
The Child's Journey Guide



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Introduction

The Child's Journey Guide has been produced to enable practitioners and managers to understand some of the common terminology that is used in children's services. It should be read in conjunction with policies, procedures and statutory guidance.

Open Case Categorisation

Child in Need (CiN)

Child in need (Section 17) - is used for children (under 18) who need help and protection. A child is defined as a child in need (CiN) if s/he is unlikely to achieve or maintain, or have the opportunity of achieving or maintaining a reasonable standard of health or development without the provision of services by the local authority; or his/her health or development is likely to be significantly impaired without the provision of such services or s/he is disabled. CiN also covers statutory services for children with disabilities.

Critical factors are taken into account in deciding whether a child is in need under the Children Act 1989 (the Act) which centres upon what will happen to a child's health or development without services being provided, and the likely effect the services will have on the child's standard of health and development. Local authorities have a duty to safeguard and promote the welfare of children in need. The Assessment of Children in Need and their Families (the Assessment Framework, published in 2000) sets out arrangements for undertaking an assessment to determine whether a child is 'in need' under the Act. It is the basis upon which primarily social workers will prioritise a child's need for support help or services, though these are not necessarily confined to services provided by the local authority. Not all children in need will necessarily require social work intervention.

Child Subject to a Child Protection Plan

A child will be made the subject of a child protection plan, if there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. The child protection plan is the outcome of a child protection case conference and is the vehicle through which the risk will be reduced. Whilst children's social care has lead responsibility for ensuring the child protection plan is in place, agencies named on the plan have an active role in ensuring that the plan is implemented.

Looked after Child (LAC)

Looked after children is the term used to describe children in local authority care. There are several ways in which children become looked after. Children may be placed away from home after being taken into police protection, as the result of a court directed emergency protection order (EPO), interim care order (ICO) or care order (CO). They may be remanded into local authority care or they may be accommodated at the request of parents, or with their agreement if they are over 16.

For a child who is 'accommodated' under a Section 20 voluntary arrangement (an accommodated child), the local authority does not share parental responsibility for the child - parental responsibility remains with the parents. However, the authority must comply with the duties set out in the Act and with the relevant regulations.

If an ICO or CO is granted then the local authority will share parental responsibility for the child. Any person who is a parent or guardian also retains their parental responsibility and may continue to exercise it to the extent that their actions are not incompatible with the care order (as set out in section

2(8) and section 33(3)(b) of the 1989 Act).

Contact, Referral and Open Cases

Contact

A 'contact' is the term used to describe all incoming information to children's social care, via email, a multi-agency referral form, telephone call, in person, letter, etc.), irrespective of whether or not the information meets the threshold for statutory services. Information is recorded in LCS (Protocol), the casework recording system for children's social care, in a structured contact record, located within the child's electronic record.

In Coventry all Contacts are received into the Multi-agency Safeguarding Hub (MASH) which is the front door for children's services, and assessed against threshold criteria. The MASH brings key professionals together to facilitate early, better quality information sharing, analysis and decision-making, to safeguard vulnerable children, young people more effectively. A decision is made about next steps within one day of the Contact being received.

Referral

A referral is defined as a request for services to be provided by social care, where it is considered that a child meets the threshold criteria for a statutory service. The response from children's social care may include no action, but that is in itself a decision which must be made promptly and recorded. The referrer should be informed of the decision and the rationale, as well as the parents or caregivers and the child, if appropriate.

There is a national expectation that, within one working day of a referral being received or new information coming to, or from within, children's social care about an open case there will be a decision about what response is required.

Open Case

An open case is defined as a child where the decision at referral has been that the child meets the statutory threshold criteria and it is agreed that further action is required. As a minimum there will have been a decision to undertake a children and family assessment.

Allocated Worker

The allocated worker is the lead practitioner who has responsibility for the management of a particular child. They are also responsible for acting as the lead practitioner for the inter-agency work with the child and family. They should co-ordinate the contribution of family members and other agencies in planning the actions which need to be taken, putting the child's plan into effect and reviewing progress against the planned outcomes set out in the plan.

The allocated worker has responsibility for seeing the child, alone when appropriate, in accordance with the child's plan. They should develop a relationship with the child, regularly ascertain the child's wishes and feelings, and keep the child up-to-date with the plan and any developments or changes.

Co-worker

The co-worker has responsibility to provide support to the child or family in accordance with the plan

set out, and in discussion with, the allocated worker. Co-workers do not have responsibility for the overall case management.

Assessment

Children and Family Assessment

The Munro Review (2011) of child protection recommended removing statutory guidance around assessments of children in need. The aim of this was to promote local autonomy and increase the scope for practitioners to exercise their professional judgement.

The children and family assessment provides a systematic way of analysing, understanding and recording what is happening to children and young people within their families and the wider context of the community in which they live. This multi-agency assessment allows professionals working with a family to have a shared understanding of the family's strengths and what support it needs to thrive. It will mean that families do not have to experience multiple assessments undertaken by a wide variety of professionals.

Social workers are expected to visit the child/young person within the first 7 working days, with progress reviewed by a manager, but have up to 45 working days to complete the full assessment. Most assessments will not take 45 working days to complete. The expected duration (which should be agreed by the manager at the start of the assessment process) will depend on the presenting needs of the child.

Risk Assessment

A risk assessment is a way to identify the cause for concern, ascertain the strengths of the family, evaluate the risks to the child, consider the child's needs for protection, appraise the information from all sources and previous history and consider the ability of parents, wider family and social networks to safeguard and promote the child's welfare. It forms part of any assessment or Section 47 investigation.

Child Protection

Child Protection

Child protection is a part of safeguarding and promoting the welfare of children. It is a specific activity that is undertaken to protect a child if there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. All agencies should proactively aim to safeguard and promote the welfare of children so that the need to take action to protect them from harm is reduced.

Strategy Meeting/Discussion

Where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm, there should be a strategy meeting/discussion involving the local authority, the police, health, and any other agencies as appropriate, to share information and agree next steps to safeguard the child. Participants should be sufficiently senior and able to make decisions on behalf of their agency, who will undertake the actions required within timescales to safeguard and promote the welfare of the child. The strategy meeting/discussion will agree if a S47 investigation should be initiated (or continue if already started, if this is a subsequent strategy discussion).

Section 47 Investigation

Section 47 of the Children Act 1989, provides the local authority with a duty to make enquiries, as considered necessary, to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer significant harm.

Police Central Referral Unit

All suspected, alleged or actual crime must be referred to West Midlands Police Central Referral Unit. Referrals should be made by email using the PPU referral unless very urgent, in which case, telephone referrals can be made.

Child Protection Conference

A child protection conference is a meeting that brings together family members (and the child where appropriate), advocates, and those professionals most involved with the child and family following a S47 investigation. Its purpose is:

- to bring together and analyse, in an inter-agency setting, the information which has been obtained about the child's developmental needs, the parents' or carers' capacity to respond to these needs, to ensure the child's safety and promote the child's health and development, within the context of their wider family and environment.
- to consider the evidence presented to the conference and taking into account the child's present situation and information about their family history, present and past family functioning, make judgements about the likelihood of the child suffering significant harm in future and decide whether the child is continuing to, or is likely to, suffer significant harm.
- to decide what future action is required in order to safeguard and promote the welfare of the child, including the child becoming the subject of a child protection plan, what the planned developmental outcomes are for the child and how best to intervene to achieve these.

Pre-birth Child Protection Conference

Where an assessment under Section 47 of the Children Act 1989 gives rise to concerns that an unborn child may be likely to suffer significant harm local authority children's social care may decide to convene an initial child protection conference prior to the child's birth. Such a conference should have the same status, and proceed in the same way, as other child protection conferences, including decisions about a child protection plan. The same applies to child protection review conferences. The involvement of midwifery services is vital in such cases.

Child Protection Chair

A child protection chair is a person independent of the operational or line management responsibilities for the case, who is accountable to the Director of Children's Services. The role of the chair is to determine the agenda, enable all those present to make a full contribution to the discussion and decision making, and ensure the conference takes the decisions required of it in an informed, systematic, and explicit way. The status of the chair should be sufficient to ensure multi-agency commitment to the conference and the child protection plan.

Core Group

The core group is responsible for developing the child protection plan and implementing it, in line with the outline plan agreed at the child protection conference. Membership will include the social worker who leads the core group, other professionals who have direct contact with the child and their family, the child if appropriate, and family members or carers. Whilst the social worker has the lead role all members of the core group are jointly responsible for the formulation and the implementation of the child protection plan. The core group is responsible for monitoring progress against the planned outcomes and refining the plan as required.

Written Agreement

The allocated worker is responsible for making a record of the core group meetings and formulating the detailed child protection plan, in the form of a written agreement for all parties to sign. The Local Safeguarding Children Board (LSCB) has a responsibility to ensure that there are standard arrangements in place for the recording of a written agreement.

Planning

Child in Need Plan

Following an assessment which has identified the child's needs within their family, it is essential that a plan is constructed on the basis of the findings from that assessment and that this plan is reviewed and refined over time to ensure the agreed case objectives are achieved. Specific outcomes for the child, expressed in terms of their health and development can be measured. These provide objective evidence against which to evaluate whether the child and family have been provided with appropriate services and ultimately whether the child's wellbeing is optimal.

The details of the plan are bench marks against which the progress of the family and the commitment of workers are measured, and therefore it is important that they should be realistic and not vague statements of good intent. The analysis, judgment and decisions made will form the basis of a plan of work with a child in need and their family. The complexity of the child's needs will determine the scope and detail of the plan. The different circumstances under which the assessment has been carried out will also determine the form in which it is recorded and the status of the plan.

Child Protection Plan

The initial child protection conference (ICPC) is responsible for agreeing an outline child protection plan, which must be held within 15 working days of the strategy discussion at which a Section 47 investigation was initiated. Professionals, parents and carers should develop the details of the plan in the core group. The overall aim of the plan is to:

- ensure the child is safe and prevent them from suffering further harm
- promote the child's health and development
- support the family or wider family members to safeguard and promote the welfare of the child, provided it is in the best interests of the child.

The child protection plan should describe the identified needs, include specific, achievable, child-focused outcomes, and include realistic strategies and specific actions to achieve the planned outcomes.

A child who is no longer the subject of a child protection plan may still require additional support and services. Discontinuing the child protection plan should never lead to the automatic withdrawal of help. The allocated worker should discuss with the parents and the child what services might be required, based upon the re-assessment of the needs of the child and family.

Looked after Children's Plan

A care plan is developed for a child who is looked after as a result of an assessment that a child will need to be looked after by the local authority, either in the short term or long term, and placed in foster or residential care. The requirements for a care plan in these circumstances are defined in Part 2 of the Care Planning, Placement and Case Review (England) Regulations 2010.

The care plan will contain information about how the child's current developmental needs will be met as well as the arrangements for the current and longer term care for the child. It ensures that there is a long term plan for the child's upbringing (referred to as 'the permanence plan') to which everyone is working, including the team around the child, the child and, where appropriate, the family. There should be clarity in the care plan, particularly about the desired outcomes for the child and those expected from services and other actions identified. This clarity will support effective reviews of the child's case to monitor the progress made towards meeting the short and long term goals for the child and their family and the child's carers.

The child's care plan provides the overarching vehicle for bringing together information from the assessment across the seven dimensions of the child's developmental needs and from any other assessments of the child and their family. The health and education dimensions of the care plan are populated by the health plan and the personal education plan (PEP).

Permanency Planning

Permanence is the framework of emotional permanence (attachment), physical permanence (stability) and legal permanence (the carer has parental responsibility for the child) which gives a child a sense of security, continuity, commitment and identity. The objective of planning for permanence is therefore to ensure that children have a secure, stable and loving family to support them through childhood and beyond.

Permanence provides an underpinning framework for all social work with children and families from family support through to adoption. One of the key functions of the care plan is to ensure that each child has a plan for permanence by the time of the second review, as set out in the statutory guidance to the Adoption and Children 2002. Achieving permanence for a child will be a key consideration from the day the child becomes looked after.

Pathway Plan

A pathway plan is developed for a young person who is in care or leaving care, as outlined in The Children Act 1989 guidance and regulations Volume 3: planning transition to adulthood for care leavers.

At the point at which a young person becomes an eligible child, and it is envisaged that they will be leaving care, the pathway plan must be prepared which must include the child's care plan. This is in order to capture the actions which will be necessary from the responsible authority, the young person's carer, young person, parent and other identified parties for the young person to make a successful transition from care.

An 'eligible child' (defined in paragraph 19B of Schedule 2 to the 1989 Act, and in regulation 40 of the 2010 Regulations) is a looked after child aged 16 or 17, who has been looked after for a total of at least 13 weeks which began after they have reached the age of 14, and ends after they reach the age of 16.

Personal Education Plan (PEP)

The responsible local authority should make sure that every child they look after has an effective and high quality PEP which forms the education component of the child's overall care plan. The PEP is a record of the child's education and training. It should describe what needs to happen for a looked after child to help them fulfil their full potential and reflect (though does not need to duplicate) any existing education plans such as an Education Health and Care Plan (EHCP).

The local authority should work in partnership with the child, their school (especially the designated teacher), carers and other professionals to develop and review the PEP to make sure that it fully reflects the needs of the child, remains up to date and is implemented.

The PEP should be treated as a 'living document' which helps create a shared understanding about how everyone can contribute to helping the child to succeed. It should be reviewed in partnership with the child's school, carers and the child as part of the statutory review of the wider care plan with any updated information added by the child's school feeding into that process. Issues raised by the PEP review should be considered as part of the overall case review process and incorporated into the updated care plan.

Placement Plan

The placement plan provides clarity for the child and the child's carer (whether a parent, a foster carer, registered or supported accommodation provider) about how the day-to-day parenting tasks will be shared between the child's carer and the responsible authority, including clarity about the financial arrangements for the child's upbringing.

The responsible authority is required to draw up a placement plan before the child is placed. The placement plan sets out in detail how the placement is intended to contribute to meeting the child's needs as set out in the care plan. Where it is not possible to draw up a placement plan in advance of the placement, a placement plan must be made within five working days of the start of the placement.

Review

Statutory LAC Review

Care planning and case reviews are about bringing together children who are looked after, their families, the child's carers and professionals, to plan for the care of the child and to review that plan on a regular basis. Assessing the needs of children and deciding how best to meet those needs is a fundamental part of social work with children and young people who are looked after.

To do this effectively not only requires an understanding of the importance of planning, but also the conceptual and practice framework for planning. The purpose of such a framework is threefold:

- to ensure that children and their family and the child's carers are treated with openness and honesty, and understand the decisions that are made.

- to provide clarity about the allocation of responsibilities and tasks, in the context of shared parenting between parents, the child's carers and the corporate parents and ensure that actions lead to improved outcomes.
- to demonstrate accountability in the way in which the functions of local authorities under the Act are exercised.

The process of review is ongoing and starts from the monitoring of an existing care plan. It is important to distinguish between reviewing as a process of continuous monitoring and reassessment, and the case review, which is the event when a child's plan may be considered, reconfirmed or changed, and such decisions agreed and recorded. Careful judgement is required to ensure that the timing of the case review reflects a child's individual needs, the objectives of the plan and takes account of diversity.

Child Protection Review Conference

Child protection reviews ensure that children who are the subject of a child protection plan remain monitored and that their individual child protection plan remains valid. The first review conference should be held within 3 months of the ICPC. Further reviews should take place within 6 months of each other for as long as the child remains subject of a child protection plan.

Child in Need Review

Child in need reviews must take place every 3 months and are chaired by team managers or senior practitioners. It is good practice to review the plan with family members, and to formally record it. Key professionals should also be involved in the review process and in constructing the updated plan.

Reviews of Serious Child Safeguarding Cases

The prime purpose of a serious child safeguarding practice review is for agencies and individuals to learn lessons to improve the way in which they work, individually and collectively, to safeguard and promote the welfare of children. The lessons learned should be disseminated effectively, and the recommendations should be implemented in a timely manner so that the changes required result, wherever possible, in children being protected from suffering or being likely to suffer harm in the future. Improvements should be sustained through regular monitoring and follow up of actions so that the findings from these reviews make a real impact on improving outcomes for children.

Reviews are not inquiries into how a child died or was seriously harmed, or who is culpable. These are matters for coroners and criminal courts, respectively, to determine as appropriate. Nor are these reviews part of any disciplinary inquiry or process relating to individual practitioners. Where information emerges in the course of a review indicating that disciplinary action would be appropriate, such action should be undertaken separately from the review process and in line with the relevant organisation's disciplinary procedures.

Statutory Visits

Looked after Children

As part of their arrangements for supervising the child's welfare, the responsible authority has a duty to appoint a representative to visit the child wherever they are living. Visits form part of a broader framework for supervising the child's placement and ensuring that their welfare continues to be safeguarded and promoted.

Part 5 of the Care Planning, Placement and Case Review (England) Regulations 2010 sets out the minimum visiting requirements. The child should be visited within one week of the start of the child's first placement and within one week of the start of any subsequent placement. Thereafter, the child must be visited at intervals of not more than six weeks for the first year of any placement.

Visits during subsequent years must also take place at intervals of not more than six weeks, unless the placement has been formally agreed as a permanent placement which is intended to last until the child is 18. In those circumstances, the intervals between visits in the second and subsequent years of placement must not be longer than three months. However, the frequency of visits should be determined by the circumstances of the case and the authority must arrange a visit whenever reasonably requested by a child or foster carer regardless of the status of the placement. The content and outcome of each visit to a looked after child should be carefully recorded within the individual case record in a way which enables a continuing assessment of the progress of the child in the placement to be made.

Child Protection

If a child is subject to a child protection plan, the social worker should visit the child as a minimum at the frequency set out in the child protection plan. It is good practice for children subject to a child protection plan to be visited by their social worker every 10 working days.

Child in Need

If a child is subject to a child in need plan, visits should take place every 4 weeks as a minimum.

Legal and Court Orders

Legal Planning Meeting (LPM)

When it is clear that the protection or welfare of a child cannot be achieved by agreement with the parents, it may be necessary to hold a legal planning meeting.

A legal planning meeting will always be held when a care order, secure accommodation order or other orders are being considered, and should be considered when a child has been accommodated under section 20 Children Act 1989 for a period longer than six weeks.

A legal planning meeting will be chaired by a senior manager from children's social care, and involve a lawyer from Legal Services. It is an opportunity to discuss a case fully to consider threshold and whether or not an application to the court should be made or the case should enter pre-proceedings. The role of the legal representative is to advise about the legal possibilities for achieving the desired aim and to give a view about the quality of the evidence available.

Care Order

A care order is made by the court under section 31 or section 38 (interim) of the Children Act 1989 placing a child in local authority care to protect the child from harm, or likelihood of harm, they are suffering or may suffer, whilst under the care of his/her parents (and/or being beyond a parent's control).

Early Help

Early Help Assessment

The early help assessment is a shared assessment and planning framework for use across all children's services and all local areas in England. It aims to help the early identification of children and young people's additional needs and promote co-ordinated service provision to meet them. The early help assessment is a tool to enable early and effective assessment of children and young people who need additional services or support from more than one agency. It is a holistic consent-based needs assessment framework which records, in a single place and in a structured and consistent way, every aspect of a child's life, family and environment. The early help assessment is not a referral form, although it may be used to support a referral or specialist assessment.

Early Help Module (EHM)

EHM is a secure IT system for storing and accessing information captured through an early help assessment. The EHM system helps practitioners share information across agencies, improving the service experience and continuity of care for children, young people and families.

Information sharing (IS)

Information sharing is the term used to describe the situation where practitioners use their professional judgement and experience on a case-by-case basis to decide whether and what personal information to share with other practitioners in order to meet the needs of a child or young person.

Lead Practitioner (LP)

The person responsible for co-ordinating the actions identified in the assessment, delivery and review process and who acts as a single point of contact for the child, young person and their family.

Multi-agency Working

Multi-agency working brings together practitioners from different sectors and professions within the workforce to provide integrated support to children, young people and families, for example a team around the child.

Step Up/Step Down Process

Step up/step down is a process that provides a smooth transition for children and families when there are no longer any child protection concerns, and specialist children services support steps down into continuous support through the early help assessment process. Similarly, if a situation deteriorates giving rise to child protection concerns, the universal or targeted services involved step up to specialist children services support.

Early Help Plan Meeting

The completion of an early help assessment should result in an Early Help Plan meeting. This meeting between the child, young person and family and professionals from all relevant agencies is required to develop an action plan that meets the needs of the child, young person or family.

Other

Family Group Conference

A family group conference (FGC) may be appropriate in a number of contexts where there is a plan or decision to be made. FGCs do not replace or remove the need for child protection conferences, which should always be held when the relevant criteria are met. FGCs may be valuable, for example:

- for children in need, in a range of circumstances where a plan is required for the child's future welfare.
- where Section 47 enquiries do not substantiate concerns about significant harm, but where support and services are required.
- where Section 47 enquiries progress to a child protection conference, the conference may agree that an FGC is an appropriate vehicle for the core group to use to develop the outline child protection plan into a fully worked-up plan.

MARAC - Multi-agency Risk Assessment Conference

MARAC is part of a coordinated community response to domestic abuse. Participating agencies include police, probation and social care, as well as voluntary and community organisations. Cases are referred to the MARAC either as a result of a high risk domestic crime or incident recorded by the police, or by direct referral from a participating agency.

MAPPA- Multi-agency Public Protection Arrangements

MAPPA is not a legal body or framework, but a set of arrangements for supervising offenders in the community. They are principally a structure by which the various agencies an offender comes into contact with can share information and thereby monitor risk factors after the person is released.

MAPPA places a duty on the police, prison service and the probation service to assess and manage risks posed by offenders in every community in England and Wales. The aim of MAPPA is to ensure that risk management plans drawn up for the most serious offenders benefit from the information, skills and resources provided by the individual agencies being co-ordinated through MAPPA.

In the most serious cases MAPPA can recommend increased police monitoring, special steps to protect victims and the use of closely supervised accommodation. Information on MAPPA is available to the public in the form of the regional MAPPA annual reports.

Professional Supervision

Staff in the front line of practice must be well supported by effective supervision. The concept of practice supervision varies from discipline to discipline. However, the underlying importance of supervision applies to all disciplines and should include consideration of the impact of working with children and families under stress. It is important that supervision addresses:

- the process of assessment.
- the timing and relevance of making a child and family assessment.
- practice which recognises the diversity of family lives, traditions and behaviours.
- information about the children and the parents or caregivers, and its analysis.
- what further information is needed and how it will be obtained.

- the need for any immediate action or services.
- the plan for work with the child and family, and allocation of resources.
- the provision of services or intervention and their likely impact on child and family members.
- involvement and contact with staff in other agencies.
- the review of progress of earlier understanding of the child's and family situation and of the action and intervention plan.

Corporate Parent

The responsibility of local authorities in improving outcomes and actively promoting the life chances of children they look after has become known as 'corporate parenting' in recognition that the task must be shared by the whole local authority and partner agencies. The role of the corporate parent is to act as the best possible parent for each child they look after and to advocate on their behalf to secure the best possible outcomes.

Independent Review Officer (IRO)

All children looked after by the local authority must be appointed an IRO on being placed into care. The IRO appointed for the child is responsible for monitoring the performance of the responsible authority's functions in relation to the child's case. The intention is to enable the IRO to have an effective and independent oversight of the child's case to ensure that the care plan represents an effective response to the assessed needs of the child and that progress is being made towards achieving the identified outcomes.

The primary task of the IRO is to ensure that the care plan for the child fully reflects the child's needs and that the actions and outcomes set out in the plan are consistent with the local authority's legal responsibilities towards the child.

The IRO is under a duty to ensure that the child has been informed of their right to apply, with leave, for a Section 8 order, and where the child is in care, to apply for the discharge of the care order and their right to make a complaint. The IRO must also ensure that the child is aware of the availability of advocacy services which they have the right to access in relation to any aspect of their case.

Independent Visitor

A responsible authority looking after a child has a duty to appoint a person to be a child's independent visitor where it appears to them to be in the child's interest to do so. The appointment should be considered as part of the development of the care plan for the child or as part of a review of the child's case. An independent visitor must not be connected with the local authority as a result of:

- being an elected or co-opted member of the responsible authority.
- being an officer of the responsible authority who is employed in relation to functions referred in Section 18 (2) of the Children Act 2004 Act.
- being the spouse or civil partner or other person (whether of the same or a different sex) living in the same household as the person who is such a member or an officer of the responsible authority.

Glossary of Acronyms and Common Terms

A	
ABC	Acceptable Behaviour Contract
ADM	Agency Decision Maker
AHMP	Advanced Mental Health Practitioner
AP	Approved Premises
ASB	Anti-Social Behaviour
ASD	Autistic Spectrum Disorder
ASYE	Assessed and Support Year in Employment
AWS	Army Welfare Service
B	
BAAF	British Association for Adoption and Fostering
C	
Cafcass	Children and Family Court Advisory and Support Service
CAIU	Child Abuse Investigation Unit
CAMHS	Child and Adolescent Mental Health Services
CAO	Child Arrangements Order
CAB	Citizens Advice Bureau
CCG	Clinical Commissioning Group (NHS)
CCTV	Closed Circuit Television
CDOP	Child Death Overview Panel
CEOP	Child Exploitation and On-line Protection Centre
CIA	Community Impact Assessment
CiN	Child in Need
CL	Care Leaver
CLA	Child Looked After
CMH	Case Management Hearing
CO	Care Order
CP	Child Protection
CPN	Community Protection Notice
CPP	Child Protection Plan
CPR	Child Permanency Report
CPS	The Crown Prosecution Service
CRC	Community Rehabilitation Company
CQC	Care Quality Commission
CSC	Children's Social Care
CSE	Child Sexual Exploitation
CSM	Complex Strategy Meeting
CETR	Care, Education & Treatment Review
CWD	Children with Disabilities
D	
DA	Domestic Abuse
DAIU	Domestic Abuse Investigation Unit
DBS	Disclosure and Barring Service
DDA	Disability Discrimination Act

DfE	Department for Education
DLA	Disability Living Allowance
DMO	Designated Medical Officer
DNO	Designated Neighbourhood Officer
DoH	The Department of Health
DOLs	Deprivation of Liberty
DPA	Data Protection Act
DV	Domestic Violence
DVPN	Domestic Violence Protection Notice
DVPO	Domestic Violence Protection Order
E	
EAL	English as Additional Language
EDT	Emergency Duty Team (out of hours service)
EET	Employment, Education or Training
EH	Early Help
EHA	Early Help Assessment
EHCP	Educational, Health & Care Plan
EHE	Elective Home Education
EP	Educational Psychologist
EPO	Emergency Protection Order
ESL	English as Second Language
EVA	Environmental Visual Audit
F	
FAO	Family Assistance Order
FE	Further Education
FGC	Family Group Conference
FGM	Female Genital Mutilation
FI / FII	Fabricated illness / Fabricated and induced illness
FIB	Force Intelligence Bureau
FIM	Future in Mind
FOI	Freedom of Information
FTE	Full time employment, First Time Entrant (YOS), Full time education
G	
GDPR	General Data Protection Regulation
GMC	General Medical Council
GP	General Practitioner
GPS	Global Positioning System
H	
HCPC	Health Care Professional Council
HWBB	Health and Well Being Board
I	
ICPC	Initial Child Protection Conference
ICO	Interim Care Order
IDVA	Independent Domestic Violence Advisor
IEP	Individual Education Plan
IFA	Independent Fostering Agency

IHA	Initial Health Assessment
IP	Injured Party
IRH	Issues Resolution Hearing
IRO	Independent Reviewing Officer
ISO	Interim Supervision Order
ISVA	Independent Sexual Violence Advisor
J	
JSNA	Joint Strategic Needs Assessment
L	
LA	Local Authority
LADO	Local Authority Designated Officer
LDA	Learning Difficulty Assessment
LFJB	Local Family Justice Board
LCS	LiquidLogic Children's System (Protocol)
LO	Local Offer
LPM	Legal Planning Meeting
LSCB	Local Safeguarding Children Board
M	
MACSE	Multi-agency Child Sexual Exploitation Group
MAPPA	Multi-agency Public Protection Arrangements
MARAC	Multi-agency Risk Assessment Conference
MASH	Multi-agency Safeguarding Hub
MARF	Multi-agency Referral Form
MOP	Member of the Public
N	
NEET	Not in Employment, Education or Training
NHW	Neighbourhood Watch
NICE	National Institute for Health and Clinical Excellence
NPS	National Probation Service
O	
Ofsted	Office for Standards in Education, Children's Services and Skills
OIC	Officer in the Case
OM	Offender Manager
OPCC	Office of the Police and Crime Commissioner
OT	Occupational Therapist
P	
PCC	Police and Crime Commissioner
PEP	Personal Education Plan
PIP	Personal Independence Payment
PLO	Public Law Outline
PNC	Police National Computer
PP	Police Powers (AKA Police Protection)
PPM	Permanency Planning Meeting or Placement Planning Meeting
PR	Parental Responsibility
PRU	Pupil Referral Unit
PSHE	Personal Social and Health Education

PSO	Prohibitive Steps Order
PSS	Post Sentence Supervision
PSP	Problem Solving Plan
PSP	Pastoral Support Plan
PSPO	Public Space Protection Order
R	
RCPC	Review Child Protection Conference
RHA	Review Health Assessment
RO	Restraining Order
PCV	Parent Carer Voice
S	
SALT	Speech and Language Therapist
SAR	Subject Access Request
SCR	Serious Case Review (now known as Child Safeguarding Practice Review)
SEN/D	Special Educational Needs and/or Disability
SENCO	Special Educational Needs Coordinator
SGO	Special Guardianship Order
SHPO	Sexual Harm Prevention Order
SO	Supervision Order
SRO	Sexual Risk Order
SW	Social Worker
SSW	Supervising Social Worker
SHOPA	Should be placed for adoption
T	
TA	Teaching Assistant
TM	Team Manager
U	
UASC	Unaccompanied Asylum Seeking Child
UAVA	United Against Violence and Abuse
V	
W	
WMFS	West Midlands Fire Service
WMP	West Midlands Police
X	
XB	Cross Border
Y	
YJB	Youth Justice Board
YOI	Young Offender Institution
YOS	Youth Offending Service
YOT	Youth Offending Team

A	
Abuse and neglect - are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family, or in an institutional or community setting, by those known to them or, more rarely, by a stranger, for example, via the internet. They may be abused by an adult or adults, or another child or children.	

Adoption - When a child is adopted they become a member of their new adoptive family legally and they stop being legally related to their birth family. Adoption therefore changes a child's legal relationships.

Adoption can only happen if a court orders it. The court has the power to order adoption even if the parents do not agree, if it considers this is best for the child.

However a child cannot be placed for adoption unless either the parents (who have parental responsibility) have given their formal consent to this (which must be witnessed by an officer of the court) or the court has made a Placement Order.

Adoption Order - An adoption order is a court order which makes the child legally part of the adoptive family and legally ends a child's relationship with their birth family. It is a permanent order, lasting for the child's lifetime. It cannot be changed once it has been made.

Adoption Panel - An adoption panel must be set up by each adoption agency to advise on some decisions relating to the adoption of children.

Adoption panels have two main jobs:

- they consider the suitability of people who want to adopt children; and
- they match a child who has a plan for adoption with suitable people to adopt him/her.

Panels can also offer advice on various related issues, such as contact arrangements and support plans. Panels make recommendations which the agency must take account of. However, final decisions are made by the agency decision maker – this is usually a senior manager in children's services.

Advocate - An advocate is someone who is independent of children's services who can help children, young people, parents and other family members to have a voice when social workers are involved with their family. They can:

- attend meetings with that person
- write letters or make telephone calls on their behalf to children's services
- help them put their point of view across
- help them understand what is going on.

Children's services must provide advocacy services for children and young people in some circumstances. They should also have details of other local advocacy services.

Agency Decision Maker -The Agency Decision Maker (Fostering) will make a decision as to the suitability of the applicant, based on the reports presented to the Fostering Panel and the minutes detailing the Panel's recommendation.

The Agency Decision Maker (Adoption) considers recommendations from the Adoption Panel and makes decisions about whether a child is suitable to be placed for adoption without reference to the Adoption Panel.

The Agency Decision Maker should be a senior person, who is a social worker with at least 3 years post-qualifying experience in childcare social work and has knowledge of childcare law and practice.

Approved Mental Health Practitioner (Professional) - AMHPs exercise functions under the Mental Health Act 1983. Those functions relate to decisions made about individuals with mental disorders, including the decision to apply for compulsory admission to hospital.

C

Cafcass - The Children and Family Court Advisory and Support Service (Cafcass) looks after the interests of children involved in family proceedings. It works with children and their families, and then advises the courts on what it considers to be in the children's best interests. Cafcass only works in the family courts. Examples of matters that may be taken to family courts are: when parents who are separating or divorcing cannot agree on arrangements for their children; an adoption application; when children are subject to an application for care or supervision proceedings by children's services. Social workers employed by Cafcass are appointed as Family Court Advisors (FCAs).

Child Abuse Investigation Unit - The unit undertakes all investigations involving allegations of neglect, physical, sexual and emotional abuse of children who were under 18 years of age at the time of the offence and the abuser is either a family member or someone in a position of trust to that child.

The unit acts as a central reference point for all child protection matters, receiving and assessing information and determining the appropriate police response. The unit and partners share information, identifies and manages risk and where appropriate completes joint investigations. The unit acts as a central reference point for all child protection matters, receiving and assessing information and determining the appropriate police response. The unit and partners share information, identifies and manages risk and where appropriate completes joint investigations.

Care & Treatment Review - Care and Treatment Reviews are part of NHS England's commitment to transforming services for people with learning disabilities, autism or both. CTRs are for people whose behaviour is seen as challenging and/or for people with a mental health condition. They are used by commissioners for people living in the community and in learning disability and mental health hospitals. CTR's aim is to help reduce the number of people going into hospitals.

Care Order – A statutory order made under Section 31(1) of the Children Act, placing the child in the care of the Local Authority. The Local Authority shares parental responsibility with the parent. This may also contain arrangements for contact between the child and family members whilst the child is in the care of the Local Authority.

Care Plan - written plan that sets out the arrangements for a child who is looked after.

The care plan should set out:

- where the child will live and why this is good for the child – this is also written down in the child's placement plan (which sets out the arrangements in the placement, for example what the carer can decide in terms of the child staying overnight with friends etc.)
- the long term or permanent plans for the child
- the name of the Independent Reviewing Officer

Care Plans are reviewed at regular Looked After Child Review Meetings.

Care Proceedings - is the name for the court process when children's services make an application to the Court because they are concerned that a child is not safe. In care proceedings, children's services can ask the court to make an order to protect the child, such as an Emergency Protection Order, an Interim Care Order, Interim Supervision Order, Care Order or a Supervision Order. If an Emergency Protection Order, Interim Care Order or Care Order are made, the Local Authority will share parental responsibility for the child with the parents. Children's services must find out parents' wishes about any decision concerning their child, but they have the final say and can make plans for the child even if the parents do not agree with them.

Child and Adolescent Mental Health Services (CAMHS) - Specialist multi-disciplinary team to provide assessment and treatment for children and young people with emotional/mental health issues.

Child Arrangements Order - A Child Arrangements Order means a court order regulating arrangements relating to any of the following:

- With whom a child is to live, spend time or otherwise have contact; and
- When a child is to live, spend time or otherwise have contact with any person.

The 'residence' aspects of a Child Arrangements Order (i.e. with whom a child is to live/when a child is to live with any person) can last until the child reaches 18 years unless discharged earlier by the Court or by the making of a Care Order.

The 'contact' aspects of a Child Arrangements Order (with whom and when a child is to spend time with or otherwise have contact with) cease to have effect when the child reaches 16 years, unless the court is satisfied that the circumstances of the case are exceptional. Child Arrangements Orders are private law orders.

Child in Need (Section 17) - is used for children (under 18) who need help and protection. A child is defined as Child in need (CiN) if s/he is unlikely to achieve or maintain, or have the opportunity of achieving or maintaining a reasonable standard of health or development without the provision of services by the local authority; or his/her health or development is likely to be significantly impaired without the provision of such services. CiN also covers statutory services for children with disabilities.

Critical factors are taken into account in deciding whether a child is in need under the Children Act 1989 which centre upon what will happen to a child's health or development without services being provided, and the likely effect the services will have on the child's standard of health and development. Local authorities have a duty to safeguard and promote the welfare of children in need.

The Assessment of Children in Need and their Families (the Assessment Framework, published in 2000) sets out arrangements for undertaking assessment processes in determining whether a child is 'in need' under the Act. It is the basis upon which primarily social workers will prioritise a child's need for supportive help or services, though these are not necessarily confined to services provided by the local authority.

Child Protection - Section 47 is a part of safeguarding and promoting the welfare of children. It is a specific activity that is undertaken to protect a child who is suffering, or is likely to suffer, significant harm. All agencies should proactively aim to safeguard and promote the welfare of children so that the need to take action to protect children from harm is reduced.

Child Protection Conferences – Initial (ICPC) or Review (RCPC)-These ensure that children who are the subject of a child protection plan remain monitored and that their individual child protection plan remains valid. The first (review) conference should be held within 3 months of the initial conference (ICPC). Further reviews should take place within 6 months of each other for as long as the child's remains subject of a child protection plan.

Child Sexual Exploitation - Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them.

Children or young people may be tricked into believing they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

Children and Family Assessment

Social Workers have up to 45 working days to complete the assessment, however it is expected that the majority of assessments will take less than 45 days to complete. Assessments are repeated when a significant event takes place in the child's life.

Children Act 1989 and 2004 (CA) – Legislation on which the protection of children is based and includes both public and private law, (family proceedings).

Looked After Children (LAC) - Children cared for by the local authority. They may live with in-house foster carers (registered with the Local Authority), with a foster carer who is registered with an Independent Foster Agency (IFA), with other family members or in residential care.

Connected Person - This is a legal term which means a relative or friend or someone else who is connected with a child looked after. It can include someone who knows the child in another role like a teacher, a childminder or a neighbour.

Contact – term used for a child who is living away from their parents or other family members to maintain contact (where appropriate). Contact may be face-to-face meetings, telephone calls, letters, texts, cards, sending photos, social media or digital forms of communication such as Skype or email etc.

When a child is in care, children’s services must allow them reasonable contact with their parent/others with parental responsibility provided it is safe to do so. They should also help them to have contact with other members of the family including their siblings, grandparents etc. The Local Authority has to apply for the court’s permission to completely stop a parent from having contact when they are in care. When a child is accommodated, children’s services must try to ‘promote’ contact between the child and their parents and other people in the family provided it is safe.

Parental Contact with children in care - This is a court order which may be granted under s34 Children Act 1989. With respect to the contact which is to be allowed between the child and any named person. It may include direct contact, like visits, but sometimes by it may involve indirect contact, like letters or phone calls. The court can also decide things like where the contact will take place, if it should be supervised, and how often it happens.

Contested Hearing - This is a court hearing which happens when there is no agreement about what has happened or should happen between the people (parties) involved in the case. Each party then puts their evidence before the court and the judge makes a final decision about what has happened or what will happen in the future.

Contextual Safeguarding - Contextual safeguarding is an approach to safeguarding that responds to young people's experiences of harm outside of the home, for example, with peers, in schools and in neighbourhoods.

Core Group (Child Protection) - Is made up of the agencies and carers with responsibility for carrying out the child protection plan following a child protection conference. Core Groups meet weekly to discuss and monitor the progress of the child protection plan.

Court Order - This is a decision made by the court, which will always be written down. It says what will happen in the case and will say in the order how long it is in force for. To change or end a court order before it is meant to end, an application must be made back to the court that made it.

D

Department for Education (DfE) – Government department responsible for safeguarding children policies.

Direct payments - cash can be paid to the parents of disabled children, to disabled 16 and 17 year olds and to disabled adults. These payments allow them to buy the care services they need directly from the service provider. They are usually only made if there has been an assessment of the persons' needs and a decision by adults or children's services that they need extra support.

Disability Living Allowance - This is a benefit paid to people with disabilities (including children). There are two parts to DLA - Money is paid to people who need help to look after themselves (care) and/or to get around (mobility). Carers of children can be paid DLA if their child is disabled and qualifies.

Disguised Compliance - Disguised compliance involves parents giving the appearance of co-operating with child welfare agencies to avoid raising suspicions and allay concerns.

Domestic Violence Protection Order - Domestic Violence Protection Orders (DVPOs) and Domestic Violence Protection Notices (DVPNs) were rolled out across all police forces in March 2014. DVPOs are civil orders that fill a “gap” in providing protection to victims by enabling the police and magistrates’ courts to put in place protective measures in the immediate aftermath of a domestic violence incident where there is insufficient evidence to charge a perpetrator and provide protection to a victim via bail conditions.

A DVPN is an emergency non-molestation and eviction police-issued notice, to a perpetrator. It is effective from the time of issue, thereby giving the victim the immediate support. Within 48 hours of the DVPN being served on the perpetrator, an application by police to a magistrates’ court for a DVPO must be heard. A DVPO can prevent the perpetrator from returning to a residence and from having contact with the victim for up to 28 days.

E

Early Help – Early help is the provision of early services to promote the welfare of a child, rather than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years. Early help can also prevent further problems arising, for example, if it is provided as part of a support plan where a child has returned home to their family from care.

Education, Health and Care (EHC) Plan - for young people aged 0-25 who have Special Education Needs and Disabilities (SEND). These are prepared by the local authority and are intended to ensure there is co-ordination between the agencies meeting children's different education, health and social care needs.
EHC plans replace Statements of Special Education Needs (Statement of SEN) which were previously used to assess and plan additional support for children with SEND.

Emergency Duty Team (EDT) – Agency or specific team of social workers who deal with emergencies out of office hours.

Emergency Protection Order (EPO) - A court order under s44 of the Children Act 1989, which last for up to 8 days. The Local Authority will share parental responsibility for the duration of the Order.

Emotional Abuse – is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may include serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

F

Fabricated (or induced) illness - Fabricated or induced illness (FII) is when a parent or carer fakes, or creates, the symptoms of an illness in their child. This might include giving a child medicine, tampering with medical equipment or falsifying test results. FII is a serious form of child abuse.

Family Assistance Order - The aim of the Family Assistance Order, which can be made by the Court in any family proceedings, is to provide short-term help to families coping with the effects of the proceedings. Such Orders are most likely to be made in contested private law cases involving children. The Order requires a social worker or Cafcass officer to advise, assist and befriend the family for a period up to 6 months.

Family Group Conference - is a decision-making meeting in which the wider family makes plans for children who need support and often protection. It is a voluntary process and families cannot be forced to have an FGC.
Families are assisted by an independent coordinator to prepare for the meeting. They have the chance to get information from the social worker and other professionals about the child's needs and what will keep them safe.
The whole family then meet on their own to make a plan for their child/ren which takes account of any safety concerns explained by the social worker.
The family should be supported to carry out the plan, unless it would place the child at risk of significant harm.

Final Hearing - This is the last hearing in a court case, when the court makes the final decision or order about the application that has been made. But sometimes in care proceedings, a court can make a final decision at the Issues Resolution Hearing (IRH) if they feel they have already have enough clear evidence before them to decide what is the best plan a your child in a fair way.

Foster for Adoption - is a practice which has been introduced to enable young children (and especially babies) to be placed with people who have been approved as prospective adopters and also as temporary foster carers. The child is placed with them on a temporary fostering basis even though their long term future has not necessarily been decided by a court. The idea is that they will bond as early as possible with people who may go on to adopt them. It is used when adoption is being considered for children looked after because they are unlikely to be raised by their parents or relatives in the long term.

Fostering Panel - The purpose of the panel is to make recommendations about whether a person should be approved to foster a specific child or any child who is looked after. People who want to become foster carers are usually invited to attend part of the panel meeting where their assessment is being discussed.

H

Harm - means "ill-treatment or the impairment of health or development". It includes physical abuse, sexual abuse, damage to mental or emotional well-being (emotional abuse), and neglect. It can include a child seeing or hearing another person being ill-treated.

Hidden Harm – The term 'Hidden Harm' is used with reference to the impact of parental substance misuse on children and young people.

I

Immediate Issue Letter - If children's services decide it is in the child's best interests to remove the child from their parent's care, an application can be made to the Court seeking an Order. The social worker must send the parents (and others with parental responsibility) an immediate issue letter, informing them that legal proceedings are being started and advising them to seek legal advice.

Independent Domestic Abuse Advisor – The primary role of an IDVA is to ensure the safety of the victim. They work from the point of crisis for the victim, usually just after a police call out, or for example, an attendance at Accident and Emergency. The service provided by IDVAs assists victims to get all the necessary support from partner agencies to reduce the risks they face, enhance their safety, and rebuild positive lives. They provide advice, support and information about the range, effectiveness and suitability of options to reduce their risk and ensure their safety and that of their children and vulnerable associates.

Independent Fostering Agency – fostering agency for foster carers who do not provide placements for the local authority, but for an independent agency. These placements are necessary at times when the local authority placements are full or not appropriate to meet the assessed needs of the child/ren.

Independent Return Interview (also referred to as Return Home Interviews) - An Independent Return Interview should be offered whenever a missing child is found, whether they have been missing from home or care, and irrespective of how long they have been missing. The person conducting the interview should usually be independent of the child's placement and of the responsible local authority.

Independent Reviewing Officer - every child who is looked after by the Local Authority must have an IRO. Their main job is to:

- monitor whether children's services are meeting the child's needs and are carrying out the care plan and chair Children Looked After Review Meetings.
- keep in touch with what is happening to the child in their placement between reviews

Independent Sexual Violence Advisor – The Government commissioned the services of Independent Sexual Violence Advisors (ISVAs) across the country to support victims of sexual violence. ISVAs offer advice and support people who have been raped or sexually abused. The ISVA can help anyone who has experienced rape or sexual abuse at any time in their life.

Initial Review Health Assessment - Every looked after child must have a health assessment soon after becoming looked after, then at specified intervals - depending on the child's age.

Interim Care Order – An interim care order is a temporary order made by the court which says that the child should be looked after for a period of time or until further order. It means that the court is satisfied that a child is suffering or is likely to suffer significant harm, and that an Interim Care Order is the best thing for the child until there is a final hearing. Under this order, the Local Authority shares parental responsibility for the child with the parents. This means that they must find out parents’ wishes about any decision concerning their child, but the Local Authority has the final say and can make plans for the child even if the parents don’t agree with them.

Interim Supervision Order - This is a temporary order made by a court saying that the child should be monitored by children’s services wherever they are living, for a period of time or until further Order.

J

Judicial Review - This is a legal procedure in which a court decides whether an action, or a failure to do something which should have been done, by a government body (like a local authority), was lawful.

K

Kinship Carer (see also Connected Person) - is a relative or friend who is looking after a child that cannot live with his/her parents. Sometimes they are known as a Family and Friends carer. If the social worker was involved in placing the child with the relative or friend, the child is likely to be looked after. If they were not, then it is likely to be a private arrangement.

L

Local Authority Designated Officer - LADO (for allegations against staff). Has the responsibility to oversee allegations against members of staff across all organisations.

Legal Planning Meeting - Legal Planning Meetings are an essential part of the process for dealing with public law children’s cases under the Public Law Outline. A Legal Planning Meeting should be held to discuss the way forward in a particular case, where an application for a legal order may be required or where consideration may be given to Pre-proceedings under the PLO. This can include:

- Following an application for an Emergency Protection Order when consideration is being given to an application for an Interim Care Order;
- When it is clear that the protection or welfare of a child cannot be achieved by agreement with the parents, or the security of a legal order is necessary to ensure the viability of a plan for a child, or the existing court order is not providing adequate protection for the child;
- Where it is thought that a legal order may be required in order to assist in the permanence planning for children, whether that is a return to the family or to achieve permanence elsewhere.

Letters Before Proceedings - This letter should be sent to parents and others with parental responsibility by the social worker when a legal planning meeting has decided that threshold has been met and an application to Court is likely however parents/others with parental responsibility should be given the opportunity to make changes to reduce the risk of harm to their child. The letter before proceedings must clearly set out the Local Authority’s concerns and what the parents/others with parental responsibility need to do to prevent an application to the Court.

Local Government Ombudsman - This is an independent person appointed by Parliament to investigate complaints made against council departments, including children’s services. A person may only complain to the Local Government Ombudsman after they have been through the Local Authority complaints procedure.

LSCB – Local Safeguarding Children Boards are the key statutory mechanism for agreeing how the relevant organisations in each local area will co-operate to safeguard and promote the welfare of children, and for ensuring the effectiveness of what they do.

M

<p>MAPPA – Multi Agency Public Protection Arrangements - support the assessment and management of the most serious sexual and violent offenders.</p>
<p>MARAC - Multi Agency Risk Assessment Conferences - are multi-agency meetings which focus on the victims of domestic violence where there is a high or very high risk. They aim to provide a co-ordinated response to support the victim and to link into relevant groups (e.g. MAPPA).</p>
<p>Mediation - This is a service which helps people who disagree about aspects of a child's care or arrangements to find solutions to the problem, without having to go to court. A family mediator is a trained professional who helps family members negotiate. This is done by keeping the discussion focused on the issues which are not agreed and on the child's needs, rather than those of the adults. The mediator is neutral and therefore does not take sides.</p>
<p>Missing – a child who goes missing from home or care. The local authority receives all notifications of children who are reported missing. A child is defined as missing if they are reported to not be at the place they say they will be for a period of 24 hours.</p>
<p>Modern Slavery - Child trafficking and modern slavery are child abuse. Children are recruited, moved or transported and then exploited, forced to work or sold. Children are trafficked for:</p> <ul style="list-style-type: none"> • child sexual exploitation • benefit fraud • forced marriage • domestic servitude such as cleaning, childcare, cooking • forced labour in factories or agriculture • criminal activity such as pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs and bag theft <p>Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another and can be trafficked within the same City.</p>
<p>Multi-agency working - Agencies, organisations and individuals working together.</p>
<p>N</p>
<p>Neglect – is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:</p> <ul style="list-style-type: none"> • Provide adequate food, clothing and shelter (including exclusion from home or abandonment); • Protect a child from physical and emotional harm or danger; • Ensure adequate supervision (including the use of inadequate carer-givers); or • Ensure access to appropriate medical care or treatment. <p>Neglect may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.</p>
<p>P</p>
<p>Personal Education Plan (PEP) - All Children Looked After must have a Personal Education Plan (PEP) which summarises the child's developmental and educational needs, short term targets, long term plans and aspirations and which contains or refers to the child's record of achievement. The social worker is responsible for coordinating and compiling the PEP, which should be incorporated into the child's Care Plan.</p>
<p>Personal Independence Payment - Personal Independence Payment (PIP) is the benefit that replaced Disability Living Allowance (DLA) for people with a disability who are aged 16 to 64. PIP is designed to help meet some of the extra costs because of a long-term health condition or disability. PIP is for those aged 16 to 64. For under 16 years, this is DLA.</p>
<p>Physical Abuse – may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.</p>

Placement Plan - prepared by children's services for a child who is looked after. It sets out where and with whom the child will live; arrangements for the placement; any specific arrangements for the child to keep in touch with their parents, siblings and other members of the family; and also what the foster carer can decide about how the child is cared for including, for example, school trips, overnight stays, medical and dental treatment, education, leisure and home life, faith and religious observance and use of social media.

Police Powers of Protection – this is a power enabling the police to remove a child from the care of its parents/carers for a period of no more than 72 hours.

Private Fostering - when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative' and is a private arrangement made between a parent and the carer, lasting for 28 days or more then the Local Authority must undertake a private fostering assessment to confirm that the child is adequately cared for. Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity).

Prohibited steps order - made under section 8 of the Children Act 1989 and prohibits a person with parental responsibility from carrying out a particular act in relation to a child. (i.e. taking child out of the Country).

Pupil Referral Unit (PRU) - education facilities for pupils who have very specific needs and are unable to attend school. Usually either part-time or temporary placements, often following several exclusions from school, but also to include children with mental health problems.

Public Law Outline (PLO) – is the legal framework for pre consideration and instigation of care proceedings.

R

Referral – Term given to information gathered when an enquiry is first made to children's services about a child or adult and a request is made for services.

Regulation 24 Placement - This is a regulation under the Care Planning Placement and Case Review Regulations 2010 which allows children's services to place a child with a family member or friend in an emergency situation for up to 16 weeks (whilst a full fostering assessment is completed). An initial assessment must be completed including statutory checks about that person's home circumstances and their ability to care for and protect the child. Senior management approval must be sought prior to a child being placed. This should allow children's services to be satisfied that the placement will keep the child safe and well.

Remand - When a young person is charged with a criminal offence and is awaiting trial, they can either be given bail by the court, or they can be held on remand. For a child (aged 10-17) remand means that the court orders them to stay in Youth Detention Accommodation (a young offenders institution, secure children's home or secure training centre) or in local authority accommodation until their trial date.

Residential Care - This means a place where a child looked after may live such as a children's home or other group living arrangement. A residential setting is managed by professional staff and may specialise in children with particular needs, such as physical disability or behavioural problems.

Respite Care, now known as Short Breaks – Short, intermittent service provision which enables a carer to take a break from their caring duties.

S

Section 17 Children Act 1989 – imposes a general duty upon the Local Authority to safeguard and promote the welfare of children within the area who are in need and so far as it consistent with that duty, to promote the upbringing of such children by their families.

Section 20 Children Act 1989 - requires the Local Authority to provide accommodation for any child in need within its area who appears to require accommodation as a result of:

- There being no person who has parental responsibility
- being lost or having been abandoned

<ul style="list-style-type: none"> • The person who has been caring for them being prevented (whether or not permanently, and for whatever reason) from providing suitable accommodation or care. <p>Section 20 also enables the Local Authority to provide accommodation to every child in need who has reached the age of 16 years if necessary to safeguard or promote the child's welfare.</p>
<p>Section 31 Children Act 1989 – enables a Court to make an Order placing a child in the care of a designated local authority or putting him under the supervision of a designated Local Authority.</p>
<p>Section 47 Children Act 1989 – requires a Local Authority to make such enquiries as considered to be necessary when there is reasonable cause to suspect a child who lives, or is found, in their area is suffering or is likely to suffer significant harm.</p>
<p>Secure Accommodation Order – Section 25 Children Act 1989 – the Local Authority may make an application (note an application can only be made on the basis of that the child is already accommodated by the Local Authority either under a Care Order or under s20(3) Children Act 1989) to the Court for an Order if there is sufficient evidence to demonstrate that s/he:</p> <ul style="list-style-type: none"> • Has a history of absconding and is likely to abscond from any other description of accommodation and if he absconds he is likely to suffer significant harm; OR • If he is kept in any other description of accommodation, he/she is likely to injure him/herself or others. <p>The Local Authority (with approval from the Director of Children's Services) , can place a child in a secure accommodation placement for a period of up to 72 hours maximum without the approval of the Court.</p>
<p>Serious Case Review (SCR) – (now known as Child Safeguarding Practice Review) An in-depth review of a case following the death or serious life threatening injury of a child, or a child protection issues arises that is likely to be of major public concern. Working Together to Safeguard Children 2018 sets out the procedure for undertaking such reviews.</p>
<p>Sexual Harm Prevention Order (and Sexual Risk Orders) - Introduced by the Anti-Social Behaviour, Crime and Policing Act 2014. Sexual Harm Prevention Orders can be applied to anyone convicted or cautioned of a sexual or violent offence, including where offences are committed overseas. The Orders prohibit the defendant from doing anything described in the order, and can include a prohibition on foreign travel. A prohibition contained in a Sexual Harm Prevention Order has effect for a fixed period, specified in the order, of at least 5 years, or until further order. The Order may specify different periods for different prohibitions. Failure to comply with a requirement imposed under an Order is an offence punishable by a fine and/or imprisonment. The Local Authority cannot make any application for these Orders.</p>
<p>Significant Harm - The Children Act 1989 introduced the phrase 'significant harm' to describe the amount of harm that a child must be suffering before children's services become involved in family life against the family's wishes. There is no definition of "significant" but the law requires local authorities and the court to compare the child's health and development with a similar child to establish whether the harm is significant.</p>
<p>Southwark Ruling - The Court of Appeal said that if children's services are involved in placing a child with a family or friends carer, then, unless they specifically agree something different with the carer <i>at the time of the placement</i>, the child will usually be treated as a being child looked after. This means that the carer must be assessed, approved, paid and supported in the same way as any unrelated foster carers who work for children's services.</p>
<p>Special Educational Needs Coordinator – this is a member of staff who is responsible for the school's SEND policy, and works to ensure that the school meets the needs of its pupils with SEND. Along with the class teacher, the SENCO is likely to be the main contact within the school for discussing the special educational needs of a child, and the school's provision for meeting them.</p>
<p>Special Guardianship Order (SGO) – Section 14 Children Act 1989 - This Order appoints a person to be a Special Guardian to a child under the age of 18 years. The Special Guardian will share parental responsibility (PR) for the child and will have overriding PR over that of the child's</p>

parents. This could be given to the foster carer, where the child is residing, grandparents etc. If a previously looked after child is placed within our Local Authority on a SGO, it is the originating Local Authority's responsibility to provide support for the family for a period of 3 years from the date the Order was granted.

Strategy Discussion - The purpose of strategy discussions is to share information in order to decide whether to start an enquiry into suspicions about significant harm (Section 47) and to inform any criminal investigation. If a Section 47 investigation is progressed the strategy discussion will plan the enquiry and monitor its progress. Strategy discussions should be thought of as a process rather than a one-off event. They are the means for keeping relevant professionals involved in a child protection enquiry.

Where there are concerns that there is a significant risk of harm to the child, strategy discussions should take place as soon as possible. Only in exceptional circumstances, where delay might place a child or young person at additional risk, should an enquiry into suspicions about significant harm (Section 47) begin without a strategy discussion first being held.

Subject Access Request - section 94 Data Protection Act 2018 and Article 15 GDPR 2018 - it is most often used by individuals who want to see a copy of the information an organisation holds about them.

An individual can request information relating to:

- whether any personal data is being processed
- given a description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people
- given a copy of the information comprising the data
- given details of the source of the data (where this is available).

Supervision Order - A court can grant a Supervision Order requiring a Local Authority to 'supervise' how the parent cares for their child. The Court will approve a supervision plan which will set out what is expected of the parent/carer and the help the social worker will give.

Under a Supervision Order the Local Authority will not share parental responsibility for the child so basic decisions about how the child is raised can be made by the parents/other with parental responsibility. A Supervision Order lasts for up to one year, and can be extended at most for two further years from the date of the initial Order.

T

Trafficking – see Modern Slavery

Threshold – this document sets out the process for early help and social care intervention. It sets out the criteria, including the level of need, for referrals to children's services and for services to be provided to children in need and to children who may be at risk of or are suffering significant harm or who need to be looked after by children's services either with parental consent or under a care order.

Trilogy of Risk – refers to all of substance misuse, domestic abuse/violence and adult mental health.

Twin-tracking (also known as Parallel Planning) - This describes how several plans may be made at the same time during the early stages of a child becoming looked after. It means that a number of different possible long-term placements are being considered at once. For example, to see whether it is possible for the child to return home to their parents, but at the same time having a back-up plan for the child to live elsewhere, either within or outside the family network if that is not possible. This process can also include considering long-term foster placements or even adoption, should the other plans be unsuccessful.

U

UASC – Unaccompanied Asylum Seeking Child - UASC is defined as an individual who is under 18, has arrived in the UK without a responsible adult, is not being cared for by an adult who by law or

custom has responsibility to do so, is separated from both parents and has applied for asylum in the United Kingdom in his/her own right.

V

Voluntary Accommodation (Section 20) - Agreement by all persons with Parental Responsibility for a child to be accommodated by the Local Authority due to those persons not being able to care for the child themselves; this may include respite placements, a person being prevented from caring, a child being considered to be beyond parental control or if it is considered to be in the child's best interests.

W

Working Together to Safeguard Children (2018) – this is guidance which defines: the legislative requirements placed on individual services; framework for the three safeguarding partners (Local Authority, Police and Health) to make arrangements to work together to safeguard and promote the welfare of children and framework for the two child death review partners (Local Authority and Health) to make arrangements to review all child deaths.

Y

Young Carer - is a person under the age of 18 who has significant caring responsibilities for another person. They might look after, for example, a younger sibling or a family member with a disability. A young carer should not have to take too much responsibility for caring for others without help. If they are considered to be a child in need they will receive help and support from children's services; they may be able to get help from a local support group for young carers; and/or if they are caring for a disabled parent then a "whole family" assessment should be completed by Adult and children's services working together so as to work out the package to help the whole family.

Young Carers' Assessment - The local authority has a duty to assess the needs of a young carer. The purpose of the assessment is to determine the level of care being provided by the young carer at the current time and in the future. It must also consider how much the family are relying upon the young person to look after them and whether being a carer is affecting the young person's well-being, education or development.

The local authority should use a 'whole family' approach for the assessment. This means the assessment must consider whether any of the young carer's needs for support could be prevented or reduced by providing services to someone else – either the person being cared for or another member of the young carer's family. But, they must also consider whether the young person will still need support even if they are no longer a carer, or if their caring duties are reduced.

At the end of the assessment, the local authority must decide whether the young carer is a child in need, and what support they, or other members of the family need, taking into account the local eligibility criteria.