

Guidance Notes

This process diagram provides an overview of the process but does not contain all possible outcomes of each step to prevent it from becoming too complicated.

Please refer to the more detailed guidance documents or use the Mosaic workflow screen for more detailed information.

Records Management Mosaic Map

Children's Services Updated March 2021

Key

Step Name
[responsible worker/team]

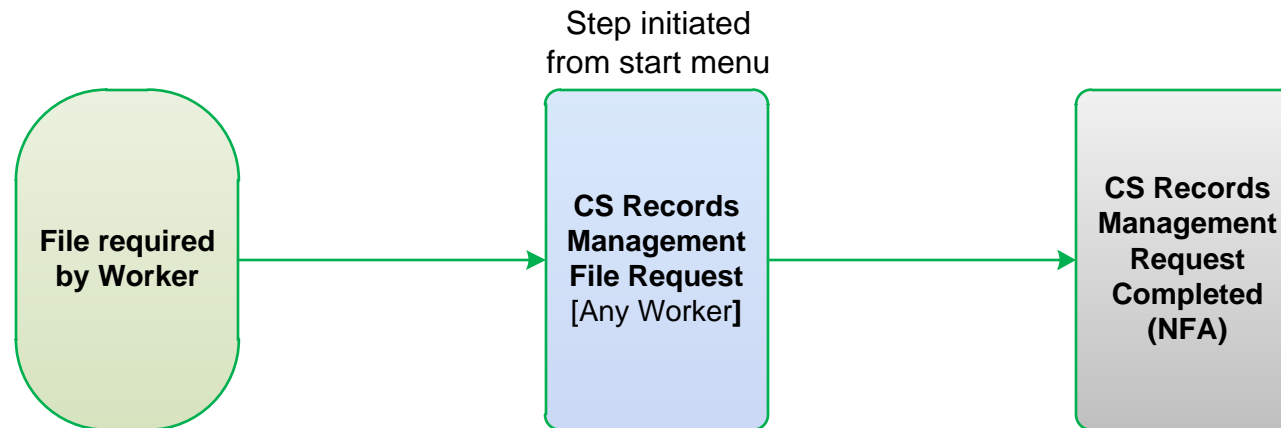
NOT A STEP
Other process

* Step requires authorisation

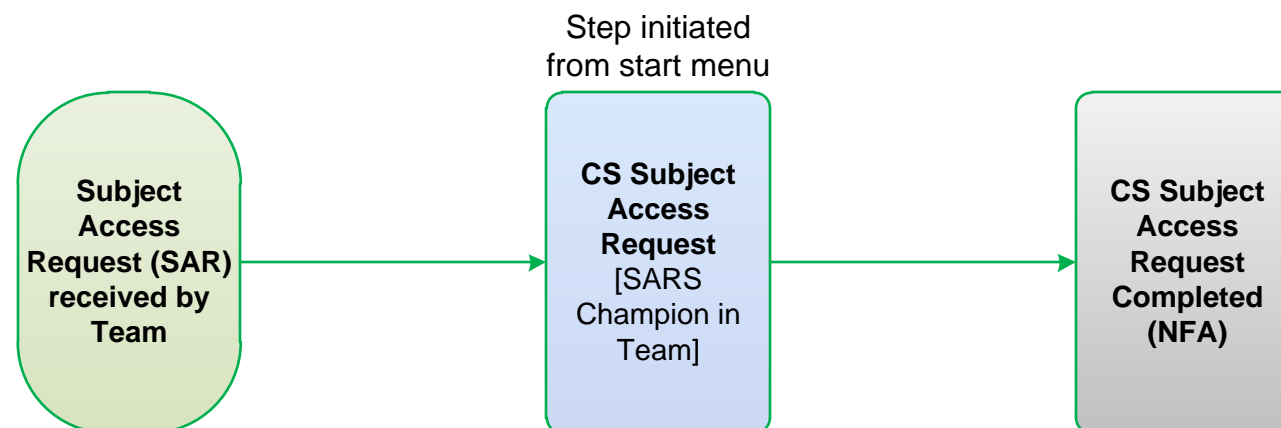
Next Action →

NFA

Records Management Process



Subject Access Request Process



Customer Feedback Process

