

## ISSUE LOG

This log summarises the amends made to the Lewisham Children's Services Procedures Manual since January 2009.

The issues 'greyed out' are completed.


The issues highlighted in yellow are not complete, the left hand column contains notes explaining the actions that are required.

The log will be updated by Tri.X in the light of new issues/requests and actions taken – and forwarded to Sarah Sturge.

| Issue No | Details of amendments/new Forms   | Received/Sent | Comments  | Completed  | Further Action Required |
|----------|---|---------------|---|------------|-------------------------|
| 1        | The whole section of 1.5, Health & Wellbeing, to be removed.  | -             | Renumbered subsequent sections  | 11/02/2009 |                         |
| 2        | Place 1.5.1, HIV and AIDS into 3.11.7   | -             |   | 11/02/09   |                         |
| 3        | Place 1.5.2, Self Harming, into 3.11.8  | -             |   | 11/02/09   |                         |
| 4        | Place 1.5.4, Assessment of Parents with Mental Health Needs into 1.2.8  | -             |   | 11/02/09   |                         |
| 5        | Place 1.5.3, Death of or Serious Injury: Child in Need, into 1.7.9  | -             | Now 1.6.9 as Section 1.5 removed  | 11/02/09   |                         |
| 6        | 1.7.5 Recording and File Management Says Under Review   | -             | Early manual showed this as 'to follow', now shown as 'under review'. Tri.X don't have a copy |            | Sarah to forward copy   |
| 7        | 5.3.10, Personal Educational Allowances to move to 3.13.8   | -             |   | 11/02/09   |                         |
| 8        | Carers letter – correct version was showing from forms library, but the text of the letter appeared in 5.3.8, | -             | Text removed from 5.3.8 and link to Form Library provided                                     | 11/02/09   |                         |

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|          | Permanence Planning.  |               |   |           |                         |
| 9        | Guidance on SW reports to Adoption Panel to be added to 3.1.2       | -             | Added as new Section 6  | 11/02/09  |                         |
| 10       | Exemplars and forms to be added                                     | -             |   |           |                         |
| 10.1.1   | CPR Front Page  | -             | Added separately as not part of the CPR report PDF                  | 11/02/09  |                         |
| 10.1.2   | CPR Report  | -             |   | 11/02/09  |                         |
| 10.1.3   | Fax Request for Information from GP                                 | -             |   | 11/02/09  |                         |
| 10.1.4   | Pre-Birth Assessment  | -             |   | 11/02/09  |                         |
| 10.1.5   | Core Assessment   | -             |   | 11/02/09  |                         |
| 10.1.6   | Interim Care Plan   | -             |   | 11/02/09  |                         |
| 10.1.7   | Placement Order Report  | -             |   | 11/02/09  |                         |
| 10.1.8   | Written Agreement on Letterhead                                     | -             |   | 11/02/09  |                         |
| 11       | Allegations against adults (email) to be added as new chapter 1.4.3 | -             | Added as 1.4.4; 1.4.3 taken by move of Arrangements for Conferences | 11/02/09  |                         |
| 12       | Add CSV Referral Form to Form Library                               | -             | Added in CP & Safeguarding Section                                  | 11/02/09  |                         |
| 13       | Move 1.3.1, Arrangements for Conferences, to 1.4.3                  | -             |   | 11/02/09  |                         |
| 14.      | Forms to be added to Form Library                                   | -             |   |           |                         |

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| 14.1     | Referral Form  | -             | Added to LAC section   | 11/02/09  |   |
| 14.2     | Feedback form  | -             | Added to LAC section   | 11/02/09  |   |
| 14.3     | Social Work Pack   | -             | Added to LAC section   | 11/02/09  |   |
| 14.4     | Family Group Conference  | -             | Added to LAC section   | 11/02/09  |   |
| 15       | 5.4.11, Transfer of Cases Children's Disability, Title incorrect | -             | Changed to Transfer of Cases   | 11/02/09  |   |
| 16       | Life Story Memory Boxes  | -             | Rose Sauvage asked for a sample chapter. Emailed to Rosie 08/01/09   |           | Rosie to return chapter with any required amendments and indication of where to include on Contents (e.g. 3.1, Adoption Section or 5.3, LAC Guidance). For inclusion in April 09 update, this needs to be returned by <b>6 March 09</b> .<br><b>Update:</b> Telephone conversation with Sarah Tuesday 24 <sup>th</sup> March 2009. Rosie has left the service. EW to resend chapter to Sarah and she will pass it on to the relevant Manager.<br>Email sent 30.03.09 re: Life Story Memory boxes. |
| 17       | Chapter 1.3.1, Public Law Outline                                | -             | Sarah sent a new section 4, Role of Independent Reviewing Officer in Care Order and Placement Order Applications | 13/02/09  |   |

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| 18       | PB sends Sarah email              | 13/2/09       | Confirming amends complete, attaching new Issues Log and saying we'll create new system by 20th                      |              | <br>Your Manual.msg  |
| 19       | Telephone Conversation with Sarah | 24.03.09      | Cost of reformatting forms   | 7 April 2009 | Email sent to Sarah 27.03.09 stating quote by 03.04.09 for formatting forms in the current library.<br>Quotes and samples provided 7 April 2009 by email. |
| 20       | Telephone Conversation with Sarah | 24.03.09      | Section Misc Guidance 5.4 could this be renamed or maybe the guidance chapters could be placed under other headings. | April update |   |
| 21       | Email from Sarah                  | 24.03.09      | The Symbol Team Referral Form  | April update |   |
| 22       | Email from Sarah                  | 24.03.09      | Add new Chapter Child and Adolescent Mental Health (CAMH) Service Chapter to be 3.11 (Symbol Therapy Team)           | April Update | Email from Phill checking the title of this new chapter 27.03.09  |
| 23       | Email from Sarah                  | 24.03.09      | Amend Designated Manager: CAMHS  | April Update |   |
| 24       | Email from Sarah                  | 24.03.09      | Could the Update Manual Page be on the front page to the left as well as the   | April Update | Email to Sarah 27.03.09 stating in the April update, the button Contact us will appear  |

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|          |  |               | splash screen   |              | as Contact us/Updates.<br>Email confirming this from Phill<br>27.03.09  |
| 25       | Email for Julie Foster   | 31.03.09      | An Amendment Form not received.<br>Amend and new Forms for Chapter 3.4.1 Placements and Procurement.  | April Update | Completed April Update  |
| 26       | New/Amended Chapters<br>3.7 Education of LAC; Chapter 3.8.3 Internet Security; Pledge for LAC; Chapter; Chapter 3.8.4: Broadening Horizons Project (to replace existing Chapters 3.8.4 and 3.8.5); DUST Drugs Screening Tool; How to Talk About Sex Guidance; Chapter 3.13.3: Financial Arrangements for Care Leavers; Broadening Horizons Project Registration Form; Chapter 3.11.1 Health care Assessments (new Flowchart) | 01.04.09      | Received from Sarah via email. No forms completed   | April Update | Part of April update  |
| 27       | Email<br>Fostering Chapters to reflect Review of Determination (Adoption and Fostering) Regulations 2009   | 28.04.09      | Following email from EW regarding fostering chapters.<br>Email received from SS requesting word copies for Fostering to Colleagues to amend and | May 09       | Fostering Chapters sent to Sarah requesting amendments to be made using track changes.<br><br>Changes made June 09 and manual updated |

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|----------|---|---------------|---|----------------------|--|
|          |   |               | check   |                      |  |
| 28       | MAPPA Guidance: Multi Agency Public Protection Arrangements<br><br>Chapter 5.1<br>Cross reference to 1.4  | 05.05.09      | To be included in next update.<br><br>Given a Level 3 | Updated September 09 | Document stored on Ellen's home drive Lewisham Updates for Sept 2009   |
| 29       | Email for SS<br>Urgent request to remove CPR exemplar from the form library.                              | 30.06.09      | Forwarded to JN as a matter of urgency                | July 09              | Checked with SS whether it was just the CPR exemplar or all. SS confirmed to remove all exemplars from the Form Library. |
| 30       | Change to Children Missing from Care – Forms  | 09.12.09      |   | 09.12.09             |  |
| 31       | Amendments and New Chapters, Forms to be included in schedule update. See Quick Guide for details         | March 2010    |   | March 2010           |  |
| 32       | Amendments and New Chapters and Forms to be included in schedule update, See Quick Guide for more details | November 2010 |   | November 2010        |  |