

## Looked After Child Exemplar Order

### SS7 form

This must be completed for every Looked After Child e.g. P & V and IFA Residential Placements. For regular episodes of respite, complete the last part of the form for **Short Term Breaks** including the **Start Date** and **End Date**.

### ICS Person Details

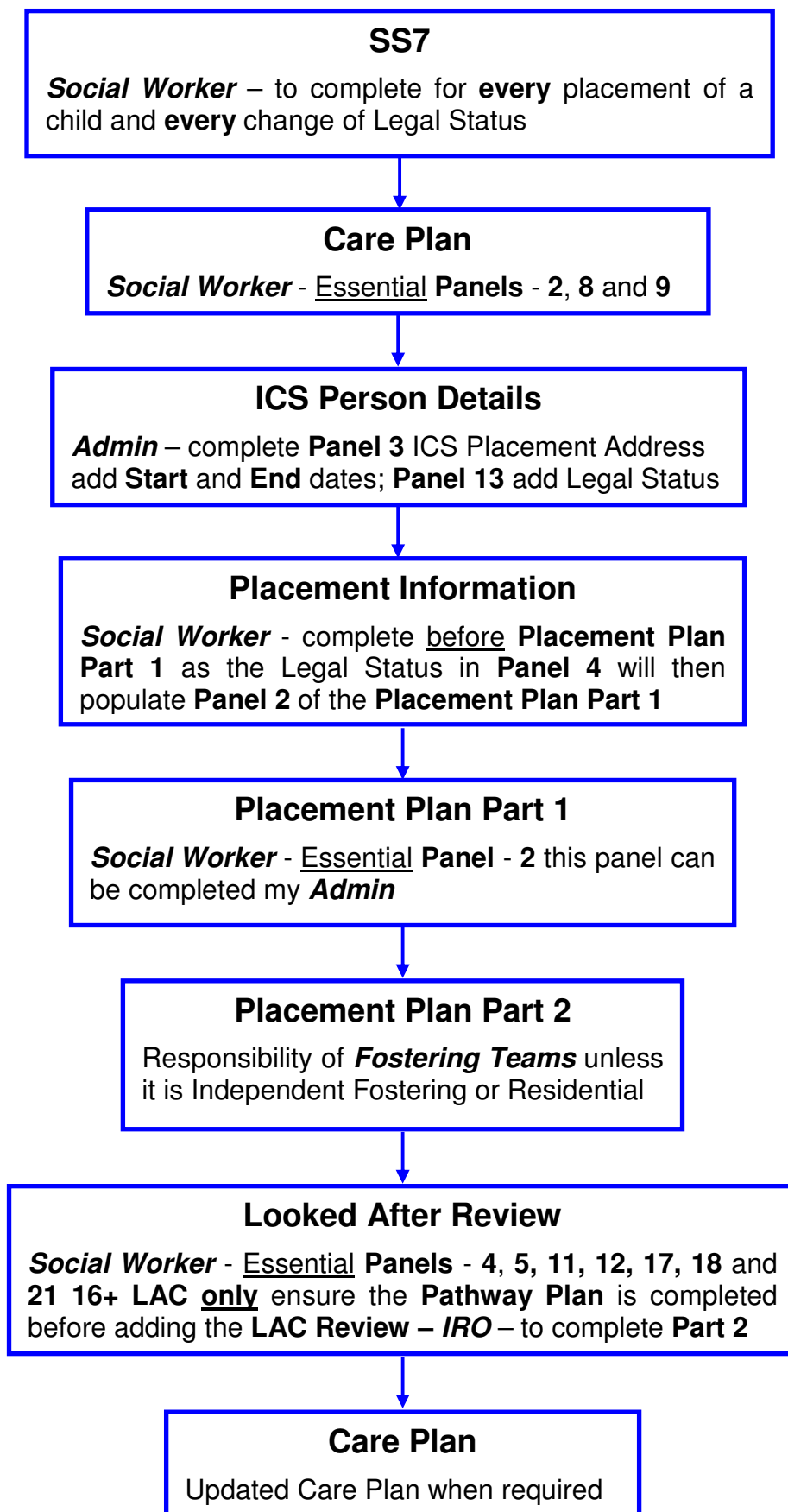
A history of the ICS Placement Addresses must be maintained and include the **Start** and **End** dates. The **End** date should be the same as the **Start** date of the next placement. This will be completed by **Admin**.

**Important** - add the legal status as soon as possible as this activate the **L** flag (to show the child is LAC); this is used for reporting, statutory returns, identifying timescales for LAC reviews and highlighting data quality queries.

The Legal Status must also be maintained whenever there is a change – **Start date** - **End date** and **Reason Code** must all be completed where relevant.

### Care Plan and Looked After Review

When completing subsequent **Care Plan** and **Review exemplars**, the data from the previous forms will automatically pull through. Please ensure the previous information is edited or deleted before adding the new details.



Guidance on completing all ICS forms is available on Kent Trust Web:  
[www.kenttrustweb.org.uk/Policyv/otd\\_icsreplacement\\_docs.cfm#1LAC](http://www.kenttrustweb.org.uk/Policyv/otd_icsreplacement_docs.cfm#1LAC)