

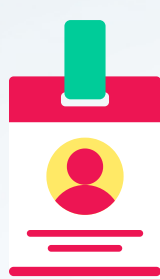
Quick Guide to Child In Need Process

These Processes apply to a child becoming S17 through a new referral/transfer or a change in status during a working case



Day 1

Case transfers from MASH or Contact Centre as new referral/or as a step down from Child Protection



Team Manager reviews referral, records management oversight: when child to be seen, any key actions (e.g. chronology), date for completion of Single Assessment **within child's timeframe**

Day 1 is the day of the referral not the day of the transfer



Within 5 Working Days



Social Worker opens Single Assessment on ICS (if not already open) dated from date of the referral or if existing case, day decision made for updated assessment



First visit to include Welcome Pack, child to be seen



Social Worker to obtain parental consent and consent for engagement with partner agencies



Social Worker to identify if immediate support needed with family and action



Social Worker to confirm with Manager timescale of Assessment is appropriate



By Day 20 of the Assessment



Social Worker - Single Assessment to be reviewed by a manager by day 20 (if not already completed). Completed Assessment must be shared with parents to obtain their views, views to be recorded in the Assessment at least 2 days before sign off by Team Manager



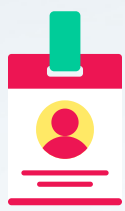
Team Manager: EITHER reviews timescale and adds rationale to ICS if extension needed

OR signs off Assessment and agrees outcome

(Outcome can include step-down to Early Help)



At or before Day 45



Team Manager reviews and signs off Assessment and agrees outcome



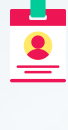
Within 10 working days of sign off*



Initial Child in Need/TAF Meeting held with parents and partner agencies to develop/agree CIN/Family plan and ensure all understand their contribution



Consider best way for child's views to be represented, including attendance if appropriate



Team Manager to agree who chairs first CIN/TAF Meeting and ensure timescales have been complied with



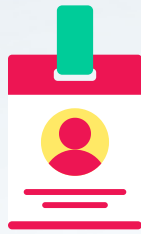
Minutes/plan to be circulated and recorded on ICS within maximum 10 working days

* Once SA completed, or within 15 working days of ending of CP Plan where applicable

On completion of TAF Meeting, case transfers to Early Help



Monthly



Case discussed within supervision to monitor progress, review visiting pattern for children and ensure effective case planning (include update of chronology and genogram, ecomap). Recorded on a Supervision Record on child's file in ICS.



Maximum 4*/6 week intervals**



Visits to the child and family to progress Family Plan within timescales of the assessed needs



See child alone to establish view, wishes and feelings (dependent on family views)

* Will take place following structural changes in September 2018

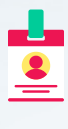
** Children with a disability who have a package of support delivered through a team will be visited every 3 months & a CIN meeting will be held every 6 months



Maximum 12 week intervals**



Child In Need meetings held to review progress and update plan, chaired by allocated worker



TM needs to provide clear rationale if the decision is made for 12 weekly reviews - best practice needs to be 6 weekly



Consider best way for child's views to be represented, including attendance if appropriate, use of MOMO



Minutes/plan to be circulated and recorded on ICS within 10 working days

** Children with a disability who have a package of support delivered through a team will be visited every 3 months & a CIN meeting will be held every 6 months