command
- In Permanent Placement
- Ordinary Resident in other LA
- Other Local Authority Adoptive Placement
- Other Local Authority CP Child
- Other Local Authority Carer
- Other Local Authority CiC
- Reported Missing by another Local Authority
- Rutland Client
- SEND Rating - Amber
- SEND Rating - Education Concern
- SEND Rating - Green
- SEND Rating - Purple
- SEND Rating - Red
- Serious Mental Illness (SMI)
- Telecare Service (Retail model)

Save

Cancel

The current options available in Classes are:

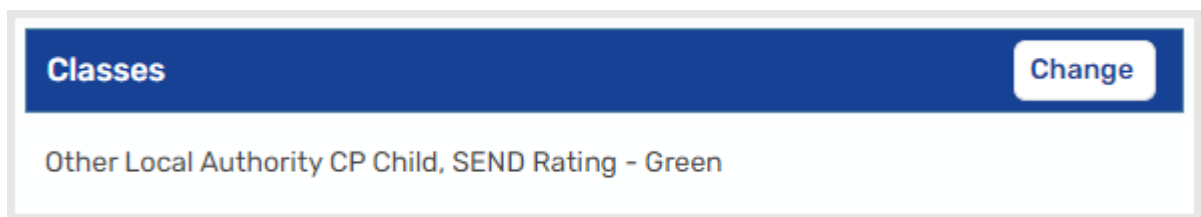
- Child Minder
- Clinically vulnerable

- Connected Person Carer
- Gold Command
- In Permanent Placement
- Ordinary Resident in other LA
- Other Local Authority Adoptive Placement
- Other Local Authority CP Child
- Other Local Authority Carer
- Other Local Authority LAC
- Reported Missing by another Local Authority
- Rutland Client
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- SEND Rating – Green
- SEND Rating – Purple
- SEND Rating – Red
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Each team is able to select one or more classes from the list applicable to their team by ticking the relevant boxes and click **Save**. Click **Cancel** to close the dialog without making any changes.

Please note: Workers should not to untick any other teams' selection unless you have checked to see it is no longer required.

Once saved the screen will refresh, and the updated information will display within the Person summary screen.



To change a recorded class, you can click on **Change** on the Person summary screen or through **Person details > Classes** and simply untick the relevant box and click **Save**.