# Completing Safeguarding and LADO checks

The recording of Safeguarding/LADO checks on Mosaic is completed by the Fostering Recruitment, Fostering North and South Business Support teams. The two step process outlined below ensures that any information recorded regarding LADO checks is restricted.

1. Completing Safeguarding checks

The **SC Safeguarding Check Form** will be loaded from the [icon] Forms and letters within either the **SC Regulated Carer Checks** and **SC Statutory Checks and References** steps.
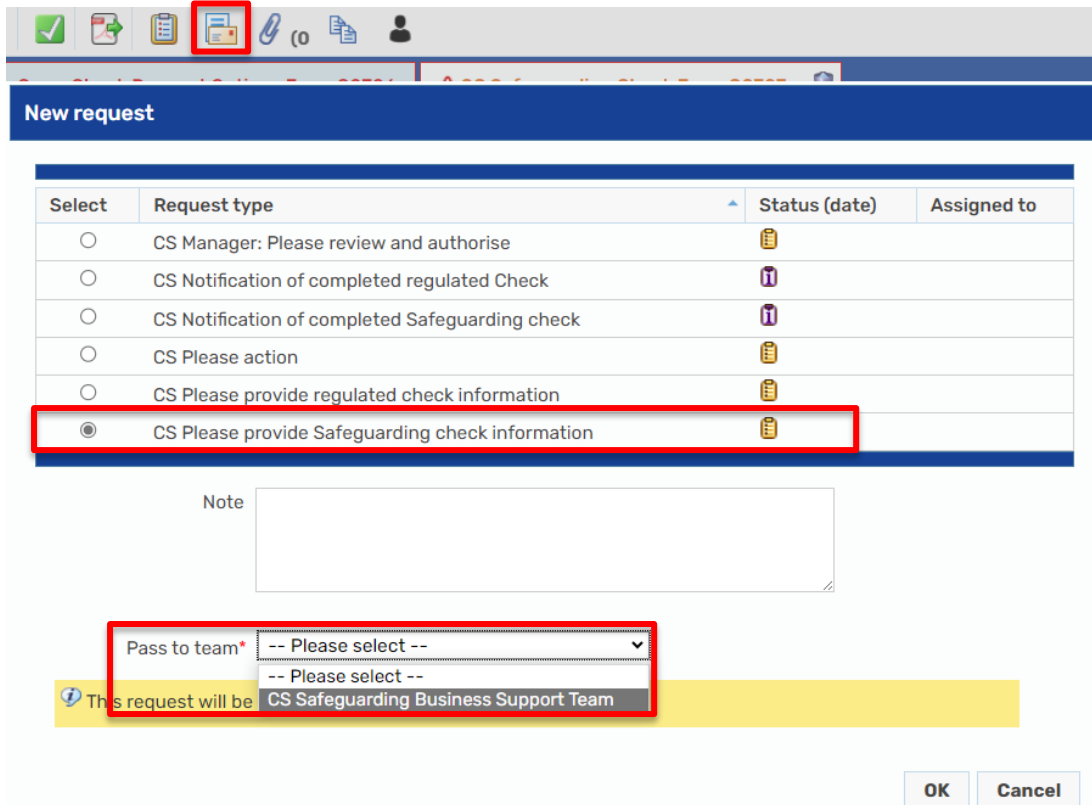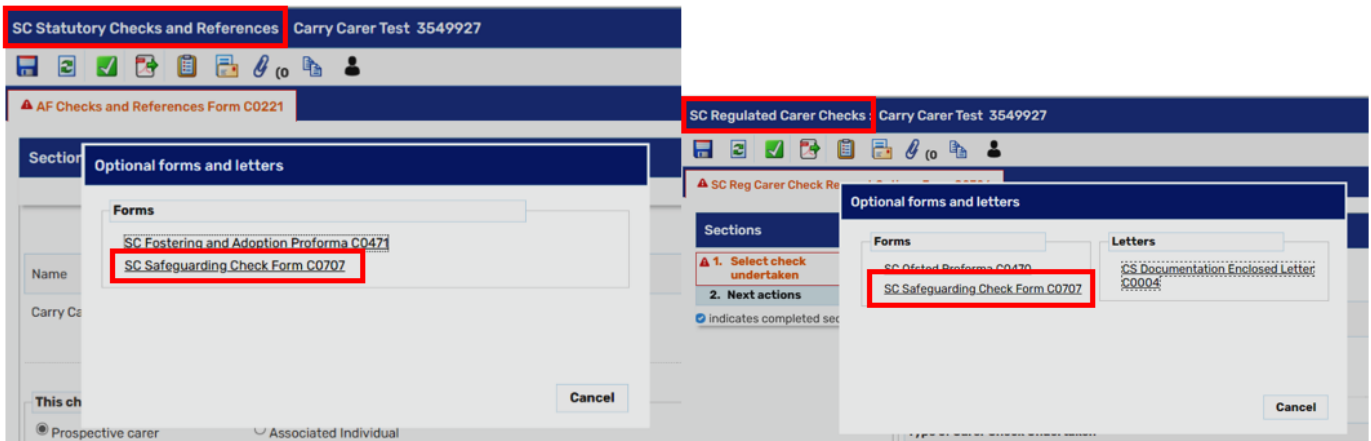

Type of Fostering/Adoption Check – the **Out of County** and **Other Agency** options will be used in the **SC Regulated Carer Checks** (completed only by Fostering North Business Support), the **Lincolnshire County Council** option will be used in the **SC Statutory Checks and References** (completed by Fostering North and South and Fostering Recruitment)

Applicant – details will prepopulate

Household members and **Linked to Address** – click on [Find] to add all appropriate subjects that need to be checked.

Once all the details have been added, the form will be sent to the Safeguarding team using the clipboard request '**CS Please Provide Safeguarding Check information'**.

Complete the **Date passed to Safeguarding Admin** field and tick the **Check completed by Business Support** and save and exit the step.

Safeguarding Admin will complete the **'Check Outcome'** fields and send the form back to Fostering Business Support using the clipboard notification **'CS Notification of completed Safeguarding check'**.
Fostering Business Support will resume the step to view the Check Outcome. If any of the subjects listed are known to LADO, navigate back to the main form to add the next action of **SC LADO Check**, assigning it to **CS LADO Check Outcome – Business Support** with the **Send Immediately** ticked.

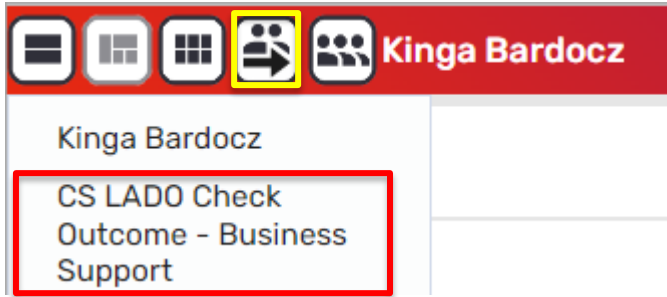Use the **Note** field to specify which Fostering team will be responsible for the step.

The **CS LADO Check Outcome – Business Support** is a virtual worker and all Fostering

teams will have an **Act for** set up to access it. Click on the icon and select **CS LADO Check Outcome – Business Support** to view and manage work assigned to it.

2. Completing LADO checks

The SC LADO Check workstep will be completed jointly by the LADO team and the Fostering Business Support teams.

Business Support will start the **SC LADO Check** from **Current work** list and send the required clipboard request to **CS BS LADO/Lincolnshire – Business Support**.
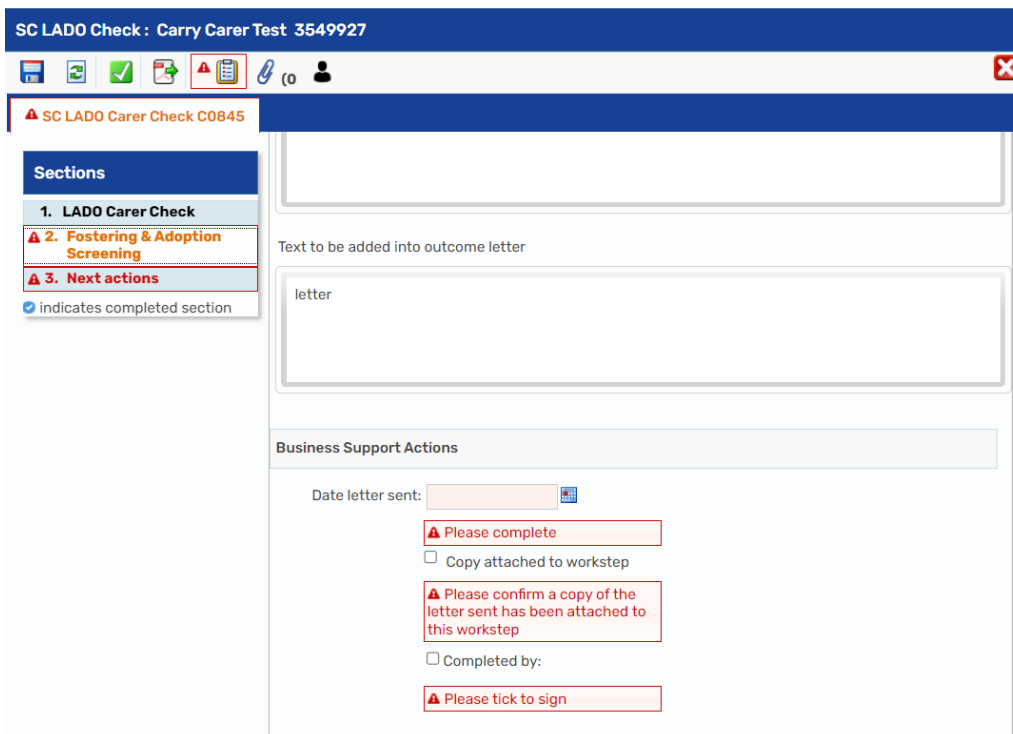

The LADO team will resume the step which will have all the information recorded in the **SC Safeguarding Check Form** mapping forward. They will provide details of any information of concern against the relevant subjects into **Section 1. LADO Carer Check**. Once **LADO's details** and the date is recorded, they will complete the clipboard request and send the form back to the Fostering team via the clipboard icon selecting **'CS Notification of completed LADO Check'**.

Once the notification is received by the Fostering team, they will need to send the form to their relevant manager using the **'CS Manager: Please review and authorise'** clipboard request.

Managers will complete **Section 2. – Fostering & Adoption Screening** with their details and the **Screening outcome**.

Please note: In the **Regulated Carer Checks** if **Out of County** or **Other Agency** options are selected, managers will also have to provide the content of the outcome letter to be sent to the relevant agency and requires Business Support to attach a copy of the letter to the step via the ⌗ icon.

Managers will then complete the clipboard request, add the **SC Checks Completed (NFA)** next action and ✅ the step.