

**Warwickshire County Council**

# **CHILDREN'S SOCIAL CARE, QUALITY STANDARDS**

**Sarah R. Harris  
September 2016**

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### SECTION TWO

To follow – date to be confirmed.

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# CHILDREN'S SOCIAL CARE QUALITY STANDARDS

MASH	
<p><b>The referral records the date and time the information was received and the names and details of the person making the referral.</b></p> <p>It will also record full basic details of the child/young person, parent/carers, significant others, everyone in the household, ethnicity, nationality, first language, religion, disabilities, SEND status and school attendance data and any communication requirements, as well as whether the parent/carer has been informed.</p> <p>Full referral information and appropriate support evidence needs to be obtained at point of referral, including service already provided as well as services being requested and any other agency/professionals involved with the child.</p> <p>It is essential the referral is recorded on CAREFIRST/MOSAIC on the date of referral.</p>	MASH Social Worker
<p><b>The referral is finalised within 24 hours unless it is an immediate child protection referral which should be completed within 2 hours.</b></p> <p>The referral records the decision made, further action required and outlines the reason for this. Decision will be informed by historical and current information held by Children Services, as well as partner agencies in the MASH and this is to be recorded on Referral Record.</p>	MASH Social worker

<p><b>The referrer is informed in writing (email or letter) of the outcome of the referral and a case note added in the child's record to confirm this has taken place within 24 hours of the decision. Referrers will also be given the opportunity to give feedback on how they found the referral process.</b></p>	<p>MASH Social Worker</p>
<p><b>If an immediate Strategy Discussion is required this is held with the partner agencies within the MASH including relevant external agencies where appropriate.</b></p> <p>This will need to be confirmed via the MASH process.</p> <p>The appropriate manager/practitioner will immediately complete the CAREFIRST/MOSAIC Strategy Document recording the discussion and Outcome of Meeting. Children's Teams will be invited to attend the Strategy Meeting virtually via telephone or video call.</p>	<p>The appropriate manager/practitioner</p>
<p><b>The appropriate manager reviews all Contacts/Referrals and identifies and allocates any tasks to be undertaken by the MASH Social Workers who are required to make an informed decision in respect of the referral. Contact records may be authorised by an Advanced Practitioner but only where agreement has been given and there is oversight from a Team Manager.</b></p>	<p>The appropriate manager or Advanced Practitioner under supervision and with agreement from Service Manager</p>
<p><b>MASH Social Worker completes tasks identified by the appropriate manager, so the referral can be reviewed and progressed within 24 hours. The Social Work will collate information (in line with the MASH Information Sharing Agreement) through triage and complete an analysis and proposed next steps after discussing the referral with relevant partner agencies within the MASH.</b></p>	<p>MASH Social Worker</p>

<p><b>The referral is finalised by the appropriate manager.</b></p> <p>The appropriate manager is responsible for reviewing the information recorded by the MASH Social Worker and quality assurance of the referral.</p> <p>Where there is a dispute between the manager of the MASH and the manager of the relevant Children's Team this will be dealt with as a 'dispute resolution' and agreement reached about a way forward. However such a dispute resolution should not delay the matter being passed to Children's Teams</p> <p>Section 7 reports and Section 37 Assessments should be perceived as being directed by the Court and should be sent to the MASH who will collate information they hold and pass them to the relevant Children's Team to complete an assessment.</p> <p>All requests for Section 37 reports should trigger a Sec 47 investigation, unless there is clear rational not to do so</p>	<p>The appropriate manager</p> <p>Between appropriate managers, MASH and Children's Team</p>
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## Children's Duty and Assessment Teams

<p><b>The appropriate MASH manager will allocate on CAREFIRST/MOSAIC the recommendations for further assessment and note any issues arising from ethnicity, culture and needs in order to ensure that the appropriate interpreter or advocate can be sourced.</b></p> <p>The MASH Social Worker will call to discuss the referral and send an email confirming passing of the referral to the relevant team</p>	<p>The appropriate manager</p>
<p><b>The Team Manager will allocate the case to a suitably trained and experienced worker within 24 hours. All Section 47 investigations will be allocated immediately as will Single Assessments.</b></p>	<p>Team Manager</p>
<p><b>A 'face to face' discussion where applicable should take place between the Social Worker and the allocating Manager at the point of allocation.</b></p> <p>Although allocation should take place electronically within Carefirst/MOSAIC this should not replace the need to speak with the worker. This discussion should include:</p> <ul style="list-style-type: none"> <li>● The nature of the concerns</li> <li>● Historical facts to be taken into account</li> <li>● Timescale for visits to the child/family</li> <li>● Who the worker should speak to following the initial visit</li> <li>● Social Workers should ensure that they read all historical information held in relation to the child/family concerned.</li> </ul>	<p>Team Manager</p>

<p><b>There is clear recorded instruction as to the initial work to be completed during the course of the Single Assessment.</b></p> <p>The Team Manager should clearly record within the Single Assessment the tasks and targets which have been discussed with the worker</p>	<p>Team Manager</p>
<p><b>The timeframe will be clearly identified as the standard 5 days, with a completion by 10 days unless further time is required for completion of a more comprehensive assessment. Additional time can be 25 or 35 or the maximum 45 days. It is anticipated that the majority of assessments will be completed within the 10 day time-frame. The case would then be reviewed as per procedures within supervision, or at additional review points, or when the assessment is completed and submitted for sign off.</b></p> <p>The assessment will be regarded as completed once it has been signed off/approved by their line manager. Where the assessment is not completed within timescales, the reason for this should be recorded.</p>	<p>Social Worker/Manager</p>
<p><b>Unless the visit is made under Section 47, the Social Worker should arrange to visit within 5 days of referral. There may be occasions where a joint visit with the referrer is appropriate but the mechanism of arranging this should not delay the start of the assessment.</b></p> <p><b>At the first home visit made, the child/young person and his/her parent/carer is provided with a copy of:</b></p>	<p>Social Worker and referrer where appropriate</p>

<ul style="list-style-type: none"> <li>• The consent to share information leaflet and signed</li> <li>• Consent obtained</li> <li>• The Complaints Leaflet</li> <li>• The Access to Records Leaflet</li> </ul> <p>The use of such documentation should be clearly recorded within the child's records by the Social Worker</p>	
<p><b>The child/young person must always be seen as part of the assessment and spoken to and seen alone where age appropriate. This should be recorded and discussed with the manager within 24 hours of the visit taking place.</b></p>	Social Worker
<p><b>The assessment record clearly, explicitly and separately records all of the following:</b></p> <ul style="list-style-type: none"> <li>• Reason for the assessment</li> <li>• Child/young person's developmental needs</li> <li>• Parents capacity to respond appropriately to child/young person's needs</li> <li>• Family and environmental factors that impact upon the child and his/her family</li> <li>• The child's and parent/carer's views</li> <li>• An analysis of risk and protective factors in the family</li> </ul> <p>Information should be gathered from a variety of sources to inform the assessment including the child, his/her family and professionals in other agencies who know and are delivering services to the child and his/her family. The assessment should cover in detail the three domains and dimensions as detailed in the Framework for the Assessment of Children in Need and their Families, alongside Working Together Guidance.</p>	Social Worker



<p><b>The assessment should take into account any previous involvement with the child/young person and the current assessment is set in the context of the historical information.</b></p> <p>A Key Event should be recorded as part of the assessment, or commenced as this provides a summary of previous involvement with the child and the historical context for any assessment. This should include the multi-agency chronology provided and any other significant events reported by other agencies. Key Events should also be informed by the child's views.</p> <p>Previous involvement with the child and his/her family is critical information to support the evaluation and assessment of the current presenting needs. Any assessment of a child should be set in the context of previous involvement and concerns as this may highlight any emerging patterns or indicators of risk or harm in this family. As such, the chronology/Key Event must be utilised whilst the assessment is being completed.</p>	<p>Social Worker</p>
<p><b>The record should detail the date/s the child/young person and family members were seen for the purposes of preparing the assessment and clearly, explicitly and separately record:</b></p> <ul style="list-style-type: none"> <li>• The wishes and views of the child/young person and how they have informed decision making</li> <li>• The wishes and views of the parents/carers and how they have informed decision making</li> </ul> <p>Gathering information and making sense of a family's situation are key phases in the process of assessment. It is not possible to do this without the knowledge and involvement of family. It requires direct work with the children and their family members and the Social Worker will need to meet with them to complete the assessment.</p>	<p>Social Worker</p>

<p><b>The assessment records the names and designations of all agencies/professionals that contributed or were consulted in the preparation of the assessment. It is important to be clear about the source of information</b></p> <p>Details of those who contributed to the assessment should be recorded in the assessment record. If information is requested but has not been provided within timescales, then this should be noted and once received, recorded in the case notes.</p> <p>In order to effectively complete an assessment of a family, this should be undertaken on a multi-agency basis. An assessment planning meeting may be considered at the outset of the process in complex cases which identifies what information is required and who should provide this. This should include family members and child/young person where appropriate.</p>	<p>Social Worker</p>
<p><b>The assessment analyses the needs of the child, the parents' capacity to meet those needs and family and environmental factors impacting upon the family to inform the decision making process. There must be an analysis of the level of risk to the child.</b></p> <p>The most important part of the assessment process is the analysis of the information gathered and the implications of this to the protection and welfare of the child. The Social Worker should identify any indicators of risk or harm or impairment to the child's welfare as well as protective factors that will keep the child safe. It is important in analysis not simply to describe the issues but offer a balanced position including prognosis and sustainability</p>	<p>Social Worker</p>

<p><b>Details of what further action is to be undertaken including the reason for this, need to be recorded within the assessment. The Social Worker should set out clearly within the assessment the next action/plan.</b></p>	<p>Social Worker</p>
<p><b>The outcome of the assessment is recorded and details of what further action, if any, is to be undertaken including the reason for this. The assessment record should explicitly detail:</b></p> <ul style="list-style-type: none"> <li>• Any indicators of significant harm or impairment to the child's welfare</li> <li>• Protective factors</li> <li>• What needs to change or happen</li> <li>• What services are required to ensure that the identified needs of the child are met</li> </ul>	<p>Social Worker</p>
<p>Where the assessment identifies the need for services to be put in place immediately, then this should be actioned and not delayed until all assessments are completed.</p> <p><b>There is documentary evidence that the child/young person and his/her parent/carers are informed of the outcome of the assessment and provided with a copy and ensure that child/young person and parents are given the opportunity to provide feedback via the agreed routes.</b></p>	<p>Social Worker</p>
<p>Assessments are undertaken in partnership with families and the completed assessment should be shared with the child (dependent upon age) and his/her parent/carers and provided with a copy. This will ensure that they fully</p>	<p>Social Worker</p>

<p>understand the reasons for decisions reached by the Social Worker, have the opportunity to challenge the decision making process and can correct any factual inaccuracies in the record.</p>	
<p><b>The assessment is authorised by the line manager.</b></p> <p>It is the role of the line manager to ensure that the quality of the assessment meets the required standards and that the decisions reached are based on a sound analysis of the information gathered and will safeguard the child and promote his/her welfare.</p>	<p>Team Manager</p>

## CIN PLANNING

**Following the completion of the assessment, where the outcome is this is a Child in Need, an interim plan must be in place within a maximum of 10 days after the assessment is completed.**

**A CIN Planning Meeting should be convened within 20 working days and will also review any services already in place.**

**Families should be kept informed and updated during the period before the first CIN meeting.**

Upon completion of the assessment, a cohesive plan should be prepared outlining the outcomes to be achieved and services delivered to meet the assessed needs. The interim plan should be completed within 10 days and confirmed at the first CIN Meeting to ensure that services are co-ordinated and delivered to the child in a timely manner.

Social Worker

**The plan will be SMART and explicitly detail:**

- The outcomes to be achieved
- The actions required to achieve the outcome
- Timescales for actions to be completed, either a target date or frequency
- Who is responsible for the implementation of the action

The actions outlined in the plan should be specific, measurable, achievable, and realistic and have set timescales. Terms like 'ongoing' and ASAP are not acceptable. There needs to be consideration as to the

Social Worker

appropriate number of reasonable.	
<p><b>The plan will state the minimum visiting frequency required of the lead professional or the Social Worker.</b></p> <p>The plan should explicitly detail the minimum frequency that the lead professional or the Social Worker will visit the child and his/her family. The minimum visiting frequency should be individually determined based on the needs of the child but should not be less than <u>three weekly</u>.</p>	Social Worker/lead professional
<p><b>The plan is prepared in consultation with the child/young person and his/her parent/carer and their views are recorded on the plan and agreed at the CIN Meeting along with agencies.</b></p>	Social Worker
<p><b>The objectives of the plan and how they will be achieved are discussed with all relevant family members, agencies and professionals and their details recorded.</b></p> <p>The plan should be implemented by the team around the child led by the Social Worker and as such, it is essential for other professionals working with the child to know what services are being provided to the child and his/her family by whom and when. This ensures that there is no duplication of service delivery that services provided are complimentary and everyone working with the child is aware of who is doing what.</p>	Social Worker

<p><b>The child/young person, his/her parent/carer and all key family members and agencies are provided with a copy of the plan within five working days of the meeting.</b></p> <p>The plan will be signed by the parent/carer, child where old enough and agencies and should not be uploaded as completed until this is done</p>	<p>Social Worker</p>
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## REVIEW OF CHILD IN NEED PLAN

<p><b>Reviews of the plan should take place at no less than six weekly intervals. However the multi-agency group may decide that less frequent reviews at up to three monthly intervals are required.</b></p> <p><b>Disabled children who are open to SEND social care, where the ongoing involvement is due only to the provision of services to support the child and family, will be visited every 3 months and the care plan will be reviewed at a CIN meeting every 6 months.</b></p> <p>Plans should be regularly reviewed and amended by the multi-agency team around the child to ensure that the plan remains relevant, the services delivered are effective and timescales for action are being achieved.</p>	<p>Social Worker/ Team Manager</p>
<p><b>The review monitors progress against the implementation of the plan and this is explicitly recorded with any concerns or changes to the plan.</b></p>	<p>Social Worker/ Team Manager</p>
<p><b>Any new information received about the child is evaluated and responded to.</b></p> <p>Through the Child in Need Review process, the team around the child should share information about the child and this information evaluated in the context of the assessment and plan. Assessment should continue throughout the period of intervention and professionals need to keep their judgements under constant critical review being willing to respond to and challenge new information.</p>	<p>Social Worker/Team Manager</p>



<p><b>The child/young person and his/her parent/carer are supported to participate in the review process. The plan will clearly indicate how their wishes and feelings have informed planning and service delivery.</b></p> <p>Throughout the period of involvement with a child and his/her family, it is important to develop a co-operative working relationship so that the family feels respected, informed and listened to and that professionals are working with them in an open and honest way. Parents and children should be fully prepared for any meeting, understanding that will be there, the purpose of the review and how they will participate in the process. Parents and children should be given clear feedback on how their contribution has been taken into account and acted upon.</p>	<p>Social Worker/Team Manager</p>
<p><b>Family members and other agencies/professionals are engaged in the review process.</b></p> <p>Other professionals should be fully prepared for the review meeting by being informed of the type and purpose of the meeting, who will be attending and the expectations of them in the meeting. The views of partner agencies are then reflected in the documentation.</p>	<p>Social Worker/ Team Manager</p>

## CASE RECORDING

<p><b>Case recording is child focussed.</b></p> <p>The child must be seen and kept in focus throughout the intervention. It is imperative that the child's circumstances are seen through the child's personal experience. What does it feel like to be this child living in this particular set of circumstances? The voice of the child must be listened to and Social Workers should ask themselves what the child is telling them. Direct work with the child is essential to achieving child focussed intervention to ascertain their views and understand the meaning of their experiences to them.</p>	<p style="text-align: center;">Social Worker</p>
<p><b>Case records are up to date and in line with the Case Recording policy on EDRM.</b></p>	<p style="text-align: center;">Social Worker/Team Manager</p>
<p><b>All case records reflect professional practice in particular:</b></p> <ul style="list-style-type: none"> <li>• Use plain English rather than jargon</li> <li>• Distinguish between fact and opinion</li> <li>• Demonstrate a commitment to the principles of equality and valuing diversity and ensure where necessary that child/young person and family members are enabled to participate by use of Interpreter and/or Advocate</li> </ul> <p><b>Are respectful of the child/young person and his/her family.</b></p>	<p style="text-align: center;">Social Worker/ Team Manager</p>

<p><b>Case notes will detail:</b></p> <ul style="list-style-type: none"> <li>• The date of the contact</li> <li>• The reason for the contact</li> <li>• Who the contact was between</li> <li>• Details of the contact</li> <li>• The outcome of the contact</li> <li>• Whether the child was seen and spoken to and if seen alone</li> <li>• An analysis of the contact</li> <li>• Any further action to be taken arising from the contact</li> </ul> <p>A Format of Present, Purpose, Content, Assessment and Action enables more focussed recording.</p>	<p>All Social Care staff</p>
<p><b>Professionals supporting the child and his/her family are referred to in the records by full name and designation.</b></p>	<p>Social Worker</p>
<p><b>Case records are accurate and grammatically correct. Details of relevant agencies and family members are updated as appropriate on the networks. Any use of emails and/or texts should avoid salutations and informal language and reference to professional's situations. They should be treated with the same formality as a letter and cross referenced in observations and uploaded in ESCR's.</b></p>	<p>Social Worker</p>

**Case records are accurate and grammatically correct. Details of relevant agencies and family members are updated as appropriate on the networks the maintained persons' section Any use of emails and or texts should avoid salutations, and informal language and reference to professionals situations. They should be treated with the same formality as a letter and cross referenced in observations and uploaded in ESCRs.**

Social Worker

## CASE SUPERVISION

<p><b>Each child/young person's case is supervised on a monthly basis.</b></p> <p>Regular supervision is essential to safe social work practice. It should provide a safe but challenging space to oversee and review cases.</p> <p><b>Please refer to supervision policy:</b>  <a href="#">..\\..\\Shared_IDS\\SOCIAL CARE\\Supervision policy for social workers and social care workers in Warwickshire.CURRENT DOC (1).docx</a></p>	<p style="text-align: center;">Team Manager</p>
<p><b>Records of cases to be supervised should be reviewed by the manager either prior or during the case supervision.</b></p> <p>In order to effectively supervise a case, managers must prepare for case supervision by reviewing the child's record to appraise themselves of the up to date circumstances regarding the child, to quality assure the standards of practice and be reassured that the intervention with the child is outcome focussed and complies with procedures.</p>	<p style="text-align: center;">Team Manager</p>
<p><b>A Case supervision record (including group supervision case discussion) is completed on Carefirst/MOSAIC each time the case is supervised and explicitly details:</b></p> <ul style="list-style-type: none"> <li>• Review of actions from the last supervision</li> <li>• Significant events since the last supervision</li> <li>• Any key decisions made</li> <li>• Reflective analysis</li> <li>• Actions to be taken by Social Worker with timescales.</li> </ul>	<p style="text-align: center;">Team Managers</p>

More General reflection on the Social Worker's practice will take place and be recorded in their personal supervision.	
<b>Case supervision demonstrates evidence of robust and effective management oversight.</b>	Team Manager

## STANDARDS FOR VISITING

**All children should be visited by their Social Worker in line with the individual Child Protection Plan, CLA Care Plan and Child in Need Plan and where need arises as a result of a change in circumstance or an event.**

Minimum standards are in place, the service has determined minimum visiting standards as follows

- Children in Need – **3 weekly**
- Children subject to Child Protection Plans - **every 2 weeks, unless agreed within the Child Protection Conference**
- Children Looked After – within **5 working days of placement (including where there has been a placement change) and weekly until the first review**, thereafter minimum of monthly until the child has been in their permanent placement for one year, thereafter three monthly. Children placed for adoption – within **5 working days of placement and weekly until the first review**, thereafter minimum of monthly until adoption is finalised.

Social  
Worker/Team  
Manager

## CHILD PROTECTION STANDARDS

**Work within Child Protection should be timely, but take place in sufficient time to protect the child and to allow partner agencies to attend.**

- For allegations/information indicating a child is suffering or likely to suffer significant harm to the child, the first Strategy Meeting/Discussion should be held on the same day as the receipt of the contact.
- Where additional information needs to be gathered, the relevant manager may, in consultation with the police, decide to extend the timescale to a maximum of 24 hours.
- For allegations against staff that may result in disciplinary procedures a LADO referral should be initiated within 1 working day from the agency concerned
- Strategy Meetings/Discussions should be led by a Team Manager with line management responsibilities or where concerns are raised about a professional's behaviour, by an Operations Manager.

Team Manager

**The Strategy Meeting/Discussion gathers information from and consults with key professionals involved with the child.**

Strategy Meetings/Discussions must involve children's social care, health and the police as a minimum, but other key agencies should be involved as appropriate. In particular, every effort must be made to consult with the school or nursery and the referring agency. The Social Worker and Team Manager must ensure that full consultation takes place with all relevant agencies prior

Social Worker/Team  
Manager



<p>to the Strategy Meeting to ensure their information informs decision making.</p> <p>The Social Worker/Team Manager will immediately complete the CAREFIRST/MOSAIC Strategy document recording the discussion and outcome of the meeting.</p> <p>The Outcome Document is distributed at the Strategy Meeting and uploaded on to ESCRs.</p>	
<p><b>The reason for the Strategy Meeting/Discussion is recorded.</b></p>	<p>Social Worker/Team Manager</p>
<p><b>The Strategy Meeting record outlines information shared and an analysis of risk to the child.</b></p> <p>The tasks of the Strategy Meeting/Discussion are to:</p> <ul style="list-style-type: none"> <li>• Share available information;</li> <li>• Determined whether the threshold has been met for a Section 47 enquiry/assessment to be initiated</li> <li>• Agree the conduct and timing of any criminal investigation, where relevant</li> <li>• Plan how the Section 47 enquiry should be undertaken including the need for medical examination and/or treatment</li> <li>• Agree any action required to secure the immediate safety of the child</li> <li>• Determine what information will be shared with the family</li> <li>• Include a Risk Analysis and discussion</li> <li>• Determine if legal action is required with agreement of the Operations Manager.</li> <li>• Ensure that an Advocate is made available to the child and/or an Interpreter where needed to ensure participation</li> <li>• Determine whether the Section 47 investigation continues and establish the interim management of risk plan for the child.</li> </ul>	<p>Social Worker/Team Manager</p>

<p><b>Information shared and action agreed is considered within the context of child's racial, cultural, religious or linguistic background.</b></p> <p>This will include establishing whether an interpreter is required.</p>	<p>Social Worker/Team Manager</p>
<p><b>Any need arising from a disability is taken into consideration and appropriate plans put in place.</b></p> <p><b>The Strategy Record details the decision of the Discussion/Meeting and reason for this.</b></p>	<p>Social Worker/Team Manager</p>
<p>Any information shared, all decisions reached and the basis for those decisions should be clearly recorded by the chair of the Strategy Meeting/Discussion and circulated within 10 working day to all parties to the discussion although the Outcome document will be distributed at the time of the Strategy Meeting/Discussion</p>	<p>Social Worker/Team Manager</p>

## SECTION 47 ENQUIRIES

<p><b>The Section 47 enquiry/assessment should be led by a qualified and experienced Social Worker. Newly Qualified Social Workers (ASYE) do not usually lead Section 47 enquiries within the first 6 months of practice, but may co-work with a suitably qualified and experienced worker.</b></p> <p>The lead worker is responsible for ensuring an accurate record of the section 47 enquiry/assessment</p>	<p>Social Worker/Team Manager</p>
<p><b>All children in the household must be visited and spoken to during a Section 47 enquiry and their views recorded. Those who are the focus of the concern should be seen alone, subject to age. Parental permission should be sought wherever possible and appropriate.</b></p> <p>Children are a key and sometimes the only, source of information about what has happened to them. Accurate and complete information is essential for taking action to promote the welfare of the child. It is important that discussions with children are conducted in a way that minimises distress; leading or suggestive communication should always be avoided. Children may need to be seen away from home in a safe environment. Children may need time and more than one opportunity to develop sufficient trust to communicate any concerns they may have.</p>	<p>Social Worker</p>

<p><b>The child's parents/carers should be spoken to and their views and their views recorded. It is important that father's so often absent from processes in relation to their children, are spoken to as well unless there are specific safeguarding reasons not to do so</b></p> <p>The Local Authority has a duty to work in partnership with parents. In the great majority of cases, children remain with their families following Section 47 enquiries, even where concerns about abuse or neglect are substantiated. As far as possible, enquiries should be conducted in a way that allows for constructive working relationships with families and parents/carers are given an opportunity to express their views and these are taken into consideration.</p>	Social Worker
<p><b>The needs and safety of all children in the household are considered and assessed.</b></p> <p>Those making enquiries about a child should always be alert to the potential needs and safety of any siblings or other children in the household of the child in question. In addition, enquiries may need to consider children in other households with whom the alleged perpetrator has contact.</p>	Social Worker
<p><b>Non-resident parents, others with PR and significant others are appropriately involved and their views recorded where appropriate to do so.</b></p>	Social Worker
<p><b>A Child and Family Single Assessment is automatically commenced at the same time as a section 47 enquiry is initiated.</b></p>	Social Worker/Team Manager

<p>This should cover all relevant dimensions in the Framework for Assessment of Children in Need and their Families, in addition to the child protection concerns. Information should be gathered in a systematic way and should include the history of the child, family and household members including any previous specialist assessments and an analysis of risk.</p>	
<p><b>At the completion of the enquiries, the line manager analyses the information and agrees the outcome of the enquiry and/or plan and any further actions in consultation with any relevant professionals. Lateral checks are completed and authorised by a manager with due regard to the level of risk and plan for the child.</b></p>	<p>Manager/ Team Manager</p>

## CHILD SUBJECT TO A PROTECTION PLAN

<p><b>An Initial Child Protection Conference must be convened following a Section 47 enquiry that concludes that a child is suffering significant harm and remains at risk of harm or likely to suffer significant harm. This has to be agreed by the relevant line manager. There will be a Key Decision in relation to the Section 47 and lateral checks uploaded on MOSAIC</b></p>	<p style="text-align: center;">Social Worker/Team Manager/Operations Manager</p>
<p><b>The Initial Child Protection Conference (ICPC) is held within 15 working days of the Strategy Meeting/Discussion.</b></p>	<p style="text-align: center;">Team Manager/Independent Reviewing Officer</p>
<p><b>An Initial Child Protection Conference must consider all children in the family or household.</b></p> <p>Even where concerns are being expressed only in relation to one child, all children must be identified and the risk of harm to them assessed.</p>	<p style="text-align: center;">Independent Reviewing Officer</p>
<p><b>The Social Work report includes a detailed analysis of the information for the child's future safety, health and development.</b></p>	

<p>The social work information to the conference should include:</p> <ul style="list-style-type: none"> <li>• An up-to-date chronology (Key Events) of significant events and agency and professional contact with the family, incorporating all historical information contained within the Single Assessment</li> <li>• Information on the child's current and historical developmental needs</li> <li>• Risks and protective factors</li> <li>• Information on the capacity of the parents and other family members to ensure the child is safe from harm and to respond to the child's developmental needs within their wider family and environmental context</li> <li>• Views, wishes and feelings of the child, parents and other significant family members</li> <li>• An analysis of the implications of the information obtained for the child's future safety and meeting his/her developmental milestones;</li> <li>• Recommendations to the conference</li> <li>• Consideration is given to how best to include partners who are known to have been violent/intimidating in the Child Protection Conference. It may be appropriate for the Social Worker to discuss an agreed strategy with the Independent Reviewing Officer when arranging the conference which may include the need for a restricted section or a conference split to enable all participants to attend</li> <li>• It is important to ensure that the child's views are heard through advocacy or where appropriate in person</li> </ul>	<p>Social Worker/ Independent Reviewing Officer</p>
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<p><b>The Social Work report (Single Assessment) is prepared and shared with the child/young person (where appropriate) and parents/carers at least 48 hours prior to the conference. The report must be signed by the Team Manager and sent to the Independent Reviewing officer and professionals 24 hours prior to the ICPC.</b></p> <p>The Social Work report for the ICPC should include the outcome of the Section 47 enquiry/assessment to date.</p>	<p>Social Worker/Team Manager</p>
<p><b>The child (where appropriate) and parents/carers contribute meaningfully to and where possible attend the conference and their views are recorded and taken into account.</b></p> <p>Attendance at a conference must be carefully planned, the Social Worker should ensure that all persons with parental responsibility and significant others are given sufficient information and support to make a meaningful contribution. The Social Worker must explain to child/parents/carers the purpose of the meeting, who will attend, the way in which it will operate, their right to bring a person for support or an advocate. The Social Worker should refer the child to the advocacy service with the child's consent, unless this is not appropriate.</p>	<p>Independent Reviewing Officer Social Worker</p>
<p><b>The conference minutes have sufficient detail to provide the reader with an understanding of the information shared, issues discussed and reasons for decision reached.</b></p> <p>The record of the Child Protection Conference is a crucial document for all relevant professionals and family members and should include:</p>	<p>Independent Reviewing Officer</p>



<ul style="list-style-type: none"> <li>• The essential facts of the case</li> <li>• A summary of the discussion which accurately reflects contributions made</li> <li>• All decisions reached with information outlining the reasons for the decision</li> <li>• A translation of decisions into an outline or revised Child Protection Plan enabling everyone to be clear about their tasks</li> </ul> <p>The main decisions should be recorded and circulated to all those invited to conference within 1 working day and the full minutes circulated within 15 working days.</p>	
<p><b>The Chair's summary accurately assesses the risk and ongoing likelihood of significant harm.</b></p>	<p>Independent Reviewing Officer</p>
<p><b>An outline Child Protection Plan which is outcome focused is discussed in conference and produced within 1 working day of the conference. The plan must be SMART</b></p>	<p>Independent Reviewing Officer</p>
<p><b>The Child Protection Plan clearly outlines what action should be taken in the event that parents/carers do not cooperate with the protection plan.</b></p> <p>The Team Manager must sign off the final Child Protection Plan. The contingency plan should be realistic, specific and clear and not simply to seek legal advice. It is the Operations Managers decision to seek legal advice.</p>	<p>Social Worker/Independent Reviewing Officer/Team Manager</p>

<p><b>Where the Initial Child Protection Conference decides that the child does not need to become the subject of a plan, the conference will consider whether recommendations should be made for services to be provided to the child.</b></p> <p>The conference together with the family should consider the child's needs and what further help would assist the family in responding to them. Where appropriate, a Child in Need plan or CAF should be drawn up and reviewed in accordance with the standards.</p>	<p>Independent Reviewing Officer</p>
<p><b>The first Core Group meeting must be within 10 working days of the conference to produce an outcome focused detailed and SMART protection plan and this is distributed to family and professionals.</b></p> <p><b>The Core Group will be chaired by the Social Worker and agreement reached about minute taking.</b></p> <p>The detailed child protection plan should:</p> <ul style="list-style-type: none"> <li>• Have the child and his/her needs at the centre of the plan;</li> <li>• Include specific, achievable, child focussed outcomes intended to safeguard and promote the welfare of the child;</li> <li>• Include realistic strategies and specific actions to achieve the planned outcomes;</li> <li>• Clearly identify roles and responsibilities of professionals and family members including the nature and frequency of contact by professionals with children and family members;</li> <li>• Lay down the points at which progress will be reviewed and the means by which progress will be judged;</li> </ul>	<p>Social Worker/Team Manager</p>

<ul style="list-style-type: none"> <li>• Set out clearly the roles and responsibilities of those professionals with routine contact with the child as well as any specialist or targeted support to the child and family.</li> <li>• Set out clearly the contingency plan</li> </ul>	
<p><b>Core Group meetings should take place at no less than 4 weekly intervals. The minutes of the meeting and the updated Child Protection Plan should be circulated by the Social Worker to all professionals and the family no later than 5 days before the next Core Group.</b></p> <p>All professionals have a responsibility to ensure they have an up-to-date copy of the Child Protection Plan.</p>	<p>Social Worker</p>
<p><b>The Core Group Meetings are attended by key family members, including the child where appropriate and professionals and these are recorded accurately to reflect what information has been exchanged, the progress against the Child Protection Plan and future action attributed to different members of the Core Group.</b></p> <p>All members of the Core Group are jointly responsible for the formulation and implementation of the protection plan, refining the plan as needed and monitoring progress against the planned outcomes set out in the plan.</p> <p>Core Group members may find it beneficial to arrange pre-planning time (immediately) prior to the full Core Group meeting to agree the agenda and approach to the meeting and highlight any specific issues to be addressed.</p>	<p>Social Worker</p>

<p><b>The review Child Protection Conference must be held within 3 months of the initial conference and thereafter at intervals of not more than 6 monthly for as long as the child is subject to a Child Protection Plan.</b></p>	<p>Independent Reviewing Officer</p>
<p>Review Child Protection Conferences may take place earlier, if this meets the needs of the case.</p>	
<p><b>The Social Worker's report to the Review Conference is prepared, agreed with the relevant line manager and shared with child/young person/parents/carers at least 3 working days before conference.</b></p> <p>The report to conference should be shared with the parents and where it is believed to be in the child's best interest, the child, and sent to the Safeguarding Unit at least 3 working days before any review conference.</p>	<p>Social Worker</p>
<p><b>Where a Child Protection Plan is discontinued, the conference will consider and make recommendations regarding support and services that the child may still require and if a child in need plan or an CAF is recommended then this will be developed within 10 working days of the conference.</b></p> <p>The discontinuing of a child protection plan would not usually lead to withdrawal of help. The conference should give full consideration to and make recommendations regarding what services might be wanted or required. The multi-agency group should use these recommendations to inform any follow up planning and step-down arrangements.</p>	<p>Independent Reviewing Officer/Social Worker</p>

## PUBLIC LAW OUTLINE (PLO)

### **LA Child Protection concerns increase to the point where s31 (Children Act 1989) appears to be met**

Legal Planning meeting attended by LA legal advisor, Social Worker, Team Manager and Operations Manager.  
Care/supervision order agreed in principal, but level of concerns Does not require immediate Application.

Social work team manager issues 'letter before proceedings' – this should set out a summary in simple language the LA's concerns. A summary of what support has already been provided to the parents. What parents need to do, what support will be provided for them to avoid proceedings, including timescales and information on how to obtain legal advice

Meeting with Social worker, manager, parents and legal reps to discuss letter before proceedings and agree further actions to protect the child and what action will be taken by the LA to safeguard the child if this is not followed. *If Pre Proceedings unsuccessful, Legal Planning Meeting to be held and decision made to immediately issue application*

Mid-point review – not later than 6-8 weeks If Pre Proceedings unsuccessful, Legal Planning Meeting to be held and decision made to immediately issue application

Plan reviewed not later than 12-16 weeks, written outcome to be sent to all parties and orally reiterated to parents. If Pre Proceedings unsuccessful, Legal Planning Meeting to be held and decision made to immediately issue application. If successful intervention continues with updated CiN, CP or CLA plan.

Team Manager/Operations Manager

Team Manager

Social Worker, Team Manager, Parents and Legal Reps

Social Worker/Team Manager

## CARE PROCEEDINGS

Immediate decision to apply for a Care/Supervision Order – letter of issue sent informing parents that proceedings are being issued and to seek legal Advice

*All evidence and assessments on which the LA intends to rely on in support of an application to issue care proceedings should be up-to-date and prepared in advance. This includes specialist assessments. A lack of documentation should never prevent a LA from bringing a case to Court quickly where it is believes this is essential to protect the child's welfare.*

Day 1 - Issue care proceedings – section 31 application and annex doc's, included if required a contested ICO or ISO application or urgent preliminary Case Management Hearing request

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Day 2 – Serve documents on all parties.

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Case Management Hearing – not before day 12 and no later than day 18

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If required further case management hearing no later than day 25

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Issues resolution hearing as directed by the court

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Final hearing by week 26 or earlier.

Operations Manager

End of section one

