

Mosaic User Guide

Children's Services

Completing a LAC Review Workstep

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.

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Introduction

This guide follows the steps completed by the Safeguarding & Review team and Independent Reviewing Officer's for completing the Looked After Review workstep.

When it has been decided that a child or young person needs to be accommodated the Social Worker will complete the **Looked After Child Planning** workstep within Mosaic. This workstep contains the first version of the LAC Care Plan C0305. As a Next Action the Social Worker will add the **LAC Care Plan Update** workstep. This allows the LAC Care Plan C0305 to be updated and **Section 2 – Social Worker's Update** is where the Social Worker will record the Social Worker report to the First Looked After Child Review. This step must be completed and authorised before the First Looked After Child Review takes place so that the information maps forward into the Review workstep.

This workstep has four mandatory **Next Actions** that are required when a child becomes Looked After, one of which is assigned to the Safeguarding & Review Team, the **SC Schedule First LAC Review**, which can only be assigned to the **CS LAC Review – Meeting** virtual worker. The **SC Independent Reviewing Officer Activity** workstep is assigned directly to the Independent Reviewing Officer or to the virtual worker **CS LAC Review – Meeting** if at this point it is not known who the Independent Reviewing Officer will be. The remaining two worksteps are assigned to the Social worker.

Reallocating the First Looked After Child Review - Safeguarding & Review Team

The **SC First Looked After Child Review** workstep will appear either in the **Incoming Work** or **Future Work** folder within the **Current Work** of the virtual worker, **CS LAC Review - Meeting**. The date the Review is due will determine which folder it defaults into.

All First Looked After Child Review's go to the **CS LAC Review – Meeting** inbox so the Safeguarding & Review Team can ensure the step is available for the IRO prior to the Review. It may also be the case that the IRO is not known at the time the step needs to be allocated.



There is no information the Safeguarding and Review Team need to enter into the First Looked After Review step but they may wish to check the Social Worker has completed their section of the LAC Care Plan prior to the review.

Do not click on Start too far in advance of the Review to allow the Social Worker time to complete their report to Review. The Social Workers report and any Care Plan updates will map into this step from the last completed SC Looked After Child Planning or SC LAC Care Plan Update step that is owned by the Social Worker.

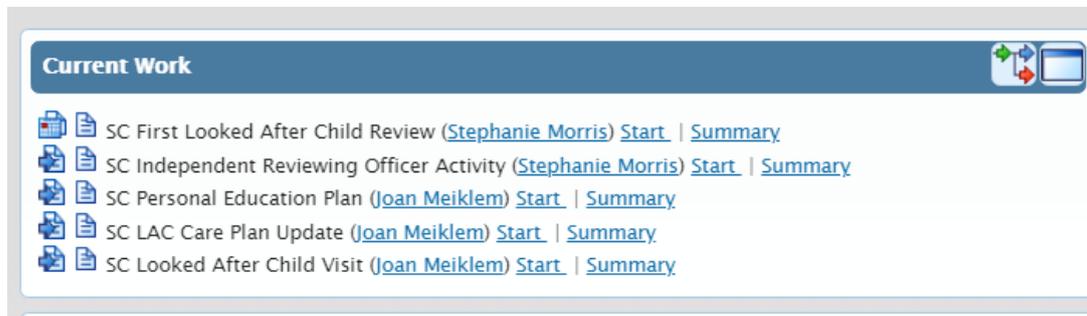
A few days before the Review is due to take place, click on **Start** and check **Section 2 – Social Worker's Update**. Information should prepopulate in here from the LAC Planning step once the step has been finished. Check **Section 3 – Your Plan**, information should prepopulate into the **Signs of Safety Framework** section. Close the step without saving it. If either of the sections is blank, the Social Worker has not updated these sections within the LAC Planning step. This will need following up with the Social Worker.

Once the IRO has been allocated, the review workstep should be reassigned to the Independent Reviewing Officer once these sections have been checked.

The Review invitation checklist will be completed outside of Mosaic. Once the review has been booked, the notification **CS Please arrange for LAC Review: SC Looked After Child Planning** needs to be acknowledged.

Recording the Review – Independent Reviewing Officer

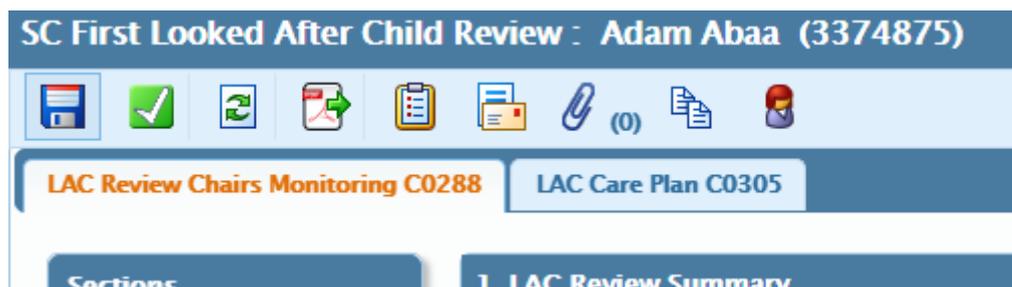
The Looked After Child Review workstep can be accessed from within the **Current Work** section on the child or young person's **Person Summary** page by clicking on **Start**.



Do not click on Start too far in advance of the Review to allow the Social Worker time to complete their report to Review. The Social Workers report and any Care Plan updates will map into this step from the last completed SC Looked After Child Planning or SC LAC Care Plan Update step that is owned by the Social Worker.

Please note: The information in this section is the same for a First, Second or Subsequent Looked After Child Review step.

The Looked After Child Review opens with two mandatory forms. Both the **LAC Review Chairs Monitoring C0288** and **LAC Care Plan C0305** are to be completed by the IRO after the Review.



The **LAC Review Chairs Monitoring C0288** contains 3 sections.

Section 1. **LAC Review Summary** contains the details of the review such as who attended and the next review date. Section 1 also contains the question **Is the child being considered for Adoption or Long Term Fostering?** The IRO must consider previous reviews and the steps that have already been added. If **Yes, Permanency Planning required** is selected, it will force you to add **SC Start Permanency Planning Process** as a next action. If this step was added from a previous review but the plan is remaining permanency then **Yes, Permanency Planning in place**

should be used as this will not force a duplicate step to be added.

Section 2. **Chairs Monitoring Information** contains a list of mandatory questions for the IRO to complete.

Section 3. **Actions Taken** is used to access the next actions required depending on the outcome of the review.

The information within the **LAC Care Plan C0305** will prepopulate from the last completed Looked After Child Planning or LAC Care Plan Update workstep.

The IRO should update the actions and recommendations in **Section 3. Your Plan** within 24 hours of the review taking place.

Section 1 – Your Details, some information will prepopulate and will need checking and updating.

Tick one of the checkboxes under **Overall Aim of your Plan** to indicate the status of the plan or whether Permanence Planning is required.

Check the **IRO** and **Carer's SW** information to ensure it is correct. If it is incorrect or has not been added use the **Find** buttons to complete a search and add the information.

The **Date of this Plan** field will need updating to record the date of this Review.

The **Members of your support network** section will need checking and updating as appropriate.

Members of your support network				
ID	Name	Relationship to child	Contact Details	How have they contributed to this plan
	Felicity Foster	Foster Carer		Carer attended the Review. Felicity will continue to support Adam

Clicking on the  icon will allow the information to be updated. Clicking on the  icon will delete the row. Clicking on **Find** will allow details of new members to be added.

The **Details of professionals involved with you** section is updated in the same way.

How have you been involved in your plan? is a mandatory section that will need completing by the IRO.

Section 2 – Social Worker's Update. Information in this section will prepopulate from the last completed LAC Care Plan Update or Looked After Child Planning workstep. Once the update has been read, tick the **LAC Manager/IRO signature** box to acknowledge that it has been seen.

Please note: If this is the First LAC Review and this section is blank, the workstep has been Started before the Social Worker has completed their Update for the LAC Review. Close the workstep **without** saving it and contact the Social Worker to ascertain when the Update will be available.

Section 3 – Your Plan. This section is used to record the Signs of Safety Framework and the Decisions and Recommendations from the Review.

Information within the **Signs of Safety Framework** section will prepopulate from the last completed LAC Care Plan Update or Looked After Child Planning workstep.

Signs of Safety Framework				
Danger / Worry Statement	Safety Goal / Goal	10 being0 being	Who scaled	Reason
We are worried that you are not safe	Our aim is to keep you safe	5	Joan Meiklem	You need to be kept safe at all times
				

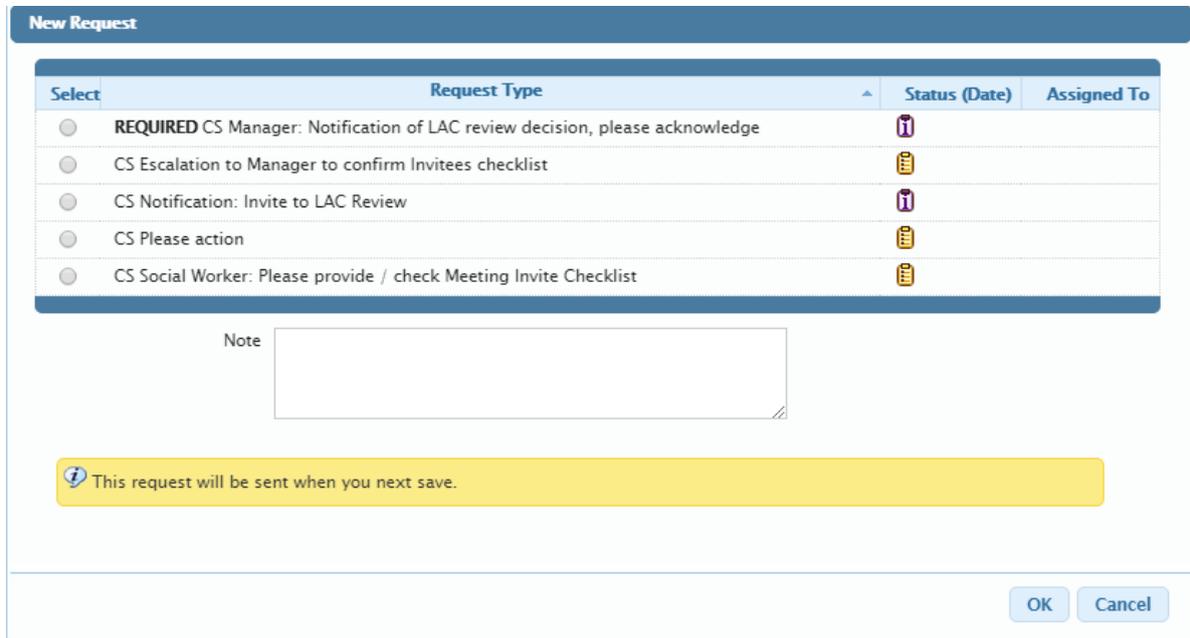
As with previous sections, information here can be updated by using the  icon, deleted by using the  icon or added by using the **Add** button.

The **Bottom Line – what must or must not happen** section will prepopulate from the last completed LAC Care Plan Update or Looked After Child Planning workstep and can be updated as appropriate.

The **What will your family / carer(s) do?** and **What is everyone else going to do?** sections will be used to record the decisions and recommendations from the Review. For the First LAC Review, this section will need to be completed fully. For Second and Subsequent LAC Reviews, the information maps forward to be updated as appropriate. As with previous sections information here can be updated by using the  icon, deleted by using the  icon or added by using the **Add** button.

Once **Section 3. Your Plan** has been completed the IRO must use the clipboard request to send the mandatory request through to the social worker's team manager. This should take place 24 hours after the review has happened.

Click on the  icon and the **New Request** screen will display. If a clipboard request has been sent previously, select **Send request** from the menu and the New Request window will display.



Select	Request Type	Status (Date)	Assigned To
<input checked="" type="radio"/>	REQUIRED CS Manager: Notification of LAC review decision, please acknowledge		
<input type="radio"/>	CS Escalation to Manager to confirm Invitees checklist		
<input type="radio"/>	CS Notification: Invite to LAC Review		
<input type="radio"/>	CS Please action		
<input type="radio"/>	CS Social Worker: Please provide / check Meeting Invite Checklist		

Note

 This request will be sent when you next save.

OK Cancel

Select the **Required CS Manager: Notification of LAC review decision, please acknowledge** request, use the optional **Note** field to record further information if required and click on **Find** to complete a search for the Team Manager. Then click **OK** to return to the Looked After Review.

Click on  to send the request.

The IRO can then carry on recording the rest of the plan and have 15 days to complete it fully.

Section 4 – Your Plan Update from the Chair. This section is owned and completed by the IRO and replaces the IRO Chairs report. All the questions have an unlimited free text fields for completion.

What is working well for you and **What are we still worried about** sections can be completed by clicking on the **Add** button. Multiple line items can be recorded if appropriate.

Who has agreed to your plan - use the **Find** button to record all parties that have agreed to the plan. In the **Find Party** screen the **Manual Input** tab can be used to input the details of anyone that is not currently on Mosaic.

Section 5. – Review Details. Use this section to record whether or not any further reviews need to take place, including date, time and location of subsequent reviews.

Tick **Plan completed by** to add your electronic signature.

Once both the **LAC Care Plan C0305** and the **LAC Review Chairs Monitoring C0288** have been completed, click on the **LAC Review Chairs Monitoring C0288** tab so the **Next Actions** can be added to Section 3.

When adding the Next Actions, take into consideration what is happening with the case and choose the appropriate Next Actions. If Second or Subsequent Reviews need to take place, select the Next Actions of **SC Schedule Second / Subsequent LAC Review** and **CS Case Supervision: IRO only** then click on the **AssignTo Me** button.

Any other Next Actions selected would normally be assigned to the allocated Social Worker unless advised otherwise.

Possible Next Actions from a First LAC Review are as follows:

SC Schedule Second LAC Review – adds the Second LAC Review and allows subsequent LAC Reviews to be added once completed. This would be assigned to the IRO.

SC Change to LAC Pathway Plan Review – added when the young person will be 16 and 3 months prior to the next Review taking place. This would be assigned to the IRO.

CS Case Supervision: IRO only – added to access Case Supervisions for the IRO when the case will remain LAC. This would be assigned to the IRO.

SC Start Permanency Planning Process – added to allocate a Permanence Report to the Social Worker. Before adding, check that this has not been already added as a Next Action from a previous Review. It will appear in the Current Work on the Person Summary page if it has.

SC Decision on Significant Information (Open SC Case) – allows the direction of the recording to change i.e. step down to CIN or Private Fostering

SC Transition to Adult Care – added when the young person will be 18 before the next LAC Review and the case needs to transfer to Adult Care to continue support

SC Complete Initial Request for Leaving Care Support (YP still LAC) – added when the young person will be 17 years prior to the next Review taking place and a referral to Leaving Care is required

SC Child Now School Age – Complete Initial PEP – added to start the EPEP process for a child. Before adding, check that this has not been already added as a Next Action from a previous Review. It will appear in the Current Work on the Person Summary page if it has.

CS Internal Contact – allows the Social Worker to make a referral to another service within LCC for additional support

SC Social Care Case Closure – added when the case will close. Do not add if the case is transferring to Leaving Care.

SC Social Care Purchase Request – added to allow the Social Worker to request funding or to pay for a specific item or service

CS Case Transferred to Adoption, Twin Tracking Ends (NFA) – added when the Adoption Reviews are in place and LAC Reviews are no longer required

Once all the required Actions have been added, click on the  icon to save the workstep.

3. Actions Taken

Next Actions

 CS Case Supervision: IRO only is a required action and is not yet added for Adam Abaa

Next actions

Next action	Assigned to	Reason	Note	Priority	Status
 SC Schedule Second LAC Review	Joan Meiklem				Proposed



If a Red Warning appears within the **Next Actions** screen, it will give guidance. In the example above, a Second LAC Review has been added but no other actions have been selected that reflect the outcome of the Review. The workstep cannot be Finished until further actions have been added to reflect this.

The workstep can be saved and exited as frequently as required and will appear in the IRO's Incomplete Work within their Current Work to access again. Once the forms have been completed and the manager's comments have been reviewed (see below for guidance), the IRO can finish the workstep using the .

Reviewing the Manager's comments – Independent Reviewing Officer

During the completion of the workstep, the IRO should check to see if the manager has made any comments regarding their actions and recommendations. This should be done at any point after they have sent the clipboard request usually within 24 hours of the review taking place.

The Review workstep will still display within your **Incomplete Work** folder.

Joan Meiklem

- Allocations (7)
- Recently Viewed
- Current Work**
 - Incoming Work [17]
 - Incoming Requests [1]
 - Incomplete Work [1]**
 -  [SC First Looked After Child Review](#) [Adam Abaa \(3341589\)](#)  02/02/2018
 - Future Work [2]
 - Alerts [1]

To view any comments that the Team Manager may have recorded, open the workstep summary screen. This can be accessed from within the **Person Summary** of the child, under **Current Work**. Click on the word **Summary** next to the Review workstep title.

Person Summary – Adam Abaa (3374875)

Person Details >

Start

Case Notes

Chronologies

Documents

Events

Visits

Education >

Health >

LAC >

Demographic Information

Context: Child

Date of Birth: 01/04/2013 (6 years old)

Address:
 (Address Type : Main Address)
 1 Albion Terrace
 Sleaford
 NG34 7EY ([View Map](#))
 Authority: North Kesteven
 Ward: Sleaford Navigation
 Cluster Team(s): No teams serve this address

Gender: Male

Ethnicity: Asian/Asian British / Any other Asian Background

Current Work

- SC First Looked After Child Review ([Stephanie Morris](#)) [Resume](#) | [Summary](#)
- SC Independent Reviewing Officer Activity ([Stephanie Morris](#)) [Start](#) | [Summary](#)
- SC Personal Education Plan ([Joan Meiklem](#)) [Start](#) | [Summary](#)
- SC LAC Care Plan Update ([Joan Meiklem](#)) [Start](#) | [Summary](#)
- SC Looked After Child Visit ([Joan Meiklem](#)) [Start](#) | [Summary](#)

Service User Groups

CS Abuse or Neglect : Neglect
[View details \(including history\)](#)

The workstep summary screen will display. If the Notification has been responded to, any comments will display at the bottom right of the screen under the heading **Requests**. The clipboard will display with a green tick only when the Team Manager has **Completed** the Notification.

Requests

CS Manager: Notification of LAC review decision, please acknowledge **(Required) - COMPLETED** | [History](#)
 01/05/2019 09:17 by [Joan Meiklem](#) acting for [Sue F Clarke](#)

Note Actions and Decisions read and acknowledged

Once this information has been reviewed, click on **Resume** within the sidebar menu to reopen the workstep.

A PDF will need to be created of the Care Plan for circulation. Click on the **LAC Care Plan C0305** tab. Click on the icon and select **Output to PDF**. Save a copy to attach to an email to the Safeguarding and Review team for circulation. Include a list within the email of details of who the Care Plan needs to be distributed to. The Safeguarding and Review team should distribute the plan up to 20 days after the review took place.

Finally, click on to Finish the workstep once both forms are complete.

Please note: Alongside the Review workstep, the IRO will also complete the **Independent Reviewing Officers Activity** workstep to record any visits to the young person and contacts with other involved professionals.

Completing a LAC Review