

Statutory Checks and References

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Please note

This document is intended to support staff who have attended the Mosaic training course relevant to their role. If you have not attended a relevant course, please contact the [Mosaic Children's Training Team](#) . Every effort has been made to ensure that screen shots included are current; there may be some minor differences in look and feel within the system. All data-examples included in this document are fictitious. Any resemblance to real persons, living or dead, is purely coincidental.

Introduction

This guide follows the steps on Mosaic in order to record and track the statutory checks and references completed as part of the Fostering, Adoption, Private Fostering and Step-parent Adoption processes. The statutory checks and references process is owned by business support.

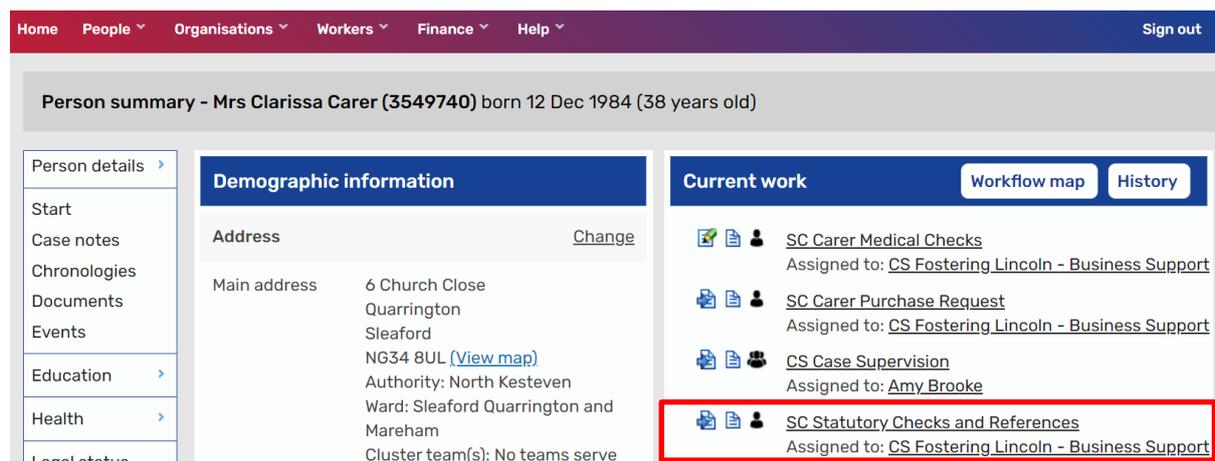
All recording is completed on the SC Statutory Checks and References workstep.

SC Statutory Checks and References

The **SC Statutory Checks and References** step will be generated as part of any of the Fostering or Adoption workflows. This work step will be assigned to a Business Support Virtual Worker within one of the Fostering or Adoption teams. It can be accessed by clicking on  Team workview icon from within your workview. Then select the relevant hyperlink for the team that you support.



Clicking on the hyperlink **SC Statutory Checks and References** will open the work step summary screen. Click on **Start** or **Resume** to record into the work step. The workstep can also be accessed from the **Person summary** screen of the carer and will display in the **Current work** section.



Clicking on Incoming work icon  or Incomplete work icon  next to CS Statutory Checks and References will give you the option to Start or Resume the workstep. This will open the **Assign step** window. The Assign step screen will appear.

Assign step

The work you have chosen to start is not assigned to you. If you continue the work will be started and assigned to you. Do you wish to start / assign this work.

Assignment note

Yes No

This window appears to inform you that the ownership will change from the Virtual Worker and will be assigned to you. Click **Yes** to close the window and access the step. An optional Assignment note can also be added if applicable.

The **AF Checks and References Form C0221** will display.

SC Statutory Checks and References : Clarissa Carer 3549740

AF Checks and References Form C0221

Sections

- 1. References / Interviews
- 2. Statutory Checks
- 3. Next actions

indicates completed section

1. References / Interviews *indicates required field

Details of person undergoing checks

Name	Gender	Date of Birth	Address
Clarissa Carer	Female	12/12/1984	6 Church Close Quarrington Sleaford NG34 8UL

This check is in relation to*

Prospective carer Associated Individual

Identified Issues / Further Information

This form contains three sections. **Section 1. References / Interviews** contains a mandatory radio button entitled **This check is in relation to**. Prospective carer is selected for all applicants. Associated Individual is selected for anyone else that is linked to the applicant or existing carer that requires a DBS to be completed, i.e. extended family members or regular visitors to the house.

This check is in relation to*

Prospective carer Associated Individual

Selecting **Prospective carer** will enable the **References / Interviews – 1** field to be completed. This is where the worker can record the details of any reference received for the prospective carer. There is also an **Insert Section** button that allows the worker to replicate the field and record multiple references.

References / Interviews - 1

Name of Referee / Interviewee **Find** **Clear** **Manual Input**

Name

Mosaic ID

Date of Birth

Relationship to applicant

Reference type -- Please Select --

Numbers of years known

Date Referee contacted

Date response received from referee

Details

 **Insert Section**

Selecting **Associated Individual** will enable the Carer's Information table to be completed.

Clicking the **Find** button will allow the worker to search Mosaic for the name of the person providing the reference. If this person does not exist on Mosaic, the worker can enter their details via the **Manual Input** button.

Once all the fields have been completed, the corresponding **Optional Forms** will need to be generated via the  forms and letters icon and any paper documents will need to be uploaded via the  view documents icon.

Clicking the  view documents icon > Attach a document will open the **Attach document** window.

Please Note: The following naming convention must be used when attaching a document so that it can easily be found again if needed: (Doc name, completed by [ints] - [date of document]).

The relevant **Main Category** and **Sub-category** must then be selected to indicate the team and type of document being uploaded. Click the **Add** button to upload the document.

Section 2. Statutory Checks allows the worker to record the details of all the checks made for the prospective carers. The following checks are recorded in this section:

- DBS
- Safeguarding
- LADO
- Other Local Authority
- CAFCASS
- Probation
- OFSTED
- NSPCC
- Health Visitor
- Medicals
- Overseas Check (Certificate of Good Conduct)
- SSAFA
- Core Assets

Please Note: If the checks are returned at different times, the details of the received check can be recorded and then click on the  save icon to save and then close the workstep. Each time a new check is received, click on **Resume** to continue recording.

If there are any causes for concern highlighted in any of the documents returned during the process, click on the  requests icon and select **CS Please Review and confirm next action**, and use the **Find** button to send this to the SSW, PS or TM. This will prompt the SSW, PS or TM to review the documents attached and decide what the next course of action should be.

Once the DBS has been received, the worker must then navigate to **Section 3. Next actions** and click the **Add** button to open the **Next actions** window.

Next actions

Select action -- Please select --

Note
SC Checks Completed - Schedule Next Statutory Checks
SC Checks Completed (NFA)

Priority

Urgent Normal Low

Add Add and close Close

The worker must select either **SC Checks Completed – Schedule Next Statutory Checks** or **SC Checks Completed (NFA)** from the **Select action** drop down menu, depending on the circumstances.

If the option of SC Checks Completed – Schedule Next Statutory Checks is selected, the **Scheduled Date** for when the next DBS is due must be entered. This would be **today's date minus 4 months plus 3 years**.

Once the relevant action has been chosen, assigned to a worker, and given a reason, the worker can click **Add and Close**.

The worker can then **finish** the workstep by clicking the  finish icon.