

One Minute Guide

Process for Monitoring Forms

Safeguarding and Review Unit:

- SGRU will set up on Liquid Logic prior to all conferences a monitoring form which can be found under forms.
- The monitoring form will be available on Liquid Logic within two days of the date of the conference for the CP Chair to record their pre conference checks. The monitoring form is workflowed to the CP Chair.
- Following conference SGRU will complete their post conference checks and workflow the completed form once agreed by the CP Chair to the Social Worker and Team Manager.
- Informal dispute resolutions are included on the monitoring form and SGRU will monitor the timescales to avoid drift and delay from occurring.
- SGRU updates the dispute resolution spreadsheet following email confirmation from the CP Chair that the informal dispute has been resolved or escalated.
- The monitoring form is also recorded onto the monitoring form spreadsheet by SGRU following the conference.

CP Service:

- The CP Chair completes their sections on the monitoring form.
- The CP Chair records all informal dispute resolutions on the monitoring form for missing core groups, chronologies, drift and delay etc.
- The CP Chair is to monitor the informal dispute resolution and raise a formal dispute if unresolved.
- A completed copy of the monitoring form is workflowed on Liquid Logic to SGRU.