

## Children's Services Quick Guide

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### Legal Worksteps

The Legal worksteps are added to record all Legal activity in one place ensuring that it is easy to find on the child's record. This includes Legal activity relating to Special Guardianship Orders, Viability Assessments, Court Proceedings, Section 7 Reports, Section 37 Reports, Parenting Assessments, Care Plans for Court, and PLO Reports.


The first step in the process is the Legal Advice step. This can be added as a Next Action from Panel, Strategy Discussion, Section 47 Enquiry, Decision to Seek Accommodation, Decision on Significant Information, Specialist Assessments and Child in Care Planning worksteps.


**Please note:** Legal Court Process can be accessed without going through Legal Advice or Pre-Proceedings from Decision on Significant Information, Social Care Request, Notification of Intention to Apply for SGO and Agency Decision Maker Permanence Decision if appropriate to do so.

The **Legal Advice** step – completed by the Social Worker

- **LE Service Manager Agree Legal Intervention C0828** – used to record the reason for the request. This form needs to be authorised by a Manager. Use the clipboard Request **CS Manager: Please authorise legal action** to send the workstep for authorisation
- **LE Childs Legal Case Note C0829** – this is used to record the details of the Legal Representative and all Legal Planning Meetings, telephone calls and emails. Use **Insert Section** to repeat sections to build up the case recording.
- Use the  view documents icon to attach any related documents to the workstep
- The Next Action of either Pre-Proceedings or Legal Court Process can be added if legal activity will continue. These cannot be added together.


The **Pre- Proceedings** step – completed by the Social Worker

- **LE Pre Proceedings Meeting and Plan C0923** – used to record the details of the legal meeting
- **LE Childs Legal Case Note C0829** is available within the Optional Forms and Letters and can be accessed by clicking on the  forms and letters icon. This can be used as outlined above along with any other forms required

- Use the  view documents icon to attach any related documents to the workstep
- The Next Action of **Legal Court Process** can be added if legal activity will continue or **Pre-proceedings Completed (NFA)** if no further legal action is to be recorded.

The **Legal Court Process** step – completed by the Social Worker

- **LE Childs Legal Case Note C0829** – this is used to record the details of the Legal Representative and all Legal Planning Meetings, telephone calls and emails. Use **Insert Section** to repeat sections to build up the case recording.
- Additional Court Reports are available within the optional forms and letters

- Use the  view documents icon to attach any related documents to the workstep that are completed outside of Mosaic such as specific Court Formatted reports
- The Next Action of a further **Legal Court Process** can be added if legal activity will continue or a suitable alternative to continue recording legal activity. Alternatively, a **No Further Action** option can be used if the report is completed or no longer required.