

WARWICKSHIRE
**Families
First**

Practice Standards Children and Families



Content

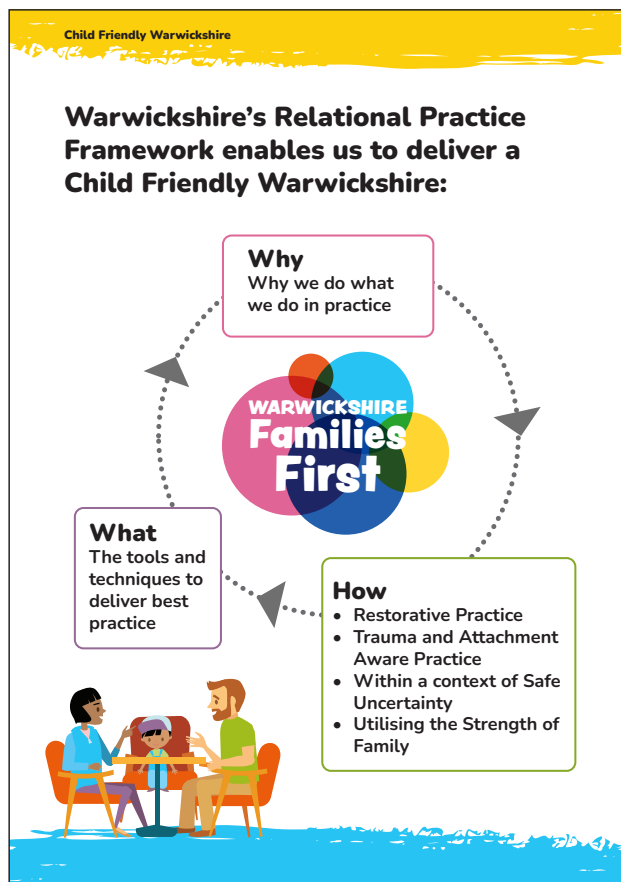
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Introduction

In Warwickshire, we put children and families at the heart of everything we do, and our overall ambition is to be a [Child Friendly County](#) where every child is happy, heard, skilled, safe and healthy.

Warwickshire County Council is committed to providing services that are underpinned by relational based practice and a collaborative approach to working with children, families and multi-agency partners.

Our approach is detailed in [Warwickshire's Relational Practice Framework](#), which explains our methods, safeguarding practices, and the values, principles, and beliefs that guide our actions to empower and support families effectively.



Child Friendly Warwickshire

Warwickshire's Relational Practice Framework

Why

We believe that change is most effective in the context of relationships

- Relationship based practice gets the best results for families; our commitment for working **with** not for or to them
- Support and help should recognise the diversity, social inequalities and the uniqueness of families
- We can't work with families effectively on our own – we have a shared commitment to help families within multi agency context
- Support and help comes with power, privilege and bias and help needs to consider the lived experience of children and families
- Legislation and research says families should remain within their family network where it is safe to do so and is in the child's best interests
- Eliminating risk isn't possible, the best that we can do is work towards 'safe uncertainty'
- We bring ourselves to our work with children and families: we are proactive in understanding the awareness of ourselves, our values and our lived experiences in our relationships with families
- We are committed to making anywhere children spend time (in person or online) safer

How

We will adopt a relationship-based practice framework of these four practice elements:

- Utilising the strength of family
- Restorative Practice
- Within a context of safe uncertainty to risk
- Trauma and Attachment Aware Practice

What

We will effectively identify tools and techniques to support and help families:

- Working with children and young people e.g. direct work tools
- Working with parents and carers e.g. Family Network Meetings
- Working with each other/colleagues and partner agencies e.g. health and police
- Working with best practice e.g. commitment to Warwickshire's five principles of good practice

This document should be read in conjunction with the **Relational Practice Framework** and **Quality of Practice Framework**.

Warwickshire's Practice Standards

What are they?

In Children and Families Service, practitioners apply our **five principles of good practice**.

We use these **famous five principles** within our quality assurance activity such as restorative learning audits to judge the quality of our practice and the impact we are making to children's lives through our support.

This document has been designed with the five key practice principles in mind. For each of the key principles there is a set of practice standards.

The practice standards for each of the five principles links directly to the evidence required to conclude a grading of '**good**' within the restorative learning audit process.

Warwickshire's five principles of good practice



Voice of the child -
children are heard, listened to and taken account of - the age of the child is not a barrier.



Referral, Assessment, Chronologies and Recording -
Assessments are timely, holistic, and child focused.
Chronologies and recording are clear, concise up-to-date and reflect the child's journey.



Outcome focused SMART plans -
be specific, measurable, achievable, realistic, time limited.



Family and network based decision making -
empowering families in making decisions around care and protection of their children in collaborative Family Network Meetings.



Management oversight and supervision -
workers do not support alone, teams take joint responsibility and supervision is relational, regular, supportive and reflective.

Why do we need them?

Our practice standards define, support, and uphold the high-quality relational practice we expect across our services. They are grounded in our commitment to working with children and families.

The standards are the **minimum expectations for best practice**. They are a foundation for continuous learning, growth, and excellence in practice. They are closely aligned with our local and national policies and provide clear, practical guidance that supports consistent, reflective, and relationship-based practice.

Why we have Practice Standards:

- To provide a consistent approach to working with children, young people and families
- So, we have a shared understanding of what good looks like for our children
- They act as a checklist to quality assure your own work
- So that we can measure our practice against them through collaborative audits

How do we know the standards are effective?

We will monitor the effectiveness and impact of the practice standards through the methods and activities outlined in the **Quality of Practice Framework**.

These methods include:

- Practice evaluation
- Collaborative audits
- Performance management
- Feedback mechanisms
- Practice leadership and workforce development



Social care outcomes

Clear outcomes and key performance indicators (KPIs) help us measure the quality and impact of our support for children and families. We review these each year as part of Warwickshire County Council's business planning.

Our outcomes, KPIs, and practice standards follow the national Children's Social Care Framework and reflect Warwickshire's local priorities.

National Framework outcomes:

- 1. Children, young people and families stay together and get the help they need**
Work is done to strengthen familial bonds and support them through difficulties and offers support for them to care for children and young people
- 2. Children and young people are supported by their family network**
Wider family members and friends are sought as they can often provide essential support
- 3. Children and young people are safe in and outside of their home**
It is vital that all children and young people are protected from harm and that their views and wishes are heard and respected
- 4. Children in care and care leavers have stable and loving homes**
All children and young people deserve the same love, care, protection and to be supported in coping with any difficulties



Summary of our service

Family Connect

Warwickshire Family Connect is the first contact for safeguarding concerns or advice about children. It operates through Triage and MASH hubs, allocating work based on need and risk. Using coaching conversations, it gathers key information to ensure timely, appropriate support. Referrals are screened with input from families and professionals, guided by the [Spectrum of Support](#). If further help is needed, the Family Help service will provide support.

Early Support

Early Support teams are locality based, working from Children and Family Centres. The teams offer a Family Support line and drop-in service for immediate advice and guidance. Where needed, a Family Support worker is allocated.

The team also delivers a universal parenting offer with targeted support available on request. When multi-agency support is needed, a Pathway to Change is initiated, led by a designated professional with oversight from the Early Support Team.

Family Help

Family Help teams are locality based; multi-agency teams supporting families from assessment to closure or transfer to Children in Care team. They offer targeted support, child in need, child protection and care/pre-proceedings support, continuing with children in care until permanency is agreed. Using restorative practice, they focus on family-led solutions and encourage engagement with the Family Network Service to create personalised plans.

Family Help - Family Adolescent Support Team

The Family Adolescent Support Team (FAST) supports children and young people where the main area of concern is harm outside of their home, including exploitation in all forms, peer-on-peer domestic abuse, online harm and radicalisation. FAST is co-located with the Youth Justice Service, Police and Barnardo's.

Family Help – Children with Disabilities

The Children with Disabilities Family Help team supports children with severe and profound physical and learning disabilities to meet unmet social care needs. This support ranges from Targeted Early Support in the community to Children in Care. The Early Support team oversees Early Support for children with disabilities, ensuring they receive the necessary assistance.

Multi-Agency Child Protection Team

Warwickshire has two MACPTs, aligned with police regions and covering all five Family Help localities. Their core aim is to protect children at risk of significant harm, ensuring timely, needs-based support with minimal intervention. Teams include social workers, police, health, education, and other partners, working together to make informed decisions, uphold child protection thresholds, and ensure children and families are heard and supported.

Children in Care Team

The team supports children and young people (0–18) who have a care plan of permanency including foster care, family and connected others, supported accommodation and residential settings. Practitioners help with education, employment, relationships, and independence. Family Support workers focus on safety, wellbeing, and life skills. The team also assesses the possibility of safely returning children to family care and may apply to discharge Care Orders when appropriate.

Leaving Care and Separated Children

The Separated Children and Leaving Care Team is a countywide service delivering a service to 18–25-year-old care experienced young people and separated children to make the transition from living in care to living independently. The service strives to have care experienced young people central to decision making and developing the service. The culture is supportive, with emphasis on restorative practice throughout.

Youth Justice Service

Warwickshire Youth Justice Service (WYJS) is co-located with the FAST team and includes social workers, probation officers, education workers, police, victim workers, and staff from Rise and Compass. The team supports children involved in or at risk of entering the criminal justice system. Working closely with partners, WYJS aims to reduce harm, whether posed by or towards a child and ensures appropriate safeguarding is in place.

Further information about the above teams and other teams that are central to Children and Families Service can be found [here](#).



Warwickshire's Practice Standards

Warwickshire's practice standards

- **Voice and influence of the child:** Children are heard, listened to and taken account of - the age of the child is not a barrier.

Standard Snapshot

As a practitioner you are expected to visit children and families regularly. While there are minimum standards for the frequency of visits (see table below) you should use your professional judgement to determine how often visits should occur based on the individual needs of the child and their family. It is good practice to inform parents when a child is being seen alone, for example at a school visit. Where appropriate this should be done before the visit.

The location of each visit should be carefully considered and must reflect the child's needs, best interests and wishes. Aim to create a safe and comfortable environment that supports meaningful engagement. All practitioners should make attempts to see the child alone when completing statutory visits.

Useful documents to refer to: [Direct Work Hub](#)

What does good practice look like in Warwickshire

- Children's gender, sexuality, ethnicity, religion, language, disability and any other protected characteristics are integral to working with the child.
- Children's voices and lived experiences are clearly reflected in assessments, plans, chronologies and supervision records.
- High-quality direct work tools are used and recorded in Mosaic.
- Children are seen regularly, including time spent alone with them, and in a variety of settings to understand their world.
- For children with communication difficulties or diversities, creative and tailored approaches are used to ensure their voice is heard and understood.
- Children and families are informed about advocacy services when appropriate and support is provided to access them.
- Children experience continuity with their allocated practitioner and understand the practitioner's role and purpose.
- A consistent, trusting relationship is maintained between the children and their practitioner, with timely and purposeful visits in line with the child's plan, statutory requirements, and practice standards.
- Children are supported to contribute to and participate in meetings and decision-making processes that affect them.
- Children's views are actively considered in assessments and reviews, directly informing planning and decision-making.
- Any changes to the frequency of visits are clearly recorded on the child's file, with a documented rationale and management oversight.

- Supervision, planning, and managing risk reflects the four elements of the relational practice framework:
 - Building on family strengths
 - Using restorative approaches
 - Working within safe uncertainty
 - Being trauma and attachment-informed

Manager's responsibility:

- Make sure children and families are listened to and involved in decisions by promoting a culture where the child's voice is central.
- Set clear expectations that practitioners actively listen to and meaningfully engage with children and families, ensuring their views shape decision making.
- Review records to ensure that children are being seen and that their voice is clearly captured, accurately represented, understood and influences outcomes.
- Use supervision to talk about how practitioners are engaging with children and families and how their voices have been considered in analysis and planning.
- Identify and challenge any gaps or inconsistencies in how the voice of the child and family is recorded, act on and offer support to practitioners to improve.
- Make sure communication is suitable for the child's age and needs, and that all family views are respected.



Warwickshire's practice standards

- **Chronologies and recording** are clear, concise, up to date and reflect the child's journey.
- **Assessment and recording:** Assessments are timely, holistic, and child focused.

Standard Snapshot

A chronology is a timeline of significant events and changes in the child's life, capturing both what happened and its impact. Update the chronology at the time of the event where possible, ensuring it reflects all meaningful developments that help build a clear picture of the child's journey.

Useful documents to refer to:

[Chronology Procedure](#) and [Chronologies Top Tips](#)

Chronologies

What good looks like in Warwickshire

- The relevant form is used within Mosaic to record the chronology.
- The chronology is updated regularly and relevant.
- The chronology is edited to show the child's story with analysis, themes and impact being continually developed.
- Where the impact on the child and family is evident at the time of the event, it is recorded.
- The impact is recorded when it becomes apparent if it is not known at the time of the event.
- Supervision, planning, and managing risk reflects the four elements of the relational practice framework:
 - Building on family strengths
 - Using restorative approaches
 - Working within safe uncertainty
 - Being trauma and attachment-informed

Manager's responsibility:

- Support practitioners in producing and maintaining chronologies that accurately reflect significant events in children's lives, ensuring entries are relevant and contribute to the understanding the child's journey.
- Monitor that chronologies are regularly updated.
- Regularly review chronologies to ensure they meet the practice standards.
- Offer reflection in supervision to help practitioners improve the quality and analytical value of chronologies.
- Reinforce the importance of chronologies as a tool for assessment and planning ensuring they are actively used to inform decision making.
- Ensure management oversight and decisions are reflected in the chronology where appropriate.

Recording

Standard Snapshot

It is essential to maintain accurate and respectful records of your work with children and families. These records belong to the child or young person and may be reviewed by them to understand their journey and your involvement in their life.

Well written records support effective planning, promote safety and help identify areas for improvement. They should reflect the child's story, views, relationships, the nature of your work and the decision-making process. They are a vital tool to ensure the service provided is of the highest quality.

Useful documents to refer to:

[Recording Standards](#) and [Recording Top Tips](#)

What good looks like in Warwickshire

- All recording takes place in line with recording guidance.
- All child and carer records are analytical, well written and timely, so everyone can understand significant events that have happened; what the plan is; the purpose of actions and contacts; and what difference has been made so far for the child.
- Children's information, including details about their family's diversity and identity is clearly documented in Mosaic.
- Case summary is updated.
- Full genogram is available.
- Independent Reviewing Officer (IRO) footprint is visible and there is scrutiny throughout the record (for children in care).
- Lead Child Protection Practitioner footprint is visible and there is clear recorded oversight visible throughout their involvement.
- Information is easy to access on Mosaic including evidence of direct work.
- The Pathway to Change and Safe Uncertainty Guidance tools are used.
- Jargon free language is used in documents.
- Supervision, planning, and managing risk reflects the four elements of the relational practice framework:
 - Building on family strengths
 - Using restorative approaches
 - Working within safe uncertainty
 - Being trauma and attachment-informed

Manager's responsibility:

- Monitor that recording is completed promptly.
- Support practitioners to produce clear, concise and analytical recording.
- Regularly review records to check that they meet practice standards.
- Ensure management oversight and key decisions are clearly recorded on the child's file.
- Identify patterns or gaps in recording practices and use this to inform team and organisational learning.

Referral and assessments

Standard Snapshot

An assessment should help understand the child's and family's experiences, strengths and support needs. It must be timely (ideally within ten working days) and collaborative with the child's views central.

Seek consent before involving other professionals unless safeguarding concerns require otherwise.

Communicate clearly with families, agree on and ensure cultural sensitivity.

Assessments should be evidence-based, include relevant history and be reviewed regularly, especially when circumstances change.

Useful documents to refer to:

[Watch your Words – Warwickshire's Dictionary of Care](#)
[Writing to the child – Top Tips](#)

[Assessment Guidance](#) and [Assessment Top Tips](#)
[Pathway to Change Guidance](#)

What good looks like in Warwickshire

- Referrals are clear, appropriate and progressed in a timely manner.
- The reason for undertaking the assessment is clear and linked to the identified concerns.
- The history is clearly understood with analysis.
- Consent is obtained, unless to do so would increase the risk to the child or undermine a criminal investigation.
- Themes and impact are identified and understood with analysis and timely intervention.
- The family's story and parent and carers experiences are explored.
- The assessment is holistic with clear evidence of risk analysis.
- Children's experiences are recorded and their identity considered.
- Assessments are timely, completed in line with the family's needs, with a clear and relevant plan.
- Support within the family's wider network is considered.
- The Pathway to Change Model is used.
- Decision making is clear with rationale and timely allocation.
- The children are seen timely, alone and their voice clearly captured.
- Absent parents are included in the assessment.
- The assessment incorporates and is enhanced by the views of other professionals.
- Supervision, planning, and managing risk reflects the four elements of the relational practice framework:
 - Building on family strengths
 - Using restorative approaches
 - Working within safe uncertainty
 - Being trauma and attachment-informed

Manager's responsibility:

- Review and make timely decisions on new referrals ensuring threshold is consistently applied.
- Allocate assessments in a timely manner to the right practitioner based on complexity and capacity.
- Provide clear guidance on assessment timescales for each child and monitor progress of assessments to ensure they are on track.
- Offer guidance and reflective supervision to help practitioners analyse information and make sound recommendations.
- Quality assure assessments to confirm that practice standards are consistently applied.
- Ensure management oversight and rationale is clearly recorded on the child's file.
- Ensure assessments are shared with those with parental responsibility.

Warwickshire's practice standards

- **Management oversight and supervision:** Workers and foster carers do not support children and families in isolation, and teams take joint responsibility. Supervision is relational, regular, supportive and reflective.

Standard Snapshot

Supervision is a regular, structured conversation between manager and supervisee and preparation is key to getting the most from the time. Its purpose is to reflect on work, review the plan, discuss challenges, identify learning and agree next steps.

Management oversight ensures that work with children and families is safe, purposeful and aligned with best practice. It involves regular review and guidance from managers to support good decision-making, maintain accountability and promote consistency across teams.

Useful documents to refer to: [Supervision Guidance](#) and [Supervision Top Tips](#).

What good looks like in Warwickshire

- Supervision includes critical reflection with multiple hypotheses considered and clearly recorded.
- Children and families are discussed in supervision in accordance with supervision policy and expectations.
- Key decisions are made at the appropriate time and level, ensuring responsiveness to the child's needs.
- Regular management oversight is evident in the children's records, including clear rationale, analysis and timely actions.
- Previous actions are revisited with a balance of high support and high challenge to promote accountability and learning.
- Assessments, plans, visits, audits and other core documents are explored with rigour and provide clear direction.
- The impact of diversity including age, disability, ethnicity, faith or belief, gender identity, language, race and sexual orientation is clearly considered and reflected in decision making.
- Adverse Childhood Experiences (ACEs) are considered in all aspects of planning and intervention.
- Multi-agency group supervision is used to engage professionals in developing a shared understanding of needs and joint accountability in decision making.
- The escalation process is used appropriately when concerns arise, ensuring timely resolution and safeguarding.
- Actions are clearly outcome-focused, with defined timeframes to support progress and impact.
- Supervision, planning, and managing risk reflects the four elements of the relational practice framework:
 - Building on family strengths
 - Using restorative approaches
 - Working within safe uncertainty
 - Being trauma and attachment-informed

Manager's responsibility:

- Prepare thoroughly for each supervision session, ensuring uninterrupted time and a suitable space for reflective discussion.
- Provide reflective supervision to practitioners at least every eight weeks, using this time to review practice and confirm that standards are being met.
- Review records to ensure that practice standards are applied consistently and recorded in supervision.
- Share supervision notes with the practitioner within five working days of the session.

Warwickshire's practice standards

- **Outcome focused SMART plans:** All children have an Outcome focused SMART plan that is specific, measurable, achievable, realistic and time limited.

Standard Snapshot

An Outcome Focused SMART plan should be created with the child, family and involved professionals clearly outlining who will do what, by when, and how progress will be measured. Plans should be jargon-free, reflect the family's voice and be reviewed in regular meetings such as Child in Need meetings or Child Protection Conferences. Where appropriate, include family-led plans developed in a Family Network Meetings.

Useful documents to refer to: [Outcome Focussed SMART Plan Guidance](#) and [Outcome Focused SMART Plan Top Tips](#).

What good looks like in Warwickshire

- Children and families are fully involved in the assessment, review and planning processes.
- Parents receive their assessment and plan within timescales that supports meaningful involvement.
- The plan is explained to the child in a child-friendly and accessible way.
- The plan is free from jargon and clearly reflects the voices of children and parents.
- Plans are regularly updated, outcome-focused, and include clear, measurable timeframes.
- Direct work with children and their family informs both the assessment and the plan.
- Any changes to the plan are clearly recorded, with reasons and agreed timeframes.
- The plan is informed by an up-to-date assessment and improves the child's lived experience.
- The plan considers the family's history and its impact on current needs and risks.
- The family network is identified and offered opportunities to participate where appropriate.
- Any family-led plans are considered and reviewed alongside statutory or central plans.
- There is consistent, collaborative working with all relevant professionals.
- Where professional attendance is a concern, appropriate escalation is used.
- Independent Reviewing Officer (IRO) involvement is clearly recorded, with evidence of appropriate challenge and escalation (for children in care).
- Advocacy services are promoted when required, with consideration given to any additional needs of the child, parent, or family member.
- Supervision, planning, and managing risk reflects the four elements of the relational practice framework:
 - Building on family strengths
 - Using restorative approaches
 - Working within safe uncertainty
 - Being trauma and attachment-informed

Manager's responsibility:

- Quality assures plans to make sure they are outcome focused and SMART.
- Use supervision to support practitioners in developing and maintaining outcome focused SMART plans.
- Review processes and the impact of plans during supervision to make sure the child's life is improving.
- Ensure the child's voice and families views are reflected in the plan.
- Maintain continuous oversight of plans for children and young people in care and challenge plans that do not meet the young person's needs or keep them safe (IRO).

Warwickshire's practice standards

- **Family and network-based decision making:** Families are empowered to be involved in decisions around care and protection of their children in collaborative Family Network Meetings.

Standard Snapshot

Place families at the centre of decision making by recognising their strengths and supporting them to lead planning with the right help. Encourage parents and carers to involve their support networks and offer Family Network Meetings at key stages. Family-led plans should be integrated into other plans and reviewed regularly.

Useful documents to refer to: [Family Network Service Guidance](#).

What good looks like in Warwickshire

- The strength of the family is recognised and utilised.
- The diversity and uniqueness of individuals, families and communities is recognised and valued.
- With the right support, families are often better equipped than external professionals to develop sustainable solutions for the well-being of children.
- There is clear evidence that relationships and networks have been explored to support planning.
- A Family Network Meeting has been considered and re-offered to the family at key times throughout the family's involvement with our services.
- Parents and carers are informed and encouraged to involve their support network at every stage of support and intervention.
- The views of parents and carers are considered in decisions, support and practice.
- The family plan is treated as an integral part of any central plans developed with the family including a family help or child protection plan.
- Supervision, planning and managing risk reflects the four elements of the relational practice framework:
 - building on family strengths
 - using restorative approaches
 - working within safe uncertainty
 - being trauma and attachment-informed

Manager's responsibility:

- Ensure families are fully involved in decisions that affect them.
- Support staff to value and respect the contributions of family members.
- Quality assure plans to make sure any family led plans are treated as an integral part of central planning.

Transferring between teams

Transfers should always be guided by what is best for the child and family. Team Managers must discuss and agree any transfer decisions. If there is a disagreement, Service Managers should become involved to help resolve it quickly, but Team Managers should lead on transfers.

Capacity within the receiving team should never delay or prevent a transfer. Any concerns about this must be escalated immediately to Heads of Service for resolution.

Once a transfer is agreed, the receiving Team Manager will allocate a new practitioner within standard timescales. Managers should work together with practitioners to agree a handover plan, including any joint visits or co-working to support a smooth transition. Families and involved professionals must be informed and any outstanding actions should be recorded with clear timescales.

Practitioners must ensure all records are up to date before transfer, and wherever possible, complete assessments or key pieces of work beforehand. Once agreed, transfers should be completed promptly within five working days.

Transfers must not take place while a child in care is in emergency or contingency arrangement, unless those arrangements have been in place for an extended period and are unnecessarily delaying progress. In such situations, transfers should proceed with co-working and additional support to ensure stability and continuity for the child or young person.



Ending our involvement

When work with a family is coming to an end, it is important to handle with care, clarity and respect by following the guidance below:

Talk it through: Discuss the decision to end involvement with the family and involved partners, explaining why, celebrating progress and sharing where future support can be found.

Keep everyone informed: An email or letter should be sent to the family and partners involved that summarises the outcome and next steps. Take time to say goodbye in a way that feels right for the family. If another team or service is becoming involved, the new lead professional should be named.

Update records: Make sure records are up to date including a case summary or closure document that shows how needs and risks have changed.



Timescales, both statutory and those set by the local authority are crucial because they ensure timely support and promote positive outcomes. Clear timescales help keep plans focused and ensure decisions are made promptly. They also support families in understanding what needs to happen and by when, helping build trust and relationships.

The table below outline key points in our processes along with the associated timescales.

Quick read – timescales for Early Support, Family Help, Children in Care and Leaving Care				
	Assessments	Visits	Reviews	Additional info
Early Support	• Within 20 working days (by Lead Professional)	Early Support Officer (ESO) Clinics • A minimum of 12 weekly	• First Review within 30 working days (by Lead Professional) • A minimum of 12 weekly thereafter (by Lead Professional)	Early Support Procedure
Family Help – targeted support	• Within ten working days • Updated annually	Initial visit • Within three working days of the referral Subsequent visits • Minimum of every 20 working days Child reported missing • Within 72 hours of them being reported missing	• A minimum of eight weekly	Family Help Procedure
Children with Disabilities - targeted support - review hub	• Updated annually	• Every six months	• Annually	Children with Disabilities Procedures Supervision- every six months
Children with Disabilities	• Within ten working days, where appropriate for the needs of the child including communication needs • Updated annually	• Within three working days of the referral • A minimum of every 20 working days	CWDT Reviews • Six weekly moving to at least every 12 weeks after one year, where appropriate and agreed and reviewed in supervision	

	Assessments	Visits	Reviews	Additional Info
Family Help – Child in Need (including FAST and CWDT)	• Within ten working days • Updated annually	Initial visit • Within three working days of the referral Subsequent visits • A minimum of every 20 working days Subsequent visits (CWDT) Child reported missing • Within 72 hours of them being reported missing	Family Help reviews • A minimum of six weekly	Family Help Procedures
Child Protection	Consultation with MACPT • Same day as concerns identified Strategy Meeting • Within three working days of identifying child protection concerns unless one of the following applies: - o Same day for serious risk of harm - o Within one working day for organised abuse or allegations against staff or volunteers Assessment: • Within ten working days and a minimum of three working days before ICPC • Updated annually	Initial visit • Within 24 hours of identifying child protection concerns Before Initial Child Protection Conference (ICPC) • Minimum weekly Following ICPC and child being made subject to a child protection plan • Minimum of ten working days Child reported missing • Within 72 hours of them being reported missing	Core group: • First review within ten working days then monthly (attended by MACPT eight weekly) Conferences: • Initial Child Protection Conference within 15 working days of strategy meeting • Review Child Protection Conference within three months of Initial Child Protection Conference • Subsequent reviews: six monthly thereafter	Child Protection Procedures Regional Child Protection Procedures

	Assessments	Visits	Reviews	Additional Info
Child in Care	• Within ten working days • Updated annually	Children in Care • Same day, then again within five working days of the child being placed with new carer • Six weekly for the first 12 months • 12 weekly thereafter (if agreed at an All About Me Review) Other: Placement with Parents Interim Care Order • Weekly until the first review • Monthly thereafter Placement with Parents Care Order • Within one week • Monthly thereafter Connected Persons Temporary Approval • Weekly until first review • Monthly thereafter Connected persons not approved by agency decision maker • Weekly until first review • Fortnightly thereafter Children placed for adoption • Within five working days of placement • Weekly until first review • Six weekly thereafter • ACE Practitioner visits monthly	All About Me reviews • First All About Me review within 28 working days of child entering care • Second All About Me review within three months of first review • Subsequent reviews: six monthly Children in secure accommodation • First review within 28 days of a young person being placed in secure accommodation • A minimum of three monthly thereafter	Child in Care Procedures Child in Care Top Tips

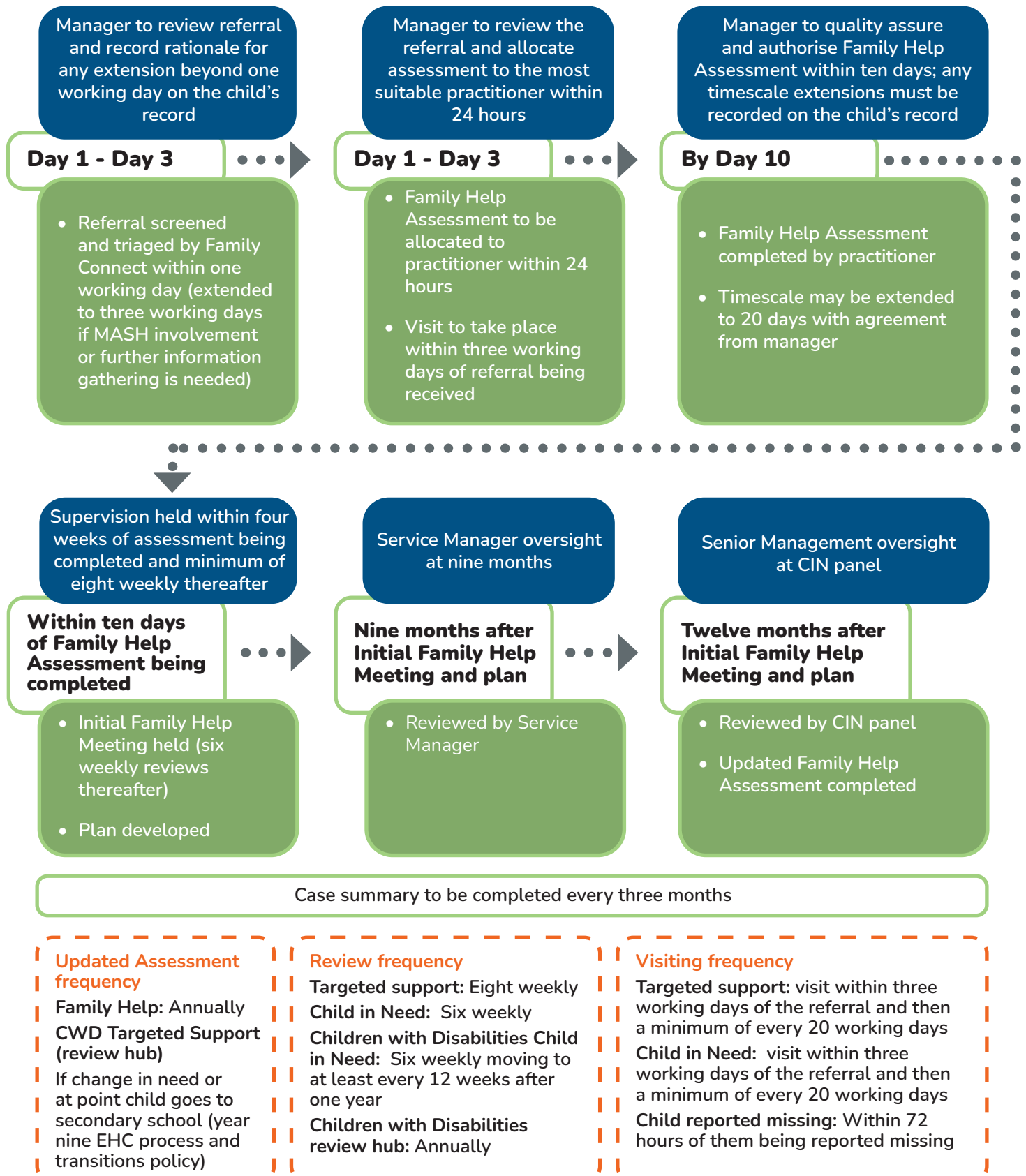
	Assessments	Visits	Reviews	Additional Info
		Unregistered children's homes, short breaks, emergency carers and emergency house: • A minimum of weekly for the first four weeks, and then fortnightly thereafter with service manager and Head of Service agreement Notice of Concern by Registration Authority • Within five working days of concern (child must be seen alone) Another organisation is responsible for living arrangements e.g. YJS or Health Care setting • Within five working days of living arrangement starting (child must be seen alone) • six weekly for first 12 months • Every 12 weeks thereafter Child reported missing • Within 72 hours of being reported missing		
Leaving care 18 – 25	• Within ten working days • Updated annually	• Eight weekly	Pathway plan review • Six monthly All About Me reviews • Six monthly	Leaving Care procedures

Other				
Private fostering		• Five days within date of notification starting • Six weekly for the first 12 months • 12 weekly thereafter		Private Fostering Procedure
All records – quick read				
Recording and chronology	All teams • All records to be completed and chronology updated within 72 hours • If child protection, all records to be completed and chronology updated within 24 hours			
Case summaries	All teams A minimum of every three months			
Supervision	All teams • Supervision to be held within four weeks of a family being allocated a practitioner • Minimum of eight weekly thereafter in line with the child and family's needs. CWD review hub • A minimum of every six months			



Family Network Meeting to be offered at the earliest opportunity and the offer revisited throughout the child's journey

Family Help (Child in Need and Targeted Support)



Family Network Meeting to be offered at the earliest opportunity and the offer revisited throughout the child's journey

Child Protection

Daily safeguarding meeting chaired by MACPT Team Manager to share information about any out of hours incidents and to assess the need for a strategy meeting

Team Manager to review consultation

Day 1

- Child Protection concerns identified
- Family Help Practitioner explores concerns with line manager
- Consultation held with MACPT
- MACPT records conversation and decision on Mosaic

Day 1 - Day 3

- Strategy meeting to take place **within three working days** of identifying child protection concerns. Unless one of the following applies:
 - **Same day for:**
 - o Serious risk of harm including allegations of penetrative sexual abuse
 - **Within one working day for:**
 - o Organised abuse
 - o Allegations against staff or volunteers
 - Advocacy offered, consent obtained, and referral made if decision made to progress to ICPC

Within 3 - 5 working days of decision to start S47 enquiries

- Section 47 investigation completed by Family Help Practitioner and authorised by MACPT

Within 12 working days of strategy meeting (three working days before ICPC)

- Family Help Assessment completed by Family Help Practitioner
- Family Help Assessment authorised by MACPT
- Assessment shared with family
- LCPP to meet parents ahead of LCPP
- Family Network Meeting to be offered

Within 15 working days of strategy meeting

- Initial Child Protection Conference held (next review within three months and six monthly thereafter)

Supervision held within four weeks of LCPP being allocated then every eight weeks thereafter

Within ten working days following ICPC

- First Core Group is held (monthly thereafter with LCPP attending every eight weeks)

Within five working days of review conference

- Conference Report is prepared by Family Help Practitioner
- Conference report is reviewed and signed off by MACPT
- Conference report is shared with family

Within three months of ICPC

- Review Child Protection Conference held (six monthly thereafter)

Senior Management oversight of Child Protection Plan

18 months after ICPC

- Reviewed by Child Protection review panel

Case summary to be completed every three months

Updated Assessment frequency
Annually

Review frequency

Core Group: First review within ten working days then monthly (attended by MACPT eight weekly)
Conference: First review three months after initial conference and then six monthly thereafter

Visiting frequency

Child Protection: Within 24 hours of identifying child protection concerns followed by a minimum of weekly visits until the ICPC. Following the ICPC, a minimum of one visit every ten working days

Child reported missing: Within 72 hours of them being reported missing

Family Network Meeting to be offered at the earliest opportunity and the offer revisited throughout the child's journey

Children in Care

Manager to quality assure and authorise Family Help Assessment; any timescale extensions are recorded on the child's record

Team Manager to review and sign off care planning form

Day 1

- Child comes into care
- Family Help Assessment underway
- S20 agreement to be signed by parent or carer (if relevant)
- Consent for medical treatment to be signed by parent

Day 1

- Practitioner to accompany child to placement (see visiting frequency below for ongoing visiting timescales)

Supervision to be held within four weeks of a practitioner being allocated

By Day 2

- Request for health assessment to be made
- Request for All About Me review to be made

By Day 5

- Child in Care planning form to be completed and signed by parents
- Placement planning meeting held
- Visit to child (within five working day of placement)

By Day 8

- Practitioner to complete All About Me preparation form and send to IRO
- Practitioner to book venue and send invites to All About Me review

By Day 10

- Arrange PEP

By Day 28

- First All About Me review

Case summary to be completed every three months

Updated Assessment frequency Annually and in addition to updating Care Plan in line with All About Me Reviews as a minimum

Pathway Plan frequency Six monthly and in addition to All About Me reviews

Within 3 months

- Second All About Me review
- Practitioner to complete an All About Me preparation form (a minimum of 20 working days before review)

Within 3 months of second review

- Third All About Me review
- Practitioner to complete All About Me preparation form (a minimum of 20 working days before review)

When young person is approaching 16 years old

- Pathway Plan completed within three months of eligibility at 16 and then six monthly thereafter
- All About Me review continue

Review frequency

First All About Me review: Within 28 days of child coming into care

Second All About Me review: Within three months of first review

Third All About Me review: Third review can take place within six months if plan is progressing and IRO in agreement

Subsequent All About Me review: Every six months

Visiting frequency

Initial visit: Same day, then again within five days of the child being placed with new carers

First year: Every six weeks

After 12 months: Every 12 weeks (if agreed at an All About Me Review)

Placement with parent's interim care order: Weekly until the first review, monthly thereafter

Placement with parent's Care Order: Within one week, monthly thereafter

Connected persons temporary approval: Weekly until first review, monthly thereafter

Connected persons not approved by agency decision maker: Weekly until first review, fortnightly thereafter

Children placed for adoption: Within five days of placement, weekly until after first review, six weekly thereafter. ACE Practitioner visits monthly

Child reported missing: Within 72 hours of being reported missing

Unregistered children's homes, short breaks, emergency carers and emergency house: A minimum of weekly for the first four weeks, and then fortnightly thereafter with service manager and Head of Service agreement

[Click here for more detailed information about child in care processes and timescales](#)



The Warwickshire Families First approach is endorsed by the Warwickshire Safeguarding Children's Partnership and involves agencies across the county working together to help children and young people be heard, safe, healthy, skilled and happy.



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