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| Title/Status- | Guidance / Template for Statutory Visiting |
| New document or revised | revised |
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| Responsible Head of Service | Head of Service Safeguarding and Performance |
| Date review due | April 2025 |

**Leicestershire Guidance/ Template for Statutory Visiting**

**Applies to- All children**

# Statutory Visiting Guidance

All statutory visits are recorded within Mosaic Steps.

1. For steps - Information which will pulls thorough or is generated by questions includes – names of the children, others present, date and time, if the visit was successful, if the child was seen alone.
2. **Why I came to visit you?** *- Do not say statutory visit. Is it to review the progress of the plan , focus on routines, see home conditions, child’s presentation/interaction with parents/carers get an update, to complete focused work with the child/parent/family member?*
3. **What happened during my visit to you?**  *- add details of the main events and discussions during the visit – including observations, details of key incidents, important information shared and discussed, agreements made, important conversations with parents/siblings/other family members, observations and comments based on the concerns of the case- ie, neglect or parent/child relationship, evidence plan is working/ that safety plan is being followed*
4. **Your Voice –** *conversation and/or observations with the child on the visit – be clear if the child is seen alone – if the child is seen alone this must be with consent/agreement as per our current policies and procedures. If not please provide a reason*
5. **Analysis & recommendation –** *this analysis should focus on the visit today, however, you can take account of the wider current context of the case.*
* **What’s working well?** *(during this visit)*
* **What are we worried about?** *(during this visit)*
* **What needs to happen?** *(after this visit)*

Guidance Comments

Who can undertake this visit?

For a visit to be considered a Child Protection Visit or Looked After Child Visit, it must be completed by a qualified social worker and the child seen.

For a visit to be considered a Child in Need Visit, it can be completed either by a social worker or an appropriately alternatively qualified practitioner within the Family Help Service.

How should this visit be recorded?

For a Child in Need Visit, Child Protection Visit, Looked After Child Visit – these are recorded within mosaic steps.

Child first seen following referral as part of the Child and Family Assessment is recorded within a Child in Need Visit step, selecting the correct type of child First Seen following referral.

How often?

These visits must be completed in line with the frequency of visits set out for each child/young person depending on the specific context - either within their plan, set at a conference, review meeting or in supervision. The **minimum** frequency is as follows:

* child in need – 4 weekly
* child protection – 4 weekly
* looked after child – in-line with statutory guidance - including within 1 week of the start of any placement; 6 weekly for the first year of any placement; 6 weekly after the first year of placement, or 12 weekly if the placement is intended to last until the child is 18 or there has been specific oversight and agreement to that frequency.
* During Child and Family Assessment - within 5 days of referral and then a minimum of every 4 weeks
* For a child placed with Connected persons with temporary approval - weekly visits until the first review, and then four weekly until full approval
* For children placed with parents under an interim order – weekly visits until the first review, 6 weekly thereafter.
* Care leavers – visit within 7 days of any move to new accommodation, and then 8 weekly
* Private fostering – within one week of the arrangement having commenced, or the date when notification was received if later; 6 weekly during the first year of the arrangement; 12 weekly after the first year of the arrangement.
* Children placed for adoption - the child and prospective adopter are visited within one week of the placement and weekly until the first review. The weekly visits can be shared between the child’s social worker and the adoption social worker but there should be clarity from the outset about which worker will conduct each visit.

Does it have to happen at home?

For these (statutory) visits the child must be seen at a minimum of 4 weekly (for Child in Need and Child Protection) and 6 weekly (for Looked After Child Visit) within the home or placement. Additional visits by a qualified social worker can take place elsewhere – such as a family members home, or education setting – and be recorded in the same way as a statutory visit.

Does the child need to be seen alone?

Yes the child should be seen alone. Where this is not possible or appropriate for every visit, then at minimum the child must be spoken to alone once every 4 weeks (Child in Need and Child Protection) and every 6 weeks (Looked After Child Visit). If this is not possible, then this must be recorded clearly as to why.

The format is split into “what happened during the visit” and “your voice”. For some visits, such as visits solely to speak to the child or young person, those two headings will merge into one and will not be easy to separate. If that is the case, this should be recorded clearly as “What happened during my visit to you and your voice”.

Does the bedroom need to be seen?

A child’s home environment is an important part of the ongoing assessment and intervention with the child and family. The frequency with which the bedroom needs to be seen will depend on the case itself, for instance, if concerns are regarding neglect and poor home conditions, the bedrooms would need to be seen more often.

Leicestershire Children and Family Procedures Manual has further detailed information regarding visiting to children depending on the status of the plan or involvement. Final the Manual here

<https://www.proceduresonline.com/llr/childcare/leicestershire/index.html>

Below are anonymised examples of recording:

