

Appendix 7

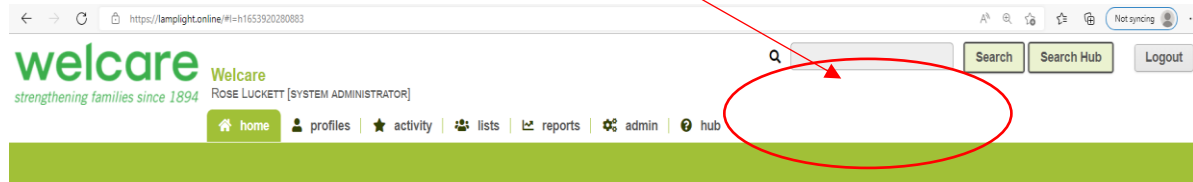
SAFEGUARDING RECORDING CHECKLIST

Recording Sequence	Timescale	Recorded on LL case file ✓
1. On Lamplight record the safeguarding concern on the case record. Add a task on the case file and telephone and email the Designated Safeguarding Lead. Escalate if no response from DSL.	Immediately	
2. See below for the step by step process for recording the safeguarding concern on Lamplight.	Immediately	
3. Line Manager completes Risk Assessment on Lamplight during discussion with practitioner.	Within 24 hours	
4. In a case of a high risk the safeguarding lead or practitioner to consult Early Help to determine next point of action – for example, a referral to Children Services as a child protection concern or the Police, depending on the circumstance of the safeguarding concern. At times, a referral to both Children Services and police may be necessary.	Within 24 hours	
5. Ongoing case recording in relation to contact with the child, family, Welcare personnel or third parties written up on Lamplight.	Within 1 day of contact	
6. Consider closing the case if escalated to another lead professional ensuring all Lamplight records are up to date before closure.	Within one working day of escalation	
7. If not closed and a worker attends a Strategy Discussion, Case Conference, Core Group Meeting, Planning Meeting or Review, they should make outline notes, particularly those relating to action points, recommendations and decisions, in lieu of formal minutes from the meeting having been forwarded. These notes should be recorded on Lamplight and replaced with the formal minutes of the meeting once forwarded to Welcare.	Within one working day	
8. If supervision is required, all discussions and decisions raised in supervision relating to the case should be recorded on Lamplight.	Within one working day of supervision	
9. All initial agreements and subsequent reviews/amendments reached with children and parents should be recorded on Lamplight.	Within 5 days of meeting	
10. Following a decision to close a case, normal case closure procedures apply. Ensure the DSL has checked that everything has been completed in line with procedures before closing the case.	Within 5 working days	

(September 2023)

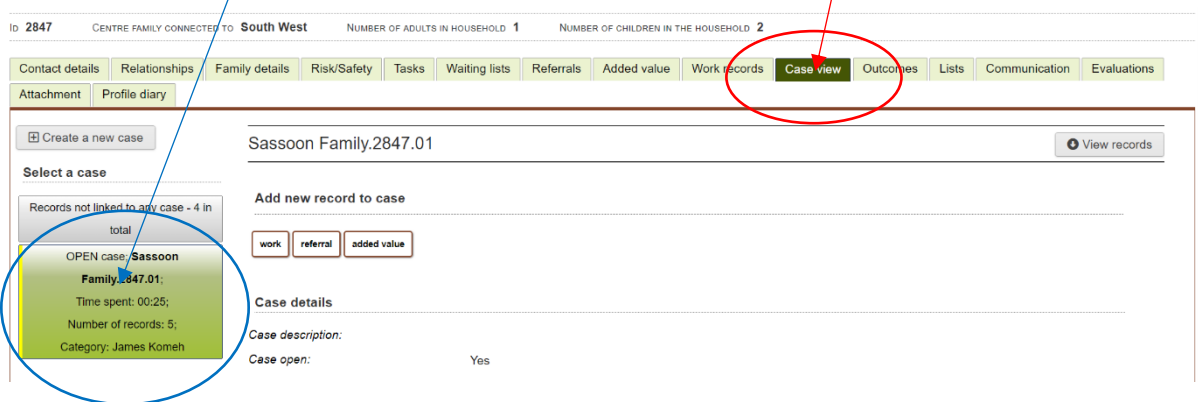
How to add a safeguarding concern to a work record for an open case

- 1) On the home page search for the family you want to write the record about by typing their surname into the 'search box' and pressing search. *Note: all work records must be recorded under the families name, not the individual members*

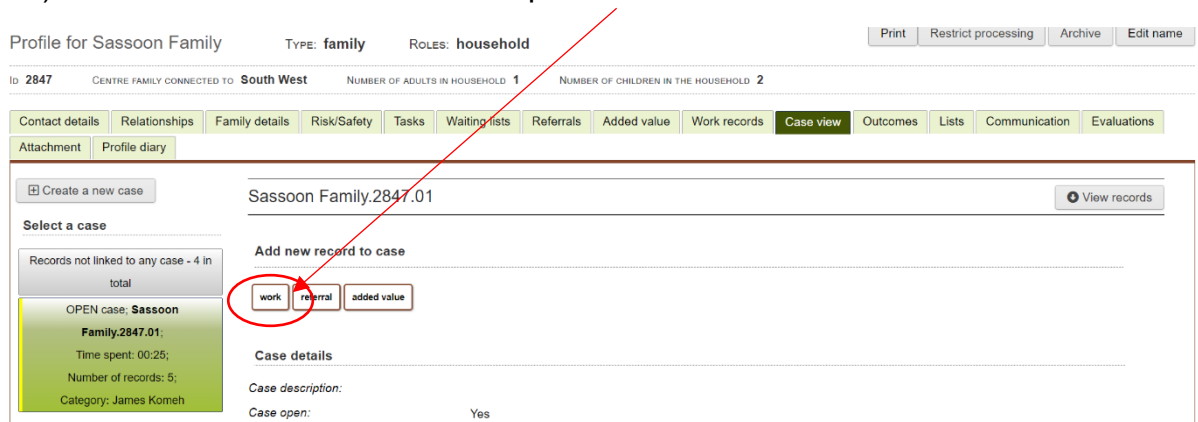


Welcome to Lamplight

- 2) Once the family's profile has loaded, click on the 'case view' tab and then click on the OPEN case (this will turn green once you are in the OPEN case).



- 3) Under 'Add new record to case' press 'work'



- 4) Tab 1 When & Where: Enter the 'time and date from' and 'time and date to' *add time where appropriate and relevant* (this is the length of time of the meeting, session, etc.) You don't need to select anything for recurrence.

New work record

1. When and where 2. Attendance 3. Details 4. Tasks 5. Attachment

Time and date from 14 : 37 : 01 June 2022

Time and date to 14 : 42 : 01 June 2022

Recurrence none

- 5) Under 'Workarea' select 'Family Support Case Work' and select the relevant subcategory if relevant, e.g. 'contact with professionals' for an email exchange with an external professional.

Workarea

☐ Pre-engagement

☐ Advice and Support

☐ Group Work

☒ Family Support Case Work

☐ Professionals Meeting

FAMILY SUPPORT CASE WORK

- ☐ Initial family contact
- ☐ Risk Assessment
- ☒ Contact with professional
- ☐ Parent / carer contact
- ☐ Child/YP contact
- ☐ Family session
- ☐ Preparation, planning and research
- ☐ Chronology of Significant Events
- ☐ Outcome Star: Initial
- ☐ Outcome Star: Review
- ☐ Outcome Star: Final
- ☐ Situation: Initial
- ☐ Situation: Review
- ☐ Situation: Final
- ☐ Closure Meeting
- ☐ Referral made
- ☐ Referrer notification of closure
- ☐ Case Supervision
- ☐ Audit

- 6) Tab 1 When & Where: Enter the 'time and date from' and 'time and date to' *add time where appropriate and relevant* (this is the length of time of the meeting, session, etc.) You don't need to select anything for recurrence.

New work record

1. When and where 2. Attendance 3. Details 4. Tasks 5. Attachment

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Workarea

- ☐ Pre-engagement
- ☐ Advice and Support
- ☐ Group Work
- ☒ Family Support Case Work
- ☐ Professionals Meeting

FAMILY SUPPORT CASE WORK

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8) Select the 'Location' of the contact from the list and the 'method of contact' from the drop-down menu. Then press 'Next'

Centre Location

- ☒ Welcare Centre: East Surrey
- ☐ Welcare Centre: South West

Method of contact

-- select --

next →

- 9) Tab 2 Attendance: Use the 'search' box to and type in names to search for attendees. Always ensure you have the family name as the attendee. After which you can add individual family members who attended using the 'individuals name, family name' format (to get this format you will need to type the family name in first and then select the individual, e.g. John Smith, Smith Family). You should always add yourself and any other welfare staff or professionals that attended.

1. When and where 2. Attendance 3. Details 4. Tasks 5. Attachment

Find profiles

search - start typing a name here and click to add to table

Jump to 1 | << first < prev | page: 1 | next > last >> | (1 of 1) | Show 10 per page | Total of 1 records

ID	Name	Attendance type	Role	Attendance notes	Non-attendance Reason	Session payment/donation required	Session payment status	Who paid	Session payment details	del
2847	Sassoon Family	Attended	Family							X

Jump to 1 | << first < prev | page: 1 | next > last >> | (1 of 1) | Show 10 per page | Total of 1 records

Download Print Split print ▼

Number of unknown profiles attending

prev next

- 10) If a family or individual was due to attend but did not, you can use the drop-down menu by clicking on the pencil in 'attendance type' to record this. Once completed press 'Next'.

New work record

1. When and where 2. Attendance 3. Details 4. Tasks 5. Attachment

Find profiles

search - start typing a name here and click to add to table

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Jump to 1 | << first < prev | page: 1 | next > last >> | (1 of 1) | Show 10 per page | Total of 1 records

Download Print Split print ▼

Number of unknown profiles attending

prev next

11) Tab 3 Details: Enter the 'record title' by click and typing in the box, keep this short e.g., 'school meeting'. Then in the 'Outline of discussion / what happened' box you can enter more detail about the record.

New work record

1. When and where 2. Attendance 3. Details 4. Tasks 5. Attachment

Record title

Outline of discussion / What happened

12) Select the 'support topics covered' by clicking on the box next to the subject, this should tick the box. To remove a topic, click on the ticked box.

Support Topics Covered

- ☐ Addiction
- ☐ Boundaries and Behaviour
- ☐ Child Emotional Wellbeing
- ☐ Child Physical Health / SEN
- ☐ Confidence and Self esteem
- ☐ Domestic Abuse
- ☐ Education and Learning
- ☐ Family Conflict
- ☐ Family routine
- ☐ Home/Finances
- ☐ Housing
- ☐ Keeping child/ren safe
- ☐ Parental Emotional Support/Well-being
- ☐ Parental Physical Health
- ☐ Parenting
- ☐ Practical Support/Signposting
- ☐ Progress to work
- ☐ Social Networks

13) Select the relevant 'signposted as part of support' by clicking on the box next to the subject, this should tick the box (please note if this is not relevant it can be left blank).

Signposted as part of support

- ☐ Adult Social Care
- ☐ CAHMS
- ☐ Children's Services
- ☐ Citizen Advice
- ☐ Domestic abuse organisation
- ☐ Early Help
- ☐ Education
- ☐ Family Centre
- ☐ Health
- ☐ Housing
- ☐ Voluntary organisation / charity
- ☐ Young Carers
- ☐ No

14) Select the relevant 'forms/system used' by clicking on the box next to the subject, this should tick the box (please note if not relevant this can be left blank)

Forms/Systems Used

- ☐ Assessment
- ☐ DASH R/C
- ☐ Early Help Assessment (other organisation)
- ☐ Early Help Assessment (Welfare)
- ☐ Genogram
- ☐ Observations
- ☐ Outcome Star
- ☐ Signs of Safety
- ☐ Strengths and Weaknesses

15) Use the drop-down menu to select if a 'safeguarding concern was raised' (yes/no). If yes, click on the 'safeguarding details' to record what the concern was.

Was a safeguarding concern raised? -- select --

Safeguarding details

Please ensure the Risk Assessment is updated

16) Use the drop-down menu to select the 'outcome of contact' and then click 'next'

Outcome of contact -- select --

← prev next →

17) Tab 4 Task: In 'Task category' press the pencil and add urgent, in the 'Action required' press the pencil and write 'safeguarding concern', in 'link to someone else' type in the name of the safeguarding lead and select them from the dropdown (this will flag the task to them.) Then press 'next'. Please also email the safeguarding lead and follow up with a phone call.

1. When and where		2. Attendance		3. Details		4. Tasks		5. Attachment	
Jump to 1 << first 1 last >> (1 of 1) Show 25 per page									
Task date	Task time	Task category	Flag task	Action required	Title	Further comments/target date	Date complete	Link to all attendees	Link to someone else:
12/10/2022									
Jump to 1 << first 1 last >> (1 of 1) Show 25 per page									
Download Print Split print ▼									
← prev next →									

18) Tab 5 Attachments: If you have a relevant document to attach, please upload it here by clicking on 'choose file' and uploading it from your computer or the shared drive. Then click 'Save'.

New work record

1. When and where 2. Attendance 3. Details 4. Tasks 5. Attachment

Uploads

Choose File | No file chosen

Choose File | No file chosen

Choose File | No file chosen

Choose File | No file chosen

Choose File | No file chosen

Choose File | No file chosen

Choose File | No file chosen

Choose File | No file chosen

Choose File | No file chosen

prev

save

A record of the work you do, how time is spent

19) This work record with safeguarding concern should now be saved, and you should be able to see it in the families open case records.