Child's Plan - 'How it Works'

Contents

1. Background

1.1 What is changing? These changes start by making sure we have one child, one plan, putting the child at the centre of our planning process. The new Child's Plan will be used before a meeting to prepare and updated after the meeting. The Child's Plan also allows you to record progress since the last review. Worker's reports will be printed from the Single Assessment or Child's Plan, meaning you no longer need to create a separate form and the Single Assessment will also capture your Risk 2 decisions.

A standard Record of Meeting form will be used to capture decisions and recommendations from all types of meeting. The Child's Plan and associated changes will reduce 17 forms to 2, saving work by removing duplication.

1.2 Who is it for? This change is for all types of planning with children: Children in Need; Child Protection; Children in Care; Core Groups; Children subject to Legal Agreements. In all of these situations, you will use the Child's Plan alongside the Single Assessment and Record of Meeting.

1.3 Who is not affected? Post 16, a young person in care will still move to the Pathway Plan.

1.4 Plan according to the needs of the child. All forms are designed to be used for any child with any set of needs. You will not need to answer every question on the forms. You should fill in the mandatory questions and then answer only those other questions relevant to the specific child's needs. Answers should reflect your practice judgement, or concisely express relevant information or the views of those involved.

2. Transitional arrangements

This is a big change. Previously the authority has had many separate forms, including worker's reports and chair's reports, for recording plans. The Child's Plan replaces all of these forms.

Where a case is open, you will move to the new form the next time you need to prepare for a meeting. If you have already started preparing for a meeting, continue with the form you have open. Once you need to create a new form, you will need to use the new form types, of Child's Plan and Record of Meeting. This means that during the transition you may working with some of the old forms and the new.

Where a new case is opened on the updated Single Assessment, you should continue to use the planning section of the Single Assessment to prepare for a meeting. You will then print this ahead of the meeting from the automatic Social Worker's Assessment Report in CareFirst.

Usually you will go to a meeting with a proposed plan, after which you will update, finish and save the Child's Plan.

3. Process

3.1 The way you use this part of CareFirst is changing. The way you do your job is unchanged. However the new Child's Plan format is designed to better support good practice, improve the tracking of progress and improve the clarity of a child's record. The new forms better support clarity of roles, between the IRU and social workers.

3.2 IRU and Social Worker responsibilities. Following meetings, a Child's Plan is updated. For Child Protection and Child in Care, the Independent Reviewing Unit (IRU) will be involved. The forms will be used as follows:

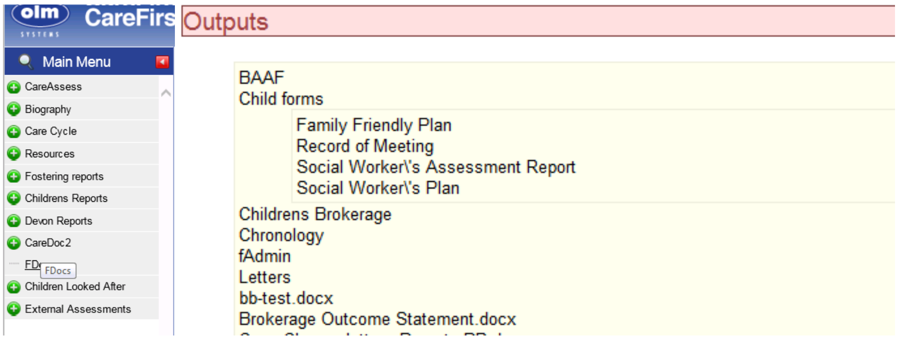
3.2.1 Children in Need. IRU are not involved. The Social Worker will update and complete the Child's Plan following the meeting. The chair (often the Social Worker as well) will complete the Record of Meeting. These can be printed and sent out together in keeping with the Practice Standards.

3.2.2 Child Protection. The IRU will update the Risk/Need and Outcome on the Child's Plan and send this outline plan to all meeting participants (the detailed Child's Plan will follow the Core Group, see below). When the minutes have been fully written up using the Record of Meeting, the IRU will send these out.

3.2.3 Core Group. Following an Initial or Child Protection Review the outline plan is sent by IRU. The detail of the Child's Plan is updated and completed by the Social Worker following the Core Group. This can be printed and sent out in keeping with the Practice Standards.

3.2.4 Child in Care Review. Following a CIC review, the IRU chair completes the Record of Meeting form and the Social Worker completes the Child's Plan. It is preferable that both of these documents are sent out together where possible.

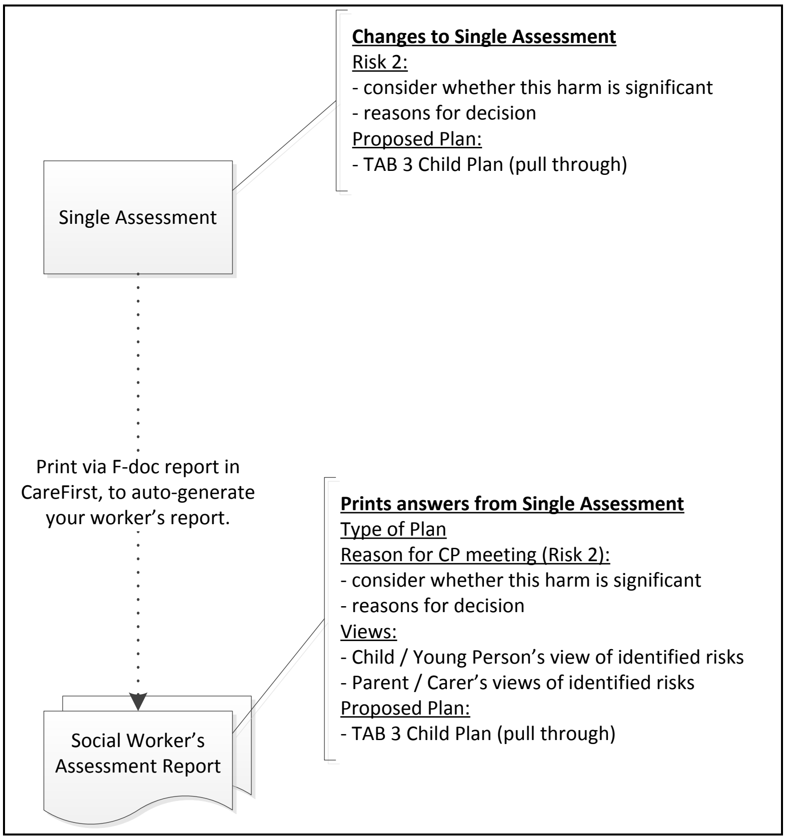
3.3 What are F-docs. F-docs are a way of printing from CareFirst. They take the information you have recorded in your core forms (Child's Plan, Record of Meeting, Single Assessment) and print this out into Microsoft WORD documents. There are hyperlinks at the end of some forms to help you print, you can also reach these by looking under Fdocs on the CareFirst menu.



Fdocs in CareFirst

3.4 Worker's reports. You no longer need to create a separate worker's report form in CareFirst. The Single Assessment or the Child's Plan will capture all the information you need to prepare for a meeting. Instead you will print a worker's report that automatically fills in what you need from these forms. If you undertake a new Risk 2 between Single Assessments, you should record a summary of the changes in the Child's Plan, in 'Changes since the last plan'

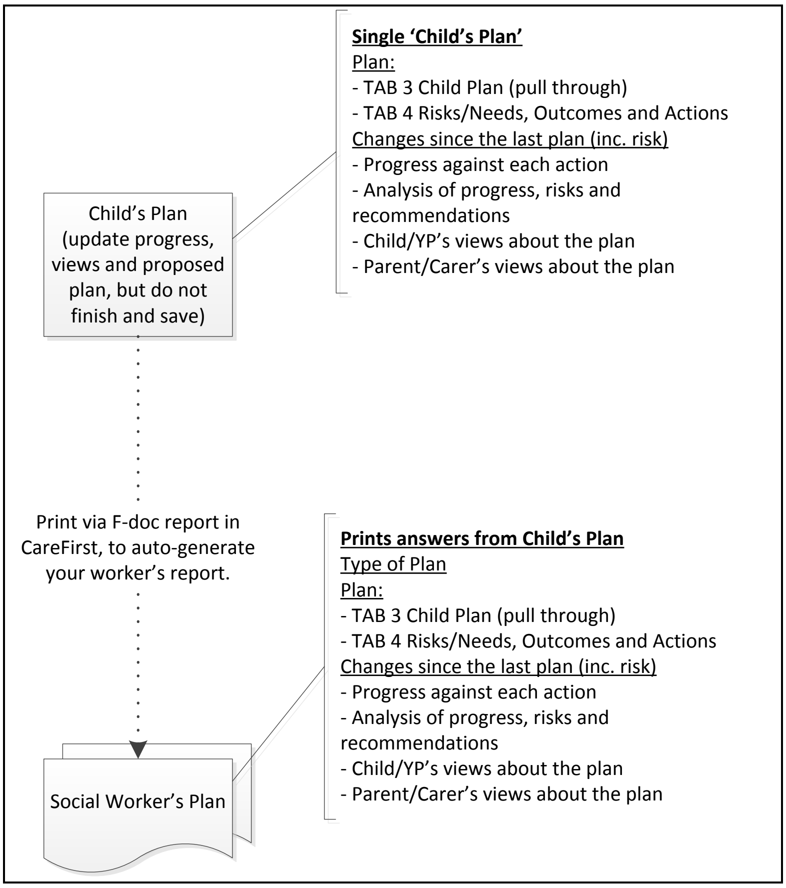
3.4.1 Preparing for a meeting using the Single Assessment. In some situations (such as new Child Protection cases) you may not have a Child's Plan prior to a meeting. You will still want to take a proposed plan and for this reason the Single Assessment includes updated questions to capture Risk2 and your proposed plan. From this you can then automatically print a Social Worker's Assessment Report, using the F-Doc menu in CareFirst.
The diagram to the below indicates the new information captured on the Single Assessment, and what will automatically print on your Social Worker's Assessment Report.



3.4.2 Preparing for a meeting using the Child's Plan. Once a Child's Plan has been created, this can always be used to prepare for the next meeting. The social worker adds a Child's Plan form and pulls through information from the previous plan, or duplicates the previous plan.
The Social Worker can update the actions, progress, views and their own analysis prior to the meeting. The updated Child's Plan represents the Social Worker's recommended plan and progress update to the meeting. This can be printed in WORD format using the Social Worker's Plan, from the F-Doc menu in CareFirst.

The Child's Plan is simply saved (NOT finished and saved) prior to a meeting. This happens after the meeting, when the open Child's Plan is updated to reflect the latest views and what was agreed.

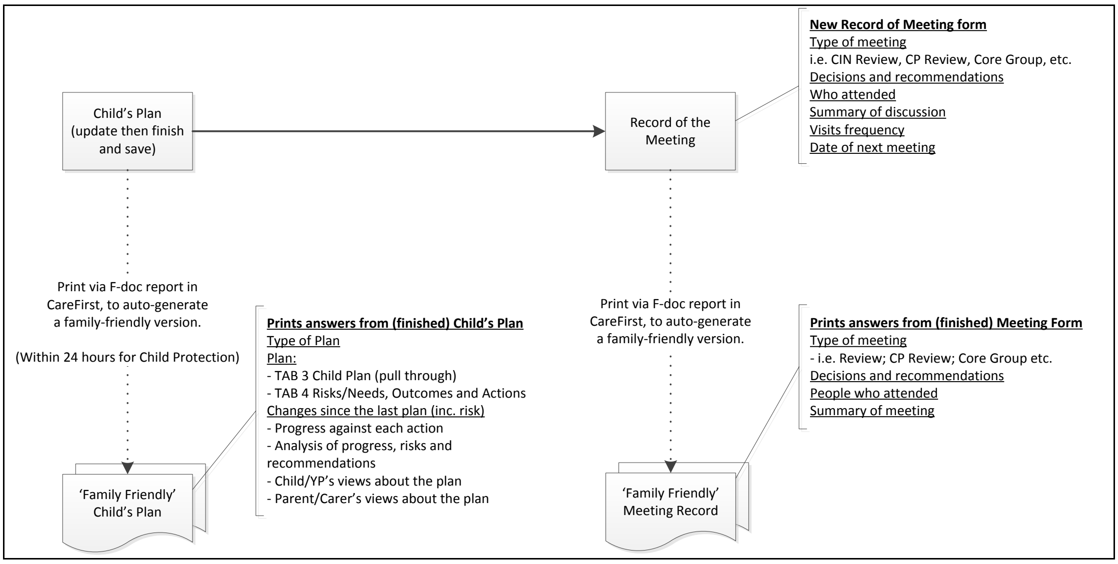
The diagram below indicates the key information included on the Child's Plan, and what will automatically print on your Social Worker's Plan.



3.5 Chair's reports. Having a separate chairs report for every type of meeting meant having a separate action plan after every type of meeting. The new Child's Plan is now the only form (apart from the Pathway Plan) that contains a full plan. Instead of a Chair's report, the Child's Plan is used for completing the detailed plan, the Record of Meeting form is used for recording the discussion.

3.5.1 Recording after a meeting. After any meeting there are two forms to use: the Record of Meeting is used to record the discussion, decisions and recommendations; the Child's Plan is updated with the agreed plan

The diagram below indicates what is recorded on each form and what is printed.



4 Practice

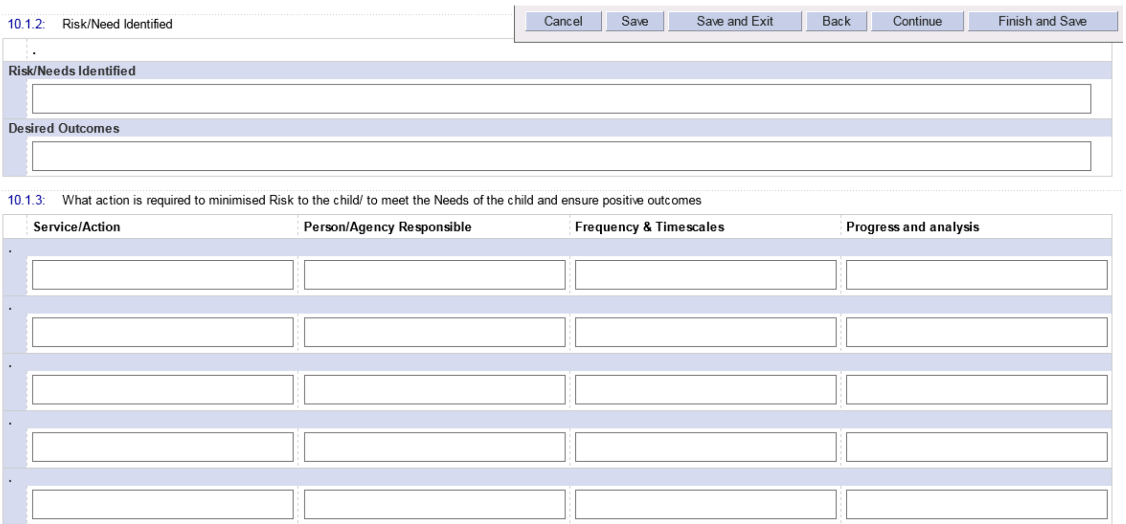
4.1 Writing good proposed plans / permanence plans. There are a few questions shared by the Single Assessment (planning section) and the Child's Plan. These are overall aims, contingency and immediate steps to protect.

You should use these questions to capture a proposed plan (on the Single Assessment) or summarise the overall permanency plan for the child.

4.2 Writing good action plans. The Child's Plan offers a flexible way to record risks/needs, their outcome and associated actions.

There are 10 sections within the Child's Plan for recording needs and outcomes. You do not need to use all the sections. Some cases may require 1 or 2, others, where the child's needs are more complex, may require more sections (i.e in ICS).

Each section should be used to detail all the actions planned against a particular need and outcome. This is to avoid repeating the same need and outcome against many different actions.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10.1.2: Risk/Need Identified

Risk/Needs Identified

Desired Outcomes

10.1.3: What action is required to minimised Risk to the child/ to meet the Needs of the child and ensure positive outcomes

Service/Action	Person/Agency Responsible	Frequency & Timescales	Progress and analysis

Actions section on the Child's Plan

(There are 10 sections identical to this. Use only as many as you need)

5 List of deleted forms.

5.1 CareFirst forms. The forms removed with this change are listed below. No records have been removed for a child's record and the work you have done on these forms remains on a child's assessments screen in CareFirst as normal. The forms listed below are no longer used and have been marked as "(Old)" and made obsolete.

- CS16 Chair's Report Secure Order Criteria
- CS16 Chair's Report Secure Order Review Meeting
- E2 Child In Need Review Worker's Report v6
- E3 Child In Need Review Chair's Report v6
- H2 Case Conference Social Work Form v7
- H3 I.C.P.C Chair's Report v7
- H5 Child Plan v7
- I1 Initial Core Group Meeting Record v6
- I2 Core Group Meeting Record v6
- J3 C.P Review Chairs Report
- L2 C.I.C Review Social Worker's Report v6
- L3 C.I.C Review Chair's Report v6
- L6 Proposed Short Break Care Plan
- L7 Short Break Review Chair's Report
- P1 Care Leavers Assessment Pathway Plan V6
- P2 Pathway Plan Review S.W's Report v6
- P5 Signs of Safety Chairs Report
- K0 Meeting Minutes

5.2 Word templates. No word templates should be used as the permanent record for the purposes of recording the outcomes of meetings. From the 13th April 2015 you must always use the Record of Meeting and Child's Plan.

A separate project is moving old WORD templates.

If you have any practice questions after reading this document, you should discuss these with your team manager in the first instance.

Suggestions for further improvements can be emailed to:

childrenswaywework-mailbox@devon.gov.uk for consideration.

6 Frequently Asked Questions

Contents

Questions about questions

Do you still need to send the whole Risk 2 form?
No. You will continue to use the Risk 2 form as before, but can record your analysis in the Single Assessment. When you print your Social Worker's Assessment Report, the information will be included.

"Is the current plan for the child to be reunited with his or her family?" If the child is living with a family member (i.e. Nan) and this is in court proceedings what should we select here?

If there are no plans to rehabilitate the child to parents' care, the response that must be selected is 'Child Not Returning Home'.

Record of Meeting. Why is the decision of the meeting is at the beginning of the form?
Because CP/CIC review Decs and Recs – need to be completed before the full Meeting Record is completed – this has been placed on the first tab. The printed version could be sequenced differently. The practicality of this will be monitored in the next few weeks. We may need to revert to logical sequencing.

On the Record of Meeting, can I copy over the core group membership from the old-style forms?
No. The design of the new forms is quite different and unfortunately this does limit what can pull though. As with any significant form change, there are often certain things that take a little more time the first time a new form is used. Over time the time-savings should start to shine through.

The Child's Plan form seems long, is it all necessary?
The plan format is designed to meet the requirements of a number of plans, hence the length. All the fields in the plan are designed to meet statutory requirements of an individual plans for each child. The new forms will be reviewed after people are used to them and we will always be looking for further improvement. On the Child's Plan, there is hint text to say "You should use this form to record questions based on the need of the child. You do not need to answer every question. Mandatory fields are made clear by being marked as (Required)." Beyond this certain information will automatically populate if it has been recorded on the Child's record, such as the Background Information tab.

<u>Questions about process</u>

In the IRU, what happens if a social worker has not already added a D5 for the meeting?
Where it is a new case, a social worker may have produced their printable worker's report from the single assessment. Where it is an open case, the social worker should be adding a Child's Plan to create their printable workers report before the meeting.

If the Social Worker has added the plan prior to the meeting does it remain assigned to them or should it be reassigned to the chair (previously we assigned all plans to the Chairs)
Usually the social worker will have updated the plan with their recommendations. For child protection, the risk/need and outcome will be reviewed and may be changed by the conference. The plan can remain allocated to the social worker, or reassigned to the chair. In either case, the risk/need and outcome will be updated by the chair following the meeting. The detailed action will be filled in by the core group.

How much information and detail does the chair complete on the D5 Child's plan at the ICPC. Do chairs need to complete the Risk/Need sections or simply the overall aims?
Following a Child Protection meeting, the chair will complete the outline plan by adding the Risk/Need and Outcomes. The detailed actions will be added later following the Core Group meeting.

Do the minutes of the meeting (Record of Meeting) need to be authorised?
Yes. The chair of a meeting needs to authorise the minutes, to confirm that the record is accurate.

Does the Child's Plan need to be authorised?
Yes. Team Managers will authorise the Child's Plan. In the case of Child Protection, this happens after the Core Group has met and agreed the detail of the plan.

Should the W2 Case Closure form be sent out to families?
No. On closure copies of the assessment or CIN meeting will be sent by business support to those named on the form.

Should a W2 Case Closure form be completed in all cases, including Initial Response?
Yes. The Case Closure form has been simplified so that it is clear and easy to authorise a case for closure. It is important that there is always a clear record of our decision to close a case that applies to all children across the authority. Initial Response managers involved in improving this process decided their oversight was important.

<u>Questions about printing</u>

What should be shared with children and families?

The Single Assessment has not been changes and the family friendly version is still available and should be used. The Child's Plan and Record of Meeting both also have family friendly versions and these can be accessed from the CareFirst menu by selecting Fdoc and then Child's Plan.

Is the 'fdoc' (family friendly document) the only version of the plan and report we can pull off to print?
There are other ways to print from CareFirst, however the fdoc worker's plan is the appropriate report for a meeting and the ff plan is the right version for families. The fdocs have been designed to exclude certain information, such as address, to avoid it being shared inappropriately – other ways of printing in CareFirst do not and caution must be used.

Questions about TRIM

Where are Child's Plan and Record of Meeting saved on TRIM?
Both are saved under Key Information. A wider review of TRIM filing is expected in the coming months. The Single Assessment continue to be saved under Assessment.

We currently TRIM word versions of the forms we print out to send to families and professionals. Should we still?
If an Fdoc is wrong when it prints, then this must be corrected on the CareFirst form and reprinted, so CareFirst always contains accurate information. You should not normally need to save the word version to TRIM as the information is already held on CareFirst. All finish and saved forms are automatically copied to TRIM.

7 Feedback from Staff

"The inclusion of the Risk 2 tool into the Single Assessment is really helpful."
- Team Manager

"Thank you. I have completed the new [H1 Initial Meeting Request] now-much easier!"
- SWTRO

"I am just completing these forms for the first time and I can see in terms of practicality they are going to streamline the work we do, in the longer term."
- Social Worker

"These changes streamline what we do."
- SWTRO

"Reduction in forms will make it easier for workers."
- Team Manager

"Practice will prove the benefits of the new CareFirst forms."
- Social Worker

"It seems to have covered a lot of other forms which make it easy and reduce the amount of paperwork to work with."
- Social Worker

"Having one form to complete as a record of the meeting will be a lot simpler."
- Service Support Officer

8 Child’s Plan - Document Change Log

Date	Details
09/04/2015	Deleted list updated to include J3 C.P Review Chairs Report
30/04/2015	Addition of FAQ’s and staff feedback

June 2015, Changes Following Feedback

Date	Details
Jun-2015	Added "cont. (if necessary)" question to Child's Plan, 10.1.1 "Changes Since the last plan"
Jun-2015	Moved "1.1.6 Decisions and recommendations" in Record of Meeting, to Summary of Meeting tab, question following 2.1.6
Jun-2015	Changed "1.1.5 Minutes record by" to "1.1.5 Action notes record by".
Jun-2015	Added roles of "School Nurse" and "Midwife" to professional relationships (as found on Single Assessment, Previous and Current Professional Involvement tab).
Jun-2015	Amended all fDocs for Child's Plan and Record of Meeting to use Arial font at 12pt minimum.
Jun-2015	Added "Type of meeting" to Next Meeting tab on Record of Meeting, after date and time of next meeting.