



AYRSHARE QUALITY ASSURANCE STANDARD 4

Looked After Children

Standard

AYRshare is used to share information to support children, who are Looked After at home, away from home or who receive Kinship Care and are Looked After. Relevant documents, reports and assessments submitted to inform the Child's Plan when Looked After, including the chronology of significant events must be shared through AYRshare.

Operational Process

1. AYRshare folders must be created within 24 hours by Social Work Services when a child becomes Looked After.
2. A Lead Professional from Social Work must be identified within the folder.
3. The Lead Professional must ensure that the Named Person' details are recorded.
4. A chronology entry must be made within 24 hours when a child becomes Looked After with the placement type, (e.g. Looked After at home, Looked After away from home, or Kinship care and are Looked After) as identified by the child's Social Worker. This will ensure timely notification to all Team around the Child (TAC) members.
5. All information required to create an AYRshare chronology of significant events must be shared on AYRshare. For children Looked After away from home this must be done prior to the first meeting of the Team Around the Child / review meeting.
6. The AYRshare chronology should be updated and reviewed at each and every Looked After TAC / review meeting..
7. It is the responsibility of all AYRshare users who are Team Around the Child members to ensure that the relevant significant events are added to the child's AYRshare chronology.
8. The Lead Professional is responsible for ensuring information on significant events provided by services or agencies who do not have access to the AYRshare system are entered into the AYRshare chronology.
9. The AYRshare Chronology must be reviewed regularly to aid assessment and analysis of changing needs and be printed for review at all Looked After TAC /review meetings.
10. An AYRshare Chronology must always form part of a Child's Plan when presented to review meetings and Children's Hearings.
11. If a new Social Worker becomes the Lead Professional, the outgoing Lead Professional must add the details of the incoming Lead Professional before removing themselves from the folder
12. Where a Lead Professional is not identified as required and a Multi-Agency Child's Plan is in place when a child is no longer Looked After (LAC), it is the responsibility of the Named Person to manage the AYRshare folder, if there is no requirement for a Lead Professional.
13. Information sharing on AYRshare must continue where 2 or more services with access to AYRshare are involved and providing a service.