





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 - request/warn SQA that ICPC might be required using ICPC Request Invite List on Liquid Logic.
-  Social Worker - see children and follow actions set out in the Strategy Discussion




 Within 5 Working Days

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-  TM - By Day 5, make decision if ICPC required.
-  Social Worker - ensure ICPC Request Invite List sent to SQA CP through Liquid Logic if not done already
-  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

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 Mind Of My Own, arrange interpreter if required
-  CP Chair - to make contact with SW/Team for case discussion

 At least 2 Working Days before ICPC




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-  Social Worker prepares report and shares with family at least 1 working day 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 1 Working Day before ICPC
-  Social Worker - Ensure parents have child care arrangements for younger children

 Within 15 Working Days

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Initial Child Protection Conference

-  Social Worker - to finalise S47 and Conference Report by day 15 or by day of conference if this is sooner
-  SQA CP - ICPC must be held within 15 working days of the Strategy Meeting
-  TM - S47 and Conference Report to be signed off by day 15





 Within 24 hours after CPC

Within 24 hours after CPC

-  CP Chair - confirms conference Decisions and outline Child Protection Plan
-  SQA - Conference Decisions and Plan sent to the family within 24 hours





 Within 10 Working Days after Conference

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-  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

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-  SW - Child must be seen minimum every 10 working days by their social worker or sooner if required. 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 3 days prior to the Review Conference

 Monthly

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 Liquid Logic.