

## One Minute Guide

### Process for Dual Plans

#### Wakefield's Children's Social Care:

- The Social Worker will Inform the CP Chair via an email when a child/young person who is subject to a CP Plan becomes a child in care.
- The Social Worker completes an SS35 on Liquid Logic and workflows it to the IRO Service informing the service that a child/young person has become a child in care.

#### CP Service:

- The CP Chair liaises with the IRO to confirm if de plan letter's can be sent out to all core group members. The discussion is to be recorded as a case note activity on Liquid Logic.
- The CP Chair email's SGRU with the outcome of the discussion and confirms if a de-plan letter can be sent out to all core group members. The email is copied on to Liquid Logic as a case note for all of the children.

## Safeguarding and Review Unit:

- SGRU processes all CP de-plan letters within 24 hours of the request being received by the CP Chair.
- SGRU sets a calendar reminder for 10 working days' time, reminding them to end the CP plan on Liquid Logic and to cancel the next conference from the SGRU calendar.
- SGRU attaches a copy of the de plan letter to Liquid Logic and clones to all relevant siblings.
- SGRU creates a case note activity on Liquid Logic confirming the date the de-plan letter was sent out and confirming the letter has been uploaded into attachments.
- Where a child becomes a child in care, the core group members have 10 working days to challenge the decision to de plan the child/young person. Any challenges are recorded on the child/young person's Liquid Logic records as a case note.