

# Quick Guide to the Child Protection Process

Day 1 is date Strategy Discussion is held



Day 1



Team Manager - Strategy Discussion held to determine and agree if S47 - signed off by Team Manager. Min. attendance: social care, police, health.



Social Worker - Advance warning to PQA if ICPC a possibility (email to pqa.cp@cambridgeshire.gov.uk)



Social Worker - see children and follow actions set out in the Strategy Discussion



Within 5 Working Days



TM - By Day 5, make decision if ICPC required.



Social Worker - SOC1953 to be fully completed and sent to PQA CP email if ICPC required



TM - If CIN agreed, agree Single Assessment timescale according to child's needs, review by 20, 35, 45 working days and follow CIN process



Prior to ICPC



Social Worker - Visit family to inform parents of ICPC; take out information pack to explain process - arrange to see and speak with the child(ren)



Social Worker - Discuss Advocacy, introduce MOMO, arrange interpreter if required



CP Chair - to make contact with SW/Team for case discussion



At least 2 Working Days before ICPC



Social Worker prepares report and shares with family at least 2 working days before ICPC; ensure they understand contents and their views captured; Share appropriate sections of the report with the child.



Social Worker - Alert CP Chair if report will not be ready by 2 Working Days before ICPC



Social Worker - Ensure parents have child care arrangements for younger children



Within 15 Working Days

## Initial Child Protection Conference



Social Worker - to finalise S47 and Conference Report by day 15 or by day of conference if this is sooner



PQA CP - ICPC must be held within 15 working days of the Strategy Meeting



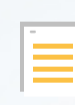
TM - s.47 and Conference Report to be signed off by day 15



Within 24 hours after CPC



CP Chair - confirms conference Decisions and outline Child Protection Plan (Family Plan exemplar)



PQA - Conference Decisions and Plan sent to the family within 24 hours



Within 10 Working Days after Conference



Social Worker - Home visit to be undertaken, child to be seen alone, bedrooms seen, any babies seen awake



SW/Core Group - visits to be made in line with recommendations in CP Plan and according to family need



Core Group - Core Group Meeting within 10 working days from the date of Conference, Core Group to develop detail of the Child Protection Plan



SW - Chairs Core Group Meeting, minutes to be recorded by a Core Group member and shared within 10 working days from the Core Group Meeting



Ongoing Support



SW - Child must be seen minimum every 2\*/4 weeks or sooner if required by their social worker. Core Group member visits as required by Core Group.



Core Group - Core Group Meetings held every 4 weeks and no more than 10 working days before each subsequent conference



CP Chair - Review case progress mid review period

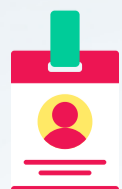


Social Worker to finalise conference report and share with the family 5 days prior to the Review Conference

\* Will take place following structural changes in September 2018



Monthly



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