



Centre for Professional Practice

GUIDANCE WHEN RECORDING STATUTORY CHILD PROTECTION VISITS

The headings within this template are to be used when recording visits made to see children who are subject to Child Protection Plans. Guidance and prompts are included.

Purpose of visit

- What is the purpose of the visit? Is this a routine visit as part of the Child Protection Plan? Has there been a new incident? Is there a specific area you are planning to explore?

Date and time of visit

- What is the date and time of the visit?

Who was present

- Who was present? Consider siblings / the extended family / any visitors.

Has the child been seen and have they been seen alone

- Has the child been seen and have they been seen alone? If they have not been seen alone, record the reason for this.

Summary of discussion with child, including their expressed wishes and feelings

- Has any direct work or tools been used to measure how the child is feeling, and their quality of care? Ask the child how they are feeling, and gain their views about their

day to day experiences. Include actual words used. In relation to children who are pre-verbal, include your observations of them within their home environment.

Observation of how the child is in their environment

- What are your observations of the child in their environment? Consider how they engage with their parent / carer / siblings.

Summary of discussion held with the parent / carer

- What discussions have been held with the parent / carer? Consider their level of understanding and acceptance of the concerns raised, and their engagement with the Child Protection Plan. What is their capacity and motivation to change? Include any support to be offered as part of the Child Protection Plan.

Assessment of whether the child's needs are being met

- What are the child's needs in the context of their health, education, emotional and behavioural development, and social presentation? What is the child's home environment like? Are there neglectful conditions? For example, is there a lack of food or evidence of alcohol use?

Child's sleeping arrangements

- What are the child's sleeping arrangements? Do they have their own bedroom? Do they share their bed?

Significant events/changes to the plan

- Consider any significant events, and the impact of these events upon the child and their family.

Analysis

- Include your analysis of the visit. Consider what is working well, and whether there are any concerns and risks. Think about the impact and outcomes of intervention upon the child and their family. Record what actions will be taken and within what timeframe.

Date of next Child Protection visit

- When is the next visit planned to take place? Will this be announced or unannounced?

GUIDANCE

- Visits to children who are made subject to Child Protection Plans must not go out of timescale. All Child Protection visits must take place, as a minimum, every two weeks. Please use your diary to plan visits in advance - you are accountable for seeing children within statutory requirements.
- Visits to children should include some unannounced visits.
- If you have been unable to gain access to the house, leave a calling card stating when you will return, and visit in the afternoon or the next morning. If you still do not gain access, speak to your Team Manager and record this on the system.
- Think about why we are working with the family, and link your discussions and recording to key issues / concerns.
- Challenge and record any safeguarding concerns.
- The voice of the child should be clear and evident within case recording.
- Assess the progress of intervention, and consider impact and outcomes.
- When you are giving your opinion, state you are, and record what prompted that opinion.
- Be mindful of the potential audience when recording your visits (young people, families, inspectors, court).