

One Minute Guide

Process for Booking Forms

Wakefield's Children's Social Care:

- The Social Worker completes the booking form in full on Liquid Logic and pay's particular attention to setting out a clear summary of the identified risks and notify SGRU. The S47 triggers the booking form no later than 6 working days from the strategy discussion being held.
- The Social Worker records all professionals to be invited to the ICPC on the booking form including the GP details for all family members as this may be different for some family members
- The Social Worker ensures the child's voice will be heard in conference by either arranging a Barnardo's Advocate to accompany or represent the child/young person in conference or for the child/young person to attend themselves.
- The workflows on Liquid Logic are to be followed to ensure the form is received by the Safeguarding and Reviewing Unit in a timely manner

Safeguarding and Review Unit:

- SGRU requests missing information from the Social Worker i.e., GP details, addresses of family member etc
- SGRU forwards the booking form to the duty CP Chair for screening
- SGRU makes arrangements to hold an ICPC within 15 working days of the strategy discussion being held
- If a conference is cancelled the booking form should also be cancelled by SGRU immediately to prevent this being added to the performance data
- If an ICPC date is changed, this is to be updated on the booking form by SGRU to prevent the incorrect data being added to the performance data
- The workflows on Liquid Logic are to be followed to ensure the form is sent to the duty CP Chair in a timely manner

CP Service:

- The duty CP Chair screen's the booking form. The form is to be completed on the day received and if carried over to the next day the same CP Chair is to continue screening the form for consistency
- The duty CP Chair record's their footprint on the booking form agreeing the ICPC or challenge to the Social Work team
- The workflows on Liquid Logic are to be followed to ensure the form is returned to SGRU in a timely manner