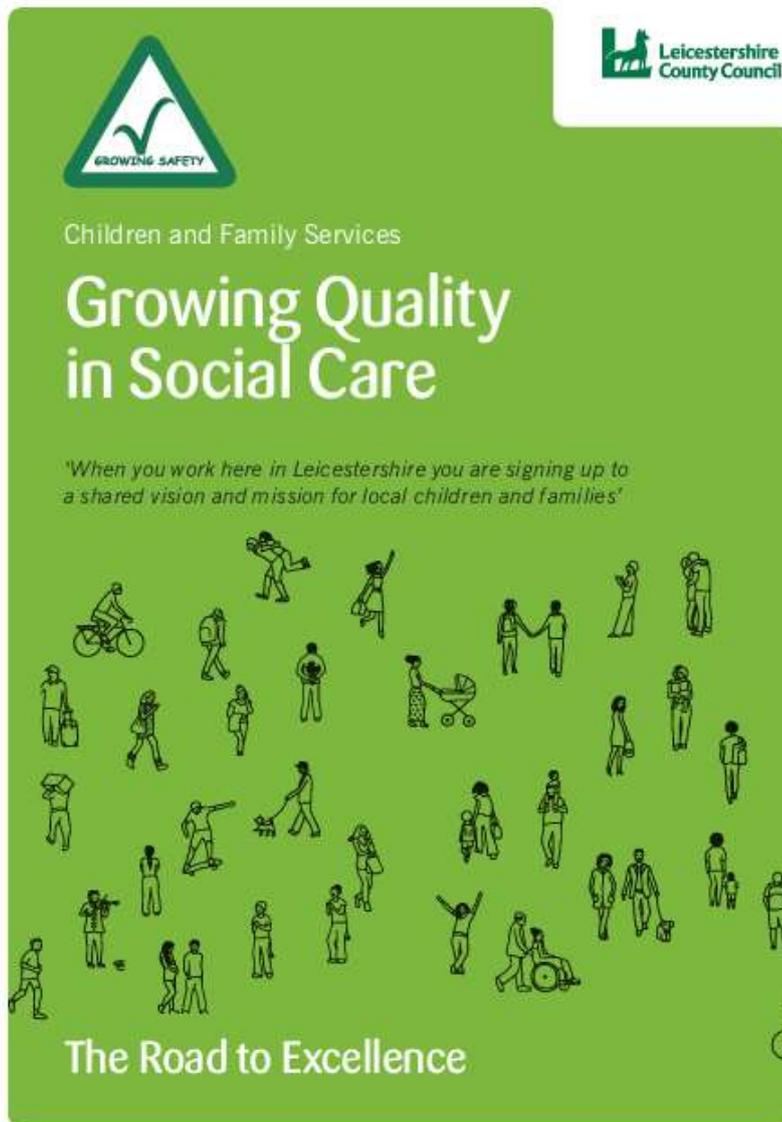


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Leicestershire

Growing Quality in Social Care- Practice Standards

Applies to - All children



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Children's Social Care Practice Standards

First Response Screening	
<p>Purpose</p> <p>The Screening Team will process all incoming work in a timely way and ensure a proportionate response is made in line with LLRSCB threshold for accessing services for children.</p>	Screening Team
<p>Contact - definition</p> <p>All information shared with children's social care about children will be recorded as a Contact using the Contact and Referral form on the date the contact is received.</p> <p>The contact will be used to record activity including sign posting/ information sharing and provision of advice in response to incoming information.</p> <p>A contact may also be used to capture triage actions used to establish if the threshold for a referral for statutory social work intervention is met.</p> <p>Triage activity may be brief and be limited to evaluation of incoming information by a team manager and recording the evidence used to accept that a statutory referral has been accepted for action.</p>	
<p>Information received via the inbox or via telephone will be recorded within mosaic electronic recording system within a maximum of 4 hours of being received.</p>	Screening Team Business support/CSA
<p>A check will be made of the electronic recording system to establish if the child who is subject of the incoming information is open and in this case the information will be recorded as a case note and a notification and email sent to the allocated social workers and responsible Team manager for evaluation and response</p>	Screening Team business support/CSA
<p>When a child is not open to a social worker a new contact and referral record will be created on the oldest child if relevant to a sibling group or to the named child if the concerns are specific to a single child. All contacts will be copied to the sibling group once the record is complete.</p>	Screening Team Business support/CSA
<p>The contact and referral form will be completed with as much information about the child and family structure and background as is available at the point of the call being made. This will be transferred in full of any written referral forms or from the detail of any telephone contacts made</p>	Screening SW/CSA

<p>This will include: -</p> <ul style="list-style-type: none"> • any other children in the household. • Family structure • Summary of any previous involvement with the child. • the date and time the information was received • names, and details of the person making the contact • Ethnicity /nationality and other characteristics of the child including disability and SEND Status • first language, • religion, • if consent for the referral has been obtained from the parent/carer. 	
<p>The MARF or other written documents detailing the information about the child will be uploaded to the children record on Mosaic within 24 hours.</p>	<p>CSA</p>
<p>Requests for Early Help services – any requests for service made for Early Help will be reviewed by a Social Work Manager or Senior Practitioner and sent to the Early Help Team once threshold has been confirmed within 24 hours.</p> <p>Any request for service made to Early Help may be re-directed to FRCD screening within 24 hours if the threshold for social work intervention is considered a more appropriate response.</p> <p>Contacts accepted as a request for Early Help will be created as a Contact and processed by the Early Help Team on MOSAIC</p>	<p>Team Manager/Senior Practitioner</p> <p>Team Manager/Senior Practitioner</p> <p>Early Help Service</p>
<p>All contact information will be screened against the LSCB threshold to consider if it should be accepted as referral within 24 hours and a manager rationale for the decision recorded.</p>	<p>Team Manager/Senior Practitioner</p>

<p>If the information does not meet the threshold for a Referral a Screening Manager or Senior Practitioner will record the decision and the reason for this. Decisions will be informed by historical and current information held by Children services, as well as partner agencies.</p>	<p>Team Manager/Senior Practitioner</p>
<p>All Contacts which clearly do not meet the threshold should be ended within 24 hours of receipt and the outcome shared with the referrer within 48 hours by telephone or letter. The method and date of outcome should be recorded as part of the contact record.</p>	<p>Team manager/Senior Practitioner CSA</p>
<p>Where the contact information is incomplete or insufficient to provide evidence that the threshold is met to accept a referral, a team manager will set out any further action required by the Social Worker and assigned a Mosaic task for triage to undertaken.</p> <p>This may include: -</p> <ul style="list-style-type: none"> • following up with the person sharing the information • contacting parents to explore information/gain consent. • where consent is in place a check with any other person or agency that may assist in the decision to accept that the threshold for referral is met. <p>Practice note - Checks undertaken with agencies will usually be undertaken with the consent of the parent or carer unless to do so will cause harm or delay. During these checks the worker will explore, past harm, worries for the future, support being offered to the family and their uptake, times when the family has managed the problem, actions the family are taking to keep their child safe. Individuals the family identify as being part of their support network. This information will be analyzed to consider impact to the child.</p> <p>Triage tasks should be completed, and a team manager review of the contact outcome completed within 3 days of the date the contact commenced.</p>	<p>Social Worker/Team manager</p>
<p>Referral – definition</p> <p>A referral will be recorded if the incoming information is accepted to meet the statutory threshold for social work intervention in line with the LSCB threshold guidelines. The purpose of all screening activity is to identify and prioritise responses to those children who meet this threshold and triage activity to gather evidence will be targeted to ensure that a robust response can be provided to children who require support and protection</p>	

<p>At all stages of the contact process the Social worker, Senior practitioner must be alert to information that demonstrates that a child is a child in need of support or child in need of protection and discuss this information with a team manager so that action to respond to their needs can be prioritised.</p>	<p>SW/Senior Practitioner</p>
<p>The manager will evaluate the contact information and when it is accepted that the information provided meets the threshold to be accepted as a referral any additional action must be written up and a manager decision made about outcome and next steps within 24 hours of the date that the referral was accepted.</p> <p>(Practice Note: the gap between the contact and referral being accepted should in most cases be no more than 24 hours unless the incoming information is insufficient to provide the evidence to inform a robust decision regarding intervention).</p>	<p>Team Manager</p>
<p>Once a referral has been accepted further action may be taken to gather more information to consider if the information suggests that there is reasonable cause to suspect that a child is suffering or is likely to suffer significant harm and to determine the timescale for further action.</p> <p>The referrer should be asked to provide as much of the following information as possible:</p> <ul style="list-style-type: none"> • Full names, dates of birth and gender of children; • Family address and, where relevant, school/nursery attended; • Identity of those with Parental Responsibility; • Names and dates of birth of all members of the household; • Ethnicity, first language and religion of children and parents; • Any special needs of the children including the means in which they communicate; • Any significant recent or past events; • Cause for concern including details of allegations, their sources, timing and location; • The child's current location and emotional and physical condition; 	<p>SW/senior Practitioner</p>

<ul style="list-style-type: none"> • Whether the child needs immediate protection; • Details of any alleged perpetrator; • Referrer's relationship with and knowledge of the child and his or her family; • Known involvement of other agencies; • Information regarding parents' knowledge and agreement to referral. <p>Checks may be undertaken with agencies who know the child and these will usually be undertaken with the consent of the parent or carer unless to do so will cause the child harm or delay.</p>	
<p>When dealing with anonymous referrals -Personal information about non-professional referrers should not be disclosed to the parents or other agencies without the referrer's consent.</p>	<p>Social Worker/ Senior Practitioner</p>
<p>Once all information has been gathered this will be analysed and a summary and rationale for any further action recorded to establish:</p> <ul style="list-style-type: none"> • The nature of the concern; • How and why it has arisen; • The history of previous intervention and impact on the child • What life is like for the child and what their needs appear to be; • Whether the concern involves Significant Harm; • Whether there is any need for urgent action to protect the child or any children in the household. 	<p>Social Worker/ Senior Practitioner</p>
<p>The Social work analysis will be reviewed by a manager and further action and timescale recorded. Where there is reasonable cause to suspect that the child is suffering or likely to suffer significant harm the contact and Referral activity must be finalized within 4 hours.</p>	<p>Team Manager</p>
<p>The initial outcome of a Referral including a rationale, must be authorised by the manager, and includes:</p>	<p>Team Manager</p>

<p>a. That the child does not meet the threshold to be a Child in Need, which will result in one of the following: the provision of information, advice, sign-posting to another agency and/or screening information is recorded.;</p> <p>b. The child does not meet the threshold to be a Child in Need but may have additional needs which require a response from Early Help</p> <p>c. That the child appears to be a Child in Need with complex needs, in which case, the manager may authorise an Assessment under section 17 CA 1989;</p> <p>d. That it is suspected that the child is suffering or is likely to suffer from Significant Harm, which will result in an Assessment, and progression to a Strategy Discussion, to consider and plan a Section 47 Enquiry commencing.</p>	
<p>Information regarding any further action will be communicated to the appropriate Allocation manager so that work can be allocated, and a timely and proportionate response put in place to respond to the referral</p>	<p>Team Manager/ allocation manager</p>
<p>The Social Worker will inform the child and family of the action to be taken.</p> <p>Referrals made by professionals should be advised of the outcome within 48 hours or sooner.</p> <p>The feedback or where relevant the outcome of the Referral should also be provided to non-professional referrers in a manner consistent with respecting the confidentiality of the child.</p>	<p>Social Worker/ Senior Practitioner</p>
<p>The Screening Manager is accountable for the Quality Assurance of all aspects of the Contact and Referral process, prioritization and decision making so that timely robust and proportionate responses are made and recorded on the child's file.</p>	<p>Team Manager</p> <p>Back to Contents</p>
<p>Strategy Discussion/Meetings</p>	
<p>Where the decision has been made in First Response Screening Team that the threshold has been met for assessment under section 47 or section 17 of the Children Act 1989, the matter will be allocated for</p>	<p>FRCD Assessment Team</p>

<p>further work within the assessment team.</p> <p>The same standards will apply to strategy meetings and section 47 arising in any other team</p>	<p>(standards for all teams)</p>
<p>Where a Strategy Meeting is required as per the LLRSCB safeguarding procedures-</p> <p>https://llrscb.proceduresonline.com/chapters/p_sec_47_cor_ass.html</p> <p>The process will then be coordinated and chaired by the relevant Team Manager/Senior Practitioners; as a minimum police and health but any agency who has information. In particular, every effort must be made to consult with the school or nursery and the referring agency. The Social Worker and Team Manager must ensure that full consultation takes place with all relevant agencies prior to the meeting. The meeting can take the form of conference call or face to face meeting or where necessary a telephone discussion on the same day as receipt of contact.</p>	<p>Team Manager/Senior Practitioner</p>
<p>Where additional information needs to be gathered, the relevant manager may, in consultation with the police, decide to extend the timescale to a maximum of 24 hours.</p>	<p>Team Manager</p>
<p>The Strategy Discussion will be used to share and evaluate all information about all the children in the family, history, and wider context and come to a decision about next actions, including timescales and response in line with Working Together 2015</p>	<p>Team Manager/Senior Practitioner</p>
<p>For allegations against staff that may result in disciplinary procedures a LADO referral should be initiated within 1 working day from the agency concerned.</p>	<p>Team Manager/Senior Practitioner</p>
<p>The Strategy Meeting record outlines information shared and an analysis of risk to the child. The tasks of the Strategy Meeting/discussion are to:</p> <ul style="list-style-type: none"> • Share available information; • Determined whether the threshold has been met for a Section 47 enquiry/assessment to be initiated; • Agree the conduct and timing of any criminal investigation, where relevant; • Plan how the Section 47 enquiry should be undertaken including the need for medical examination and/or treatment • Agree any action required to secure the immediate safety of the child; 	<p>Social worker/team Manager</p>

<ul style="list-style-type: none"> • Determine what information will be shared with the family; • Include a Risk Analysis and discussion; • Determine if legal action is required with agreement; • Ensure that an Advocate is made available to the child and/or an Interpreter where needed to ensure participation; • Determine whether the Section 47 investigation continues and establish the interim management of safety plan for the child. 	
<p>Information shared and action agreed is considered within the context of child’s racial, cultural, religious or linguistic background. This will include establishing whether an interpreter is required.</p> <p>Any need arising from a disability is taken into consideration and appropriate plans put in place.</p>	<p>Social Worker/ team manager</p>
<p>The appropriate managers will within 24 hours or sooner if possible, complete the MOSAIC strategy document, recording the discussion and outcome of the meeting. A copy of the minutes of the Strategy Discussion will be shared with all agencies taking part, within 48 hours or sooner if possible. However no participant should leave the meeting without being clear about next actions.</p> <p>Date and distribution of meeting minutes should be recorded on MOSAIC.</p>	<p>Team Manager/S enior Practitioner / Business Support</p>
<p>When undertaking enquiries under section 47 CA 1989 the child will normally be seen within 24 hours, if this has not already happened, or as agreed within the strategy discussion.</p>	<p>Social Worker</p>
<p>Any child and sibling identified for section 47 enquiries will be allocated to a suitably qualified and experienced Social Worker and this is recorded immediately on MOSAIC. All section 47 enquiries should be completed and signed off on MOSAIC by a manager.</p>	<p>Assessment Team Manager</p> <p>Back to Contents</p>
<p>Section 47 Enquiries</p>	
<p>The Section 47 enquiry/assessment should be led by a qualified and experienced Social Worker. Newly Qualified Social Workers (ASYE) do not lead Section 47 enquiries within the first 6 months of practice but may co-work with a suitably qualified and experienced worker.</p> <p>The lead worker is responsible for ensuring an accurate record of the section 47 enquiry/assessment</p>	<p>Social Worker/Team Manager</p>

<p>All children in the household must be visited and spoken to during a Section 47 enquiry and their views recorded. Children should be generally seen alone, subject to age. Parental permission should be sought wherever possible and appropriate.</p>	<p>Social Worker</p>
<p>Children are a key and sometimes the only, source of information about what has happened to them. Accurate and complete information is essential for taking action to promote the welfare of the child. It is important that discussions with children are conducted in a way that minimizes distress; leading or suggestive communication should always be avoided. Children may need to be seen away from home in a safe environment, however the child must also be seen in their home environment as part of the enquiry. Children may need time and more than one opportunity to develop sufficient trust to communicate any concerns they may have.</p>	<p>Social Worker</p>
<p>The child's parents/carers should be spoken to and their views and their views recorded. It is important that fathers including absent fathers, are spoken to as well unless there are specific safeguarding reasons not to do so.</p> <p>The Local Authority has a duty to work in partnership with parents. In the great majority of cases, children remain with their families following Section 47 enquiries, even where concerns about abuse or neglect are substantiated. As far as possible, enquiries should be conducted in a way that allows for constructive working relationships with families and parents/carers are given an opportunity to express their views and these are taken into consideration.</p>	<p>Social Worker</p>
<p>The needs and safety of all children in the household are considered and assessed.</p> <p>Those making enquiries about a child should always be alert to the potential needs and safety of any siblings or other children in the household of the child in question. In addition, enquiries may need to consider children in other households with whom the alleged perpetrator has contact.</p>	<p>Social Worker</p>
<p>Non-resident parents, others with parental responsibility and significant others are appropriately involved and their views recorded where appropriate to do so</p>	<p>Social Worker</p>
<p>Consideration should be given to developing an immediate safety plan with the family and child's safety network. Where this is completed and there are significant changes in the family i.e. child has had to live elsewhere the</p>	<p>Social Worker</p>

worker should use the immediate story to explain what's happening to the child.	
A Child and Family Single Assessment is automatically commenced at the same time as a section 47 enquiry is initiated.	Social Worker/Team Manager
The SAF should cover all relevant dimensions in the Framework for Assessment of Children in Need and their Families, in addition to the child protection concerns. Information should be gathered in a systematic way and should include the history of the child, family and household members including any previous specialist assessments. The SAF should include an analysis of harm, complicating factors and the impact of these on the child as well strengths and what the family are doing to keep the child safe. The assessment should identify the child's safety networks and who can be involved to develop a safety plan. Where there are ongoing needs or risks identified the worker must formulate clear, understandable danger statements and safety goals.	Social Worker
At the completion of the enquiries, the line manager reviews and analyses the information gathered along with the social workers recommendations. The team manager quality assures the assessment including the danger statements and safety goals. In consultation with any relevant professionals the line manager makes a decision about the outcome of the enquiry and any further actions needed to be taken.	Team Manager
Where the strategy discussion has concluded that a section 17 assessment is undertaken, the reason for the assessment will be record clearly recorded along with the purpose of the assessment. Any child and siblings identified for section 17 assessments will be allocated to a Social Worker no later than 3 days after the date of referral and the allocated relationship on MOSAIC completed.	Team Manager
Any allocation of child/family should consider issues arising from ethnicity, culture and needs in order to ensure that the appropriate interpreter or advocate can be sourced.	Team Manager Back to Contents
Single Assessments	
When allocating any child to a Social Worker a 'face to face' discussion should take place between Social Worker and manager. The discussion will be recorded on MOSAIC as management oversight and should include: Nature of the concerns and complexity of the assessment required including	Team Manager

specific current and historical factors that need to be taken into account, the timescale for the first visit to the family which will be within 5 working days and a provisional date for completion.	
The timescale for all assessments will be a maximum of 45 working days. Where the assessment is less complex then it may be completed in 20 days.	Social Worker/ Manager
Single Assessments will be reviewed and recorded as a case note within the child's records and summarized within the assessment record as a 'manager's review' giving reasons for further work and direction. Where more complexity is becoming apparent this will be recorded by the manager	Social Worker/ Manager
Any further reviews of the progress of the assessment will be completed within case work supervision and recorded on the child's records as a case note.	Team Manager
<p>The date for the management review of the assessment, no later than 20 days after the assessment start date for section 17- or 3-days section 47. The review will confirm that: -</p> <ul style="list-style-type: none"> the child has been seen appropriately and their voice is clearly obtained in response to concerns Consideration will be given to the age of the child and ability to communicate; observation will be used to inform assessment any issues that remain unresolved or specific complexities and work that needs to be completed in response The identification of any barriers to progression and how these should be dealt with Review the timescale for completion to a maximum of 40 days Any immediate safety plan or services that is required to meet the child's needs or build safety during the process of the assessment work. 	Team Manager
<p>All assessments will be carried out using a SOS approach. This will mean that: -</p> <ul style="list-style-type: none"> The child will be the focus of the intervention and tools used to gather their views to understand what life is like for them and what they need to feel safe All work is completed in partnership with families unless to do so would place the child at risk of increased harm. Where significant changes are occurring during the assessment i.e. a parent having to live elsewhere develop an immediate story for the child At the start of the assessment with the family identify and assess people 	Social Worker

<p>who could be part of the child's safety network.</p> <ul style="list-style-type: none"> • During the assessment wherever possible convene a Family Network Meeting with the child's family and safety network to understand the worries and current safety and start to develop a safety plan. 	
<p>The first home visit will be used by the Social Worker to: -</p> <ul style="list-style-type: none"> • Gather the families understanding for the reason for social care involvement and their views on the situation what has happened. • Share the concerns that have led to social care being involved, explain the assessment process what this involves, provide information on complaints and seek consent. This should be recorded in the case records. • Where needed develop an immediate safety plan • Determine how the child's views will be obtained and when • Gather any additional information that is required to inform an understanding of the child's experiences of family life • Identify any other agency or family member that should be involved in the assessment and could form part of the child's safety network • Set a clear timescale for completion • Observe the home environment including where the child sleeps • Observe interactions between the parents and children • Social Worker and team Information should be left with the family to facilitate contact 	<p>Social Worker</p>
<p>The child/young person must always be seen as part of the assessment and spoken to and seen alone where age appropriate. At least one home visit must be carried out and observations of the child in their home environment must take place unless the safety plan has led the child to be living outside parental care. Consent to see the child should still be obtained. In cases of suspected emotional abuse, the child should be seen away from the family home.</p>	<p>Social Worker</p>
<p>The assessment activity will be recorded on MOSAIC using the SAF template which will be used to record all of the information gathered. It should include harm to the child, complicating factors, strengths and what family and others are doing to keep the child safe.</p>	<p>Social Worker</p>
<p>During the assessment process information should be gathered from a variety of sources to validate or challenge existing information. In complex cases a Family Network Meeting should be held by day 25 with the child's safety network to share worries, explore information and build safety.</p>	<p>Social Worker</p>

Where there are worries that suggest the need for services to be put in place immediately, then this should not be delayed until the completion of assessment. This will be discussed with the Team Manager and agreement reached as to immediate action to meet need.	Social Worker/ Team Manager
The assessment will include a record of the names, contact details and roles of family members, agencies and professionals that have contributed or were consulted in the assessment	Social Worker
A chronology and genogram should be updated or started as part of the assessment so that assessment puts current information into context of any previous involvement with the child/family and identifies patterns of concerns.	Social Worker
Where information has been requested as part of the assessment but has not been provided within timescales, then this should be noted and once received cross referenced with the assessment to inform any need for change to plans or priorities and recorded in the case notes; management oversight should be recorded.	Social Worker/ Team Manager
The assessment identifies and analyses the needs of each individual child, the parent's capacity to meet those needs in the context of family and environmental factors. There must be an analysis of the potential level of harm to the child considering, duration, severity, frequency and impact, this will also take into account the strengths in the family and actions taken to keep the child safe. Where the assessment identifies that there is an ongoing risk or need the worker will formulate a danger statement and safety goal and share these with the family.	Social Worker
The assessment will be finalized once authorized by the line manager. The manager will record their comments on the assessment record and ensure the quality of the assessment meets the required departmental standards and decisions reached are based on a sound analysis of information and will safeguard the child and promote his/her welfare. The manager will ensure that the danger statements and safety goals are clear and address the risks identified in the assessment.	Team Manager
The assessment will document that the child/young person and his/her parent/carer are informed of the outcome of the assessment and date when a copy of the assessment was provided and will be recorded as a case note.	Social Worker
No case will be transferred after assessment without the parents and carers having a copy of the assessment which will include the danger statements and safety goals which will direct future work.	Social Worker

<p>The assessment should record any challenge or disagreement about decisions reached and an opportunity to correct any factual inaccuracies in the record. A record should be made of any difference of perspective or opinion, and if on reflection whether this has made a difference to the outcome.</p>	<p>Social Worker</p> <p>Back to Contents</p>
<p>Child in Need Plans</p>	
<p>Following completion of the assessment where the outcome is this is a Child in Need; a Child in Need Meeting should be convened within 10 working days. There is an expectation that both the family and the child's safety network identified within the assessment will be invited and encouraged to attend this meeting. This meeting will develop the Child In Need plan. Any immediate safety plan or draft safety plan developed during the assessment by the family and the child's safety network should be reviewed during this meeting.</p>	<p>Social Worker</p>
<p>The Child in Need plan will be SMART and explicitly detail:</p> <ul style="list-style-type: none"> • The actions required to achieve change • Danger statements and safety goals • Details of the work to take place with children or family • Timescales for actions to be completed, either a target date or frequency • Who is responsible for the implementation of the action • Contingencies if plan is not working • Explicitly detail how the child is being informed about what people are worried about and what is being done about the worries. <p>The actions outlined in the plan should be specific, measurable, achievable, and realistic and have set timescales. Terms like 'ongoing' and ASAP are not acceptable.</p>	<p>Social Worker</p>
<p>The plan should explicitly detail the minimum frequency that the social worker will visit the child and his/her family. The minimum visiting frequency should be individually determined based on the needs of the child but should not be less than <u>four weekly</u>.</p>	<p>Social Worker</p>
<p>The plan is prepared in consultation with the child/young person and his/her parent/carer and their views are recorded on the plan and agreed at the planning meeting.</p> <p>As soon as the plan is created it is to be uploaded onto Mosaic within 5 working days.</p>	<p>Social Worker</p>

<p>The objectives of the plan and how they will be achieved are discussed with all relevant family members, agencies and professionals and their details recorded.</p> <p>The plan should be implemented by the identified professionals and family members and be led by the social worker. The social worker should ensure that other professionals working with the child know what services are being provided to the child and his/her family by whom and when. This ensures that there is no duplication of service delivery that services provided are complimentary and everyone working with the child is aware of who is doing what.</p>	<p>Social Worker</p>
<p>The child/young person, his/her parent/carer and all key family members and agencies are provided with a copy of the plan within five working days of the meeting.</p>	<p>Social Worker</p> <p>Back to Contents</p>
<p>Review of the child in need plan</p>	
<p>Reviews of the plan should take place at six weekly intervals. However, the multi-agency group may decide that less frequent reviews up to three monthly intervals are required. Disabled children who are open to SEND social care will be visited every 3 months and the care plan will be reviewed at a CIN meeting every 6 months.</p> <p>Plans should be regularly reviewed by professionals in line with Practice Guidance and include those involved with the family and the child's safety network to ensure that the plan remains relevant, that there are sustainable and positive changes for the child led by the parents and their networks. The review should ensure any services being delivered are achieving the desired outcomes within agreed timescales.</p>	<p>Social Worker</p>
<p>The review monitors progress against the implementation of the plan and this is explicitly recorded with any concerns or changes to the plan and reasons why.</p>	<p>Social Worker</p>
<p>Any new information received about the child is evaluated and responded to throughout the child in need review process, new or previously unknown information about the child should be shared by all those involved. This information should be evaluated in the context of the assessment and plan. The assessment should continue throughout the period of intervention and professionals need to keep their judgements under constant critical review being willing to respond to and challenge new information.</p>	<p>Social Worker</p>

<p>The Social Worker should work in partnership with the child/young person and his/her parent/carer throughout the review process. The plan will include the child's wishes and feelings and show how these have been taken into account when developing and reviewing the Child in Need Plan.</p> <p>This is to include direct work with children which is uploaded onto MOSAIC</p>	<p>Social Worker</p>
<p>Throughout the period of involvement with a child and his/her family, it is important to develop a cooperative working relationship so that the family feels respected, informed and listened to and that professionals are working with them in an open and honest way. Parents and children should be fully prepared for any meeting understanding who will be there, the purpose of the review and how they will participate in the process. Children should be given clear feedback on how their contribution has been taken into account and acted on.</p>	<p>Social Worker</p>
<p>It is important that family members and other agencies/ professionals are engaged in the review process. Other professionals should be fully prepared for the review meeting by being informed of the type and purpose of the meeting, who will be attending and the expectations of them in the meeting. The views of partner agencies are then reflected in the documentation.</p> <p>Review meetings must be recorded on MOSAIC within 5 working days of them happening. This will be a case note of the meeting and then the updated child in need plan/safety plan is uploaded into the documents section via the episode.</p> <p>The episode on MOSAIC for the CIN also has to be completed and the date of the review added.</p>	<p>Social Worker</p> <p>Back to Contents</p>
<p>Child Subject to A Protection Plan</p>	
<p>An Initial Child Protection Conference must be convened following a Section 47 enquiry that concludes that a child is suffering significant harm and remains at risk of harm or likely to suffer significant harm. This has to be agreed by the Service Manager.</p>	<p>Social Worker/Team Manager/Service Manager</p>

<p>The Initial Child Protection Conference (ICPC) is held within 15 working days of the Strategy Meeting/Discussion.</p>	<p>Team Manager/ Independent Reviewing Officer</p>
<p>An Initial Child Protection Conference must consider all children in the family or household.</p> <p>Even where concerns are being expressed only in relation to one child, all children must be identified and the risk of harm to them assessed.</p>	<p>Independent Reviewing Officer</p>
<p>The Social Work report includes a detailed analysis of the information for the child's future safety, health and development. The Social Work information to the conference should include: An up-to-date chronology of significant events and agency and professional contact with the family, incorporating all relevant historical information.</p> <p>Information on the child's current and all historical developmental needs</p> <p>Succinct Danger Statements and Safety Goals setting out the worries which have brought the matter to conference and what we would need to see to tell us the child is safe in relation to the worries.</p> <p>Risks, strengths and safety within the family</p> <p>A comprehensive genogram identifying family and connected persons who may be able to involved in the child's safety network and contribute to the Safety Plan</p> <p>Information on the capacity of the parents and other family members to ensure the child is safe from harm and to respond to the child's developmental needs within their wider family and environmental context</p> <p>Views, wishes and feelings of the child, parents and other significant family members</p> <p>Recommendations to the conference</p> <p>Consideration is given to how best to include significant adults who are known to have been violent/intimidating in the Child Protection Conference. It may be appropriate for the Social Worker to discuss an agreed strategy with the Independent Reviewing Officer when arranging the conference.</p>	<p>Social Worker</p>
<p>The Social Work report (Single Assessment) is prepared and shared with the child/young person, where appropriate and parents/carers at least 1 day prior to the conference. The report must be authorized and/or signed by the</p>	<p>Social Worker/Team Manager</p>

<p>Team Manager and sent to the Independent Reviewing officer 3 days prior to the ICPC.</p> <p>The Social Work report for the ICPC should include the outcome of the section 47 enquiry/assessment to date. Where these have been completed the Social Worker should bring any direct work completed with the child, the Immediate Safety Plan and Immediate Story.</p>	
<p>The child (where appropriate) and parents/carers contribute meaningfully to and where possible attend the conference and their views are recorded and taken into account.</p> <p>Attendance at a conference must be carefully planned, the Social Worker should ensure that all persons with parental responsibility and significant others are given sufficient information and support to make a meaningful contribution. The Social Worker must explain to child/parents/carers the purpose of the meeting, who will attend, the way in which it will operate, their right to bring a person for support or an advocate. The Social Worker should refer the child to the advocacy service with the child's consent, unless this is not appropriate, as soon as the date of the conference is known. This should allow sufficient time for the advocacy service to gain the child's views prior to the conference taking place</p>	<p>Independent Reviewing Officer/Social Worker</p>
<p>The child protection conference will be chaired a Conference Chair who will not have operational or line management responsibility for the case. The chair is accountable to the Director of Children's Services. The Conference Chair must ensure that, in addition to the social worker, at least two professional groups or agencies are represented at the conference unless agreed otherwise</p> <p>The Conference Chair is responsible for ensuring that conferences are conducted in line with the safeguarding procedures</p> <p>https://llrscb.proceduresonline.com/chapters/p_initial_conf.html</p> <p>The conference will follow the Signs of Safety Framework and look at any past harm that's happened to this child or any other child in the care of these parents, complicating factors, future worries, danger statements, strengths and safety factors including actions the parents have taken or are willing to take in order to keep the child safe.</p>	<p>Conference Chair/Social Worker</p>
<p>The conference minutes have sufficient detail to provide the reader with an understanding of the information shared, issues discussed and reasons for decision reached.</p> <p>The record of the Child Protection Conference is a crucial document for all relevant professionals and family members and should include the detailed</p>	<p>Conference Chair</p>

<p>information below</p> <ul style="list-style-type: none"> • The essential facts of the case • A summary of the discussion which accurately reflects contributions made • All decisions reached with information outlining the reasons for the decision • A translation of decisions into an outline or revised Child Protection Plan enabling everyone to be clear about their tasks <p>The main decisions should be recorded and circulated to all those invited to conference within 1 working day and the full minutes circulated within 15 working days. Everyone invited to the conference should also receive a copy of the SOS mapping completed in the conference.</p>	
<p>The Chair's summary accurately assesses the risk and ongoing likelihood of significant harm.</p>	<p>Conference Chair</p>
<p>An outline Child Protection Plan which is outcome focused is discussed in conference and produced within 1 working day of the conference. The plan will be SMART. The 1st Core Group meeting (held within 10 working days of the Conference) develops the Outline Child Protection Plan into a full Child Protection Plan. The Plan will be SMART.</p> <p>The Team Manager or experienced Practitioner should attend the first Core Group meeting to quality assure the SMART plan.</p>	<p>Conference Chair</p> <p>Officer/Team Manager/ Advanced Practitioner</p>

<p>The detailed child protection plan should:</p> <ul style="list-style-type: none"> • Have the child and his/her needs at the centre of the plan; • Include the expectation for the family and their network to work in partnership with the social worker to develop a realistic and sustainable safety plan for the child and a words and pictures explanation where appropriate • Include specific, achievable, child focused outcomes intended to safeguard and promote the welfare of the child; • Include realistic strategies and specific actions to achieve the planned outcomes • Clearly identify roles and responsibilities of professionals and family members including the nature and frequency of contact by professionals with children and family members; • Details the review process and is clear about any bottom lines for keeping the child safe. • Set out clearly the roles and responsibilities of those professionals with routine contact with the child as well. • The Team Manager must sign off the final Child Protection Plan. • Set out clearly the contingency plan that is realistic, specific and clear • The protection plan clearly outline what action should be taken in the event that the child continues to be at risk of significant harm • How progress/input will be evidenced 	<p>Social Worker/Team Manager/Conference Chair</p>
<p>Where the Initial Child Protection Conference decides that the child does not need to become the subject of a plan, the conference will consider whether recommendations should be made for other forms of support to be provided to the child.</p> <p>The conference together with the family should consider the child's needs and what further help would assist the family in responding to them. Where appropriate, a Child in Need plan or Early Help Plan should be drawn up and reviewed in accordance with the standards.</p>	<p>Conference Chair</p>
<p>Where not already identified in the assessment the worker should support the family to identify a sufficient large and supportive network to provide safety for the child. As part of the Child Protection Plan the social worker should arrange a number of family network meetings to ensure the network are aware of all the worries and for them to develop a safety plan that addresses the worries in the danger statements. The plan will be reviewed, tested and amended overtime to ensure that it is sufficiently robust to provide long term safety to the child.</p>	<p>Social Worker</p>

<p>As part of the child Protection Plan the Social Worker where appropriate should work in partnership with the parents to develop words and pictures explanation of the worries for the child and support the parents to share this with them.</p> <p>When a safety plan has been developed by the network the social worker should work with the parents to provide a words and pictures safety plan for the child.</p>	<p>Social Worker</p>
<p>At the first Core Group Meeting a Core Group Agreement should be drawn up which should address arrangements in respect of the work of the Core Group which should include:</p> <ul style="list-style-type: none"> • Chairing • Minute Taking • The same person should not be expected to both chair and minute the meeting. 	<p>Social Worker/Team Manager</p>
<p>Core Group meetings should take place in line with procedures but at no less than 4 - 6 weekly intervals. The minutes of the meeting (which can be written by any professional at the Core Group) and the updated Child Protection Plan should be circulated by the social worker to all professionals and the family within 5 working days of the core group meeting.</p> <p>All professionals have a responsibility to ensure they have an up-to-date copy of the Child Protection Plan.</p>	<p>Social Worker</p>
<p>The Core Group meetings are attended by key family network members, including the child where appropriate and professionals and these are recorded accurately to reflect what information has been exchanged, the progress against the child protection plan and future action attributed to different members of the core group.</p> <p>All members of the Core Group are jointly responsible for the formulation and implementation of the protection plan, refining the plan as needed and monitoring progress against the planned outcomes set out in the plan.</p> <p>Core group members may find it beneficial to arrange pre-planning time (immediately) prior to the full core group meeting to agree the agenda and approach to the meeting and highlight any specific issues to be addressed.</p>	<p>Social Worker</p>
<p>The review child protection conference must be held within 3 months of the initial conference and thereafter at intervals of not more than 6 months for as long as the child is subject to a protection plan.</p> <p>Review conferences may take place earlier, if this meets the needs of the case.</p>	<p>Conference Chair</p>

<p>The Social Worker's report to the Review Conference is prepared, agreed with the relevant Team Manager and shared with child/young person/parents/carers at least 3 working days before conference. It should be as detailed in update as for the ICPC but give clear updates and changes.</p> <p>The report to conference should be shared with the parents and where it is believed to be in the child's best interest, the child, and sent to the Safeguarding Unit at least 3 working days before any review conference</p>	<p>Social Worker</p>
<p>In the unusual event that the Social Worker feels that sufficient change has been made by the first review and is recommending the ending of the Child Protection Plan, Service Manager endorsement of the recommendation must be sought.</p>	<p>Social Worker/Team Manager/Service Manager</p>
<p>Where a Child Protection plan is discontinued, the conference will consider and make recommendations regarding support and services that the child may still require and if a child in need plan or support from SLF is recommended then this will be developed within 10 working days of the conference however the outline plan should be done at the conference will all agencies and family present.</p> <p>The discontinuing of a child protection plan should never lead to automatic withdrawal of help. The conference should give full consideration to and make recommendations regarding what services might be wanted or required. The multi-agency group should use these recommendations to inform any follow up planning.</p>	<p>Conference Chair/ Social Worker</p> <p>Back to Contents</p>
<p>Case Recording</p>	
<p>All direct work with the child should be uploaded to MOSAIC and a corresponding case note recorded in the child's file. Case recording should be child focused and reflect their lived experience. Social Workers should always aim to record the child's exact words and provide an analysis which considers both what the child says and their observations of their body language and attachment behaviors. There should also be consideration of the child's voice including children who are nonverbal.</p>	<p>Social Worker</p>
<p>Case records are up to date within 24 hours where there are child protection concerns and ideally within a maximum 48 hours for all cases, or written contemporaneously.</p>	<p>Social Worker</p>

<p>All case records reflect professional practice in particular:</p> <ul style="list-style-type: none"> • Use plain language rather than jargon • Distinguish between fact and opinion • Demonstrate a commitment to the principles of equality and valuing diversity <p>Always remain respectful of the child/young person and his/her family</p>	<p>Social Worker</p>
<p>Case notes will detail:</p> <ul style="list-style-type: none"> • The date of the contact • The reason for the contact • Who the contact was between • Details of the contact • The outcome of the contact • Whether the child was seen and spoken to and if seen alone • An analysis of the contact • Any further action to be taken arising from the contact 	<p>All Social Care staff</p>
<p>Statutory home visits will be authorized by Team Managers to provide case oversight.</p>	<p>Team Manager</p>
<p>Professionals supporting the child and his/her family are referred to in the records by their full name and designation.</p>	<p>Social Worker</p>
<p>Case records show when information has been shared and with whom and why.</p>	<p>Social Worker</p>
<p>Case records are accurate and grammatically correct. Details of relevant agencies and family members are updated as appropriate</p>	<p>Social Worker</p> <p>Back to Contents</p>
<p>Case Supervision</p>	
<p>All staff will have monthly supervision. High risk cases will be discussed on a monthly basis with <u>all</u> cases being discussed over a 2 month period.</p> <p>Regular supervision is essential to safe social work practice. It should provide a safe but challenging space to oversee and review cases. All staff should be aware of the supervision policy and requirements</p>	<p>Team Manager</p>

<p>Records of cases to be supervised should be reviewed by the manager either prior to or during the case supervision</p> <p>In order to effectively supervise a case, managers must prepare for case supervision by reviewing the child's record to apprise themselves of the up to date circumstances regarding the child, to quality assure the standards of practice and be reassured that the intervention with the child is outcome focused and complies with procedures.</p>	<p>Team Manager</p>
<p>A case supervision record (including group supervision case discussion) is completed on MOSAIC each time the case is supervised and explicitly details:</p> <ul style="list-style-type: none"> • Review of actions from the last supervision • Significant events since the last supervision • Any key decisions made & effectiveness of plan • Reflective analysis • Actions to be taken by social worker with timescales • Child's voice <p>More general reflection on the social worker's practice will take place and be recorded in their personal supervision.</p>	<p>Team Manager</p>
<p>Case supervision demonstrates evidence of robust and effective management oversight and decision making. A copy of the case supervision record is stored in the child's electronic record.</p> <p>Case supervision should be recorded on the child's file, either at the time of supervision or as soon as possible afterwards but no later than 7 days. Neither Team Manager nor Social Worker should end supervision without being clear about the next course of action and timescales for achieving this.</p> <p>Where disagreement arises about the next course of action, this should be resolved through discussion within the supervision context but where necessary escalated to the Service Manager for a view.</p>	<p>Team Manager</p> <p>Back to Contents</p>
<p>Standards For Visiting</p>	
<p>All children should be visited by their Social Worker at an individually determined level agreed by the social worker and their line manager through the planning or supervision process which enables the effective delivery of services to safeguard the child and promote his/her welfare.</p>	<p>Social Worker/Tea m Manager</p>

<p>The child's plan should clearly detail the minimum frequency at which the child is visited by his/her social worker and visits carried out at least in accordance with this minimum level. It is essential that children are seen and spoken to regularly by their Social Worker and this will often need to be more frequently than the minimum level outlined in the plan. Good social work practice will be guided by professional judgement based on the needs of the child. In order to safeguard children and ensure that minimum standards are in place, the service has determined minimum visiting standard.</p>	<p>Social Worker/Team Manager</p>
<p>Any child subject of a plan must be visited in line with the agreements for visiting as outlined within their specific plan.</p> <p>The following timeframes are minimum requirements and the plan must outline the frequency as well as what the response will be if a child is not seen as agreed within the plan.</p> <p><u>Children in Need Plans</u> –</p> <p>Children who are subject of a Child in Need must visited in line with line the plan. It is expected that within the first 4 weeks of being involved with the child there is evidence that the child has been seen and spoken to alone.</p> <p>No child on a Child in Need plan would be seen less than 6 weekly.</p> <p>Given that Children in Need will require active and focussed social work support it is anticipated that the visits and the support provided will be proactive and evidenced through records of visits and plans.</p> <p><u>Children subject to Child Protection Plans</u> –</p> <p>Initial visit from the protection plan being put in place within 5 working days thereafter at a minimum of 20 working days</p> <p><u>Private Fostering</u> –</p> <p>Within one week of it being agreed as private fostering,</p> <p>6 weekly in the first year and at least 12 weekly in second and subsequent years.</p> <p><u>Children Looked After</u> –</p> <p>Within 5 working days of placement (including where there has been a placement change) and thereafter a minimum of 6 weekly until the child has been in their permanent placement for one year, thereafter three monthly.</p> <p><u>Children placed for adoption</u> –</p>	<p>Social Worker/Team Manager</p> <p>Back to Contents</p>

<p>The meeting will discuss the concerns raised in the letter and agree actions to be taken to protect the child and include timescales. The Social Worker and Team Manager should be clear what action will be taken by the Local Authority should the concerns about the child remain.</p>	
<p>Mid-point review should be held no later than 6-8 weeks with parents, their legal representatives, social worker and team manager. If pre-proceedings process has not created sufficient safety for the child a Legal Planning Meeting should be held, and a decision could be made to immediately issue proceedings.</p>	<p>Service Manager</p>
<p>The final review of the plan should be held no later than 12-16 weeks, with parents, their legal representatives, social worker and team manager. A written record of the meeting should be sent to all parties. If pre-proceedings process has not created sufficient safety for the child a Legal Planning Meeting should be held and a decision could be made to immediately issue proceedings.</p> <p>If the PLO process is successful in creating increased, sustained safety the work with the family should continue on the basis that it did before this process began.</p>	<p>Service Manager /Head of Service</p>
<p>Children’s Decision- Making Panel will review cases on a fortnightly basis that are in the PLO to ensure matters are being progressed in a timely manner and without delay.</p>	<p>Service Manager/Head of Service</p>
<p>Before presentation to Children’s Decision- Making Panel, the assessment and application to the Children’s Decision- Making Panel must have been agreed by the Team Manager and Service Manager.</p> <p>It will be expected that agencies will have thoroughly reviewed the child’s circumstances and service provision at a Family Care and Protect Meeting.</p> <p>Where, through a child protection enquiry, it becomes apparent that a child is at immediate risk of significant harm and cannot be protected within the home or wider family permission for an emergency placement should be sought from the Service Manager to immediately secure the child’s safety. In those circumstances the Service Manager will advise the Head of Service of the circumstances</p> <p>The Children’s Decision- Making Panel have the responsibility to ensure that all family and connected other options have been thoroughly explored.</p>	<p>Team Manager/Service Manager</p> <p>Social Worker/Team Manager</p>

Opportunities should be given for parents or carers to propose family options to keep their child safe, where they cannot do this themselves. Care by a relative should be considered in all cases before any decision is made that a child should come into care. It is expected that a Family Network Meeting will have taken place prior to Children’s Decision- Making Panel. There needs to be a clear record of the arrangements proposed by the family and clear evidence that the family is willing to make a commitment to keep the child safe.

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Care Proceedings

The Children’s Decision- Making Panel makes the decision to initiate care proceedings. When this decision is made a letter of issue is sent to the parents informing them that proceedings are being issued and to seek legal advice.

Service Manager / Head of Service

Where there is an immediate need to safeguard a child consultation takes place between the Service Manager and Head of Service about the need to take emergency protective action or initiate proceedings.

All evidence and assessments on which the LA intends to rely upon in support of an application to issue care proceedings should be up-to-date and prepared in advance. This includes any specialist assessments that have been identified or conducted. A lack of documentation should never prevent a LA from bringing a case to Court quickly where it is believes this is essential to protect the child’s welfare.

There is the expectation that care proceedings will follow the below timeline.

Day 1 - Issue care proceedings – section 31 application and annex doc’s, included if required a contested ICO or ISO application or urgent preliminary Case Management Hearing request

↓

Day 2 – Serve documents on all parties.

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Case Management Hearing – not before day 12 and no later than day 18

↓

If required further case management hearing no later than day 25

↓

Service Manager/Head of Service/Legal Services

<p>Issues resolution hearing as directed by the court</p> <p>↓</p> <p>Final hearing by week 26 or earlier.</p>	<p>Back to Contents</p>
<p>SECTION TWO</p>	
<p>Children Looked After</p>	
<p>The decision to look after the child is based on a thorough assessment presented to the Children’s Decision-Making Panel unless there is a child protection emergency requiring the immediate removal of the child. Where there is an emergency the relevant Service Manager in consultation with the Head of Service will make the decision to seek legal advice.</p>	<p>Social Worker/Team Manager/Service Manager</p>
<p>A child should only become Looked After where an assessment has been completed and determined it is in the child’s best interests to do so and other options have been fully explored including family members and connected others. It is anticipated that a Family Network Meeting will have been convened to explore all potential carers in the network.</p>	<p>Social Worker / Team Manager / Service Manager</p>
<p>The decision to look after a child in an IFA will be made by the Assistant Director and Residential, by the Director of Children’s Services</p>	<p>Assistant Director/Director</p>
<p>Social Workers and Independent Reviewing Officers need to be aware of their responsibilities as corporate parents and will work with carers and agencies to ensure the best possible outcomes for the child looked after.</p>	<p>Social Workers</p>
<p>All looked after children will be given the chance to give their views about their care and this will be recorded in case notes and Review of</p>	<p>Social Worker/Ind</p>

<p>Arrangements meetings.</p>	<p>ependent Advocate and IRO</p>
<p>In the majority of circumstances, the process of a child becoming looked after will be planned. When a placement is found for a young person there will be opportunity to visit beforehand wherever possible and their views of what they want in a placement will be considered. All looked after children will have an age appropriate understanding of why they are looked after. Where appropriate social workers should work with parents to create a Words and pictures explanation for their child.</p>	<p>Social Workers</p>
<p>The first Placement Planning Meeting in relation to a placement should be held before the placement. Where this is not possible because of the urgency of the situation, It should be held within 5 working days. The Placement Plan must be prepared for the meeting. Further Placement Planning Meetings should be held at intervals agreed with the manager of the residential home or the foster carers and their supervising social worker - or as required for example where there are issues to be resolved in relation to the day to day arrangements for the placement.</p> <p>The social worker and home manager/foster carers supervising social worker will agree the best format and venue for the meeting and who will chair the meeting.</p> <p>The people listed below should contribute to the meetings:</p> <ol style="list-style-type: none"> 1.The child's social worker and/or other professional associated with the child e.g. Personal Adviser or advocate; 2.The child; 3.The child's parents; 4.For children in residential care, the child's link worker/keyworker and, where appropriate the home manager; 5.For children in foster care, the foster carers and their supervising social worker. 6. Advocate or Independent Visitor if the child expressly requests. 	<p>Social Worker / Team Manager</p>

<p>Before any meeting, the chairperson should obtain or be updated on the following, if available:</p> <ul style="list-style-type: none"> •The child's Placement Plan (recorded on the Placement Information Record on ICS); •Any work which has been undertaken in supporting the child's placement; This will include any appointment of an advocate or an Independent Visitor. It will outline in detail their role to date or their role in future with the child. In particular the activity and purpose. •If relevant: the child's Care Plan, Personal Education Plan and Pathway Plan. <p>The Placement Plan will be completed by the Social Worker prior to or at the time of the placement and is authorized by the Team Manager and signed by all parties and distributed.</p>	
<p>The child is allocated to a qualified Social Worker.</p> <p>All looked after children will have access to an independent advocate and this will be recorded on their file and they will be reminded that they have this option.</p>	<p>Team Manager Social Worker/ Children's Rights Officer</p>
<p>The Care Plan is fully completed and identifies intended SMART outcomes and how these will be achieved. The full placement plan must be completed with 5 days of placement following a placement planning meeting with their carer including their Fostering Social Worker.</p>	<p>Social Worker</p>
<p>The child's Care Plan should be based on an up to date assessment of the child's needs and detail the outcomes wanted for the child and how these are going to be met. The overall aim of the Care Plan is to support the plan for permanence for the child as agreed at the second review or earlier if possible.</p>	<p>Social Worker</p>
<p>The arrangements for contact must be at the heart of care planning. Links with family and friends are vitally important to children Looked After and provide important continuity and a sense of identity.</p> <p>All looked after children will be supported and encouraged to have a positive relationship with their family and significant adults and contact arrangements will be reviewed regularly.</p>	<p>Social Worker</p>

<p>The placement plan will outline specific contact arrangements and how these will be managed. The priority of the arrangements will be ensuring the child's safety and any assessment of risk in relation to contact.</p> <p>Young people will be able to give their opinion on their contact arrangements on visits and at Review of Arrangements meetings. Wherever possible where the child/young person has formed meaningful relationships with professionals e.g. Targeted Youth, the Social Worker should ensure continuity of these relationships.</p>	
<p>All looked after children will have an annual health assessment within 28 days of becoming Looked After together with regular dental and opticians checks. The Nurse will see them every 6 months and dental and optician checks will take place at the level agreed by the medical profession and monitored on MOSAIC</p>	<p>Social Worker/Looked After Nurse/Care rs</p>
<p>The Placement Team will send out the statutory notification to other agencies whereas the child's Social Worker will send this to the GP, and/or others who are significant to the child/young person.</p>	
<p>The child/young person has a Personal Education Plan completed within 20 working days of becoming Looked After which is reviewed 6 monthly.</p> <p>All looked after children will be supported to achieve in education and SMART targets will be set at PEP Meetings and used to measure progress.</p>	<p>Virtual School/Social Workers/Care rs/School</p>
<p>All looked after children will be placed in a home environment that meets their individual needs. Young people will have the chance to feedback about their care to their social worker, IRO and independent advocate if necessary.</p> <p>All looked after children will be encouraged and supported to get involved in hobbies and activities of their choice and will be asked about these on visits and in Review of Arrangements.</p>	<p>Social Worker/Family Placement Team/Fostering Team/Care rs/IRO</p>
<p>The child is involved in making decisions about his/her own life and this is reflected in their plan.</p>	<p>Social Workers</p>
<p>Decisions must be guided by the welfare checklist which may mean overruling a child's wishes or preferences based on balance of risks. Where</p>	

<p>The child should be consulted about who they would like to invite to the review and this should be complied with unless there are valid reasons not to. Those attending the review will need preparation about the nature and purpose of the meeting, what will be discussed and how they will be expected to contribute to the discussion, who else will be there and how the meeting will be ran.</p>	<p>Social Worker / Independent Reviewing Officer</p>
<p>The Social Worker’s Looked After Children Review Report is fully completed addressing all decisions from the previous review and available to the IRO 3 days prior to the review. It is important that the child’s views are recorded and there is an understanding by all participants of the agenda for the review</p>	<p>Social Worker</p>
<p>The Chair sends the recommendation of the review to the Social Worker and Team Manager within 2 days.</p>	<p>Independent Reviewing Officer</p>
<p>A CLA review should be held before a decision is made to end a period of a child or young person being accommodational or before a young person moves into semi-independent accommodation.</p> <p>Where a child had become looked after as a result of abuse and neglect, preceded by a Child Protection Conference then any plan to return the child or young person home (or placed with parents under sec 31) should only be undertaken following a full assessment as required under the Care Planning Regulations.</p> <p>It is imperative that the following procedures are followed and implemented. http://lrcchildcare.proceduresonline.com/leicestershire/place_with_parents.html</p>	
<p>The Chair’s report and review minutes are fully completed and available within 20 working days of review and sent to participants and key professionals.</p>	<p>Independent Reviewing Officer</p>
<p>The Social Worker is responsible for notifying the IRO of any significant changes in the Child Looked After circumstances or arrangements.</p>	<p>Social Worker</p>

<p>All young people will be allocated a personal advisor from the age of 15.5 years and this will be reflected on their case file with clarity around roles and responsibilities.</p>	<p>Team Manager</p>
<p>All young people who require asylum will receive help with this and they will be supported with legal advice and the Home Office updated.</p>	<p>Social Worker</p>
<p>Local Authorities are required to appoint Independent Visitors for children and young people in their care who have had little or no contact with their parents for more than a year. Independent visitors are volunteers who are expected to befriend children, visiting them regularly and helping them participate in decisions about their future. Independent Visitors will be carefully vetted in order to ensure that children and young people are safeguarded.</p>	<p>Social Worker</p> <p>Back to Contents</p>
<p>Adoption</p>	
<p>Work is undertaken with the child to support them in planning for the future and understanding decisions taken. Life Story Book is prepared by a suitably trained and qualified Social Worker for and where appropriate, with the child. For children placed for Adoption, the child's Life Story Book has to be provided for the child and adoptive family by the 1st review in the pre-adoptive placement at the latest.</p> <p>The Later Life Letter has to be completed within 10 days of the Adoption Order.</p> <p>The Local Authority has a responsibility to ascertain the child's wishes and views specifically in relation to the possibility of a placement for adoption with a new family, his/her cultural upbringing and contact with his/her parent/guardian/other significant relatives. Life Story Work is an essential part of preparing a child for a permanent substitute family and helps the child make sense of their past experience.</p>	<p>Social Worker</p>
<p>For children placed for adoption, information and counselling is offered to parents/birth family members.</p> <p>There is a statutory requirement to provide independent counselling and information to the parent or guardian of the child explaining the procedures in relation to both placement for adoption and adoption, and the legal implications of adoption and provide him/her with written information. (Leicestershire's Independent Birth Family Support Service) The Local Authority has a responsibility to ascertain the parent/guardian's wishes and</p>	<p>Social Worker/Adoption Social Worker</p>

<p>views specifically in relation to the child, his/her placement for Adoption including any views regarding his/her cultural upbringing and contact with the child.</p>	
<p>For children to be placed for adoption, an adoption support plan has been prepared.</p> <p>All children placed for adoption must have a support plan in place that identifies their individual needs and those of their new family. This plan may be updated and reviewed until the child is 18 years of age following a request and assessment of their need for adoption support.</p>	<p>Social Worker / Adoption Social Worker</p>
<p>A statutory review must take place within 20 working days of the date the child was placed for adoption; the second review must take place within 3 months and thereafter at intervals of not more than 6 months until the Adoption Order is made.</p>	<p>Social Worker / Independent Reviewing Officer</p>
<p>Adoption Support will be offered by the Adoption Team to adoptive parents. The Adoption Team will also complete a Single Assessment for therapeutic services and process this application through the central fund.</p>	<p>Adoption Social Worker / Children's Team Social Worker</p>
<p>Where it is clear that in spite of services there is a potential Adoption disruption, joint planning will take place with the relevant locality Children's Team and assessments undertaken already will be used to inform planning. Early joint planning is essential and can best be delivered by the convening a Family Network Meeting to which family members, their support networks and professionals involved with the family should be invited. The child's views and circumstances must be central to planning the way forward.</p>	<p>Back to Contents</p>
<p>Fostering Recruitment And Assessment</p>	
<p>All enquiries, whether by phone, email or any other means, will receive a response within 2 working hours</p>	<p>Recruitment team staff, monitored by Team Manager</p>

Information Evenings will be held 3 weekly, with a minimum of 16 each year	Recruitment Team Manager
Participants express satisfaction with Attendance at Info Evening	Recruitment Team Manager
Initial Visit will be offered within 5 working days of enquiry	Recruitment team staff
Initial Visit write-up/record will be completed within 48 hours of visit	Initial Visit (Stage 1) Workers
Decision to proceed or reject will be made within one week of visit	Assessment Team Manager
Assessments proceeding will be allocated within one week of visit	Assessment Team Manager
Form F assessments will be completed within 16 weeks of allocation	Assessment team social workers
Assessments will in the main be presented at their planned Panel	Assessing social workers & Panel Co-ordinator
Panel papers will be submitted in a timely manner and to deadline	Assessing social workers & Panel Advisor/Panel Chair
Final decision on approval will be made in a timely manner	Agency decision-maker Back to Contents

Connected fostering assessments	
<p>To ensure connected person's assessments are well informed, there should be a conference call within 10 days of Initial Viability Assessment being agreed between Child Social Worker, Connected Assessing Social Worker. In this way, there is good information exchange on the child(ren)'s needs and family background from which the assessment of carers can be based.</p> <p>There should be a mid-way review between Child Social Worker and Connected Assessing Social Worker (agreed at the initial conference call). This is to ensure information sharing is ongoing as overall assessments evolve and any professional difference can be flagged and addressed as early as possible.</p>	
Long Term Fostering	
<p>The Permanence Panel will maintain an overview of Children Looked After to ensure that effective work is undertaken with the child and family to enable those children who can return home to do so in a timely way.</p>	<p>Service Managers / Team Managers</p>
<p>Children should not remain in care longer than is absolutely necessary and wherever possible arrangements should be made to facilitate the child's return home with a package of support services that will meet the needs of the child and his/her parents/carers. The potential for rehabilitation should actively be considered at each Child Looked After review.</p>	
<p>By the second Looked After Review the permanence plan for the child should be clear and understood by all, and where rehabilitation is not an option (Kinship, SGO and Adoption have been ruled out) Long Term Fostering may be the agreed option</p> <p>Consideration will be given as to whether the existing placement is suitable as a long term placement option.</p> <p>Where this is not appropriate, the Social Worker will undertake a number of key actions which may include making a referral to the Placement Hub for a suitable placement.</p>	<p>Social Worker / IRO and Team Manager</p>

<p>There is a requirement to consider the needs of the child and the capacity of the foster carers to meet those needs, and any carers reports from present or previous carers should be used to inform planning</p>	
<p>The child/young person should be prepared for in respect of the plan and their wishes and feelings taken into account. Introductions will be made in a planned way having ensured that the child has had a copy of the profile of the Foster Carers and their family</p>	<p>Social Worker / Fostering Social Worker</p>
<p>Discussion must take place between the Social Worker for the child and IRO and recorded as part of the review process. Within three months of the review, then the placement will become a long term placement</p>	<p>Social Worker / IRO</p>
<p>Matching Reports and Support Plans should outline the foster carer's capacity to meet the child/young person's needs both now and in the future and should also identify likely support and services required to ensure long term placement stability. <i>This report must also be signed by the foster carers indicating their explicit agreement to act as the child/young person's foster carer until the child/young person ceases to be looked after.</i> The signed report is to be retained on both the child/young person's and foster carer's case records</p>	<p>Social Worker / Fostering Social Worker and Carer</p>
<p>Where the long term placement is agreed by the Service Manager this will be entered as a key decision by the service manager on the child's electronic social care record and the placement status should be changed to long term foster care on the electronic social care record at the same time.</p>	<p>Service Manager</p>
<p>The Service Manager will also confirm the decision in writing to the foster carer and child /young people as appropriate and through the child's social worker to the birth parents. The IRO will also be advised by the child's Social Worker that agreement has been given.</p>	<p>Service Manager</p>
<p>Where the placement is with an agency foster carer in the independent sector, prior agreement is given by the Service Manager; at the matching stage the same paperwork is required as for LCC placements, however in addition it must be confirmed in writing by the Independent Fostering Agency that they support the proposed placement match and can provide the required support as detailed in the Matching Report/Support Plan. This documentation will be retained on the child/young person's case record.</p>	<p>Service Manager / Team Manager / Social Worker</p>

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Placement Support Team

<p>All Foster Carers will have an allocated worker one week prior to attending panel for approval as Foster Carers and this will be recorded on MOSAIC and on the Foster Carer Register; the supervising social worker will have made an introductory phone call and scheduled the first visit. At the point of approval an introductory welcome pack will have been sent.</p>	<p>Team Manager</p>
<p>All One2One carers will receive monthly formal supervision and the evidence for this will be on MOSAIC and in the carers feeling supported with clear guidance</p>	<p>Supervising Social Worker</p>
<p>All One2One carers will be involved in monthly PODs with the team around the child and this will be recorded on MOSAIC</p>	<p>Supervising Social Worker/Social Worker for the child and Virtual School</p>
<p>All referrals for placements will have a completed referral form, trajectory and risk assessment and the evidence for this will be found in MOSAIC</p>	<p>Social Worker for the child</p>
<p>All Foster Carers will have a Personal Development Plan at the point of approval to identify training needs for the first year of approval and this will be recorded on MOSAIC and discussed in supervision.</p>	<p>Assessing Social Worker/Supervising Social Worker</p>

All foster carers will have a Safe Caring Plan which will be completed at the matching of placements and reviewed the end of placements and updated	Supervising Social Worker
All foster records will have an up to date chronology identifying any concerns or allegations, and the actions taken	Supervising Social Worker
All Foster Carers subject to an allegation or following concerns regarding their practice will be subject of a review	Supervising Social Worker/Reviewing Officer
All Foster Carers subject to an allegation will have access to Independent support through Fostering Network and Access to Foster Talk	Supervising Social Worker
All foster carers subject to an allegation or concerns are taken to fostering panel where their registrations will be reviewed, and recommendations made to the Agency Decision Maker.	Supervising Social Worker/Team Manager/ADM
All foster carers have access to training and development to meet the needs of the children / young people in placement and will have oversight at Fostering Reviews	Training Co-ordinator
All foster carers will receive training in therapeutic approaches	Training Co-ordinator/S GO Co-ordinator
When a placement faces difficulties a stability meeting will be held	Supervising Social Worker/CIC Social

	Worker/Team Manager
<p>At the end of every placement feedback is received from:</p> <ul style="list-style-type: none"> • Carers • Child / young person • Parents • Placing Social Worker 	Supervising Social Worker
<p>Foster Carers to have opportunities to engage with other carers through:</p> <ul style="list-style-type: none"> • Locality Meetings • Consultation Events • Training • Fostering Newsletter <p>The service will provide events throughout the year to engage with foster families to embed therapeutic interventions – Family Fun Days</p>	<p>Team Manager/Service Manager/Supervising Social Worker/Training Co-ordinator</p> <p>Back to Contents</p>
Leaving Care	
<p>Pathway Plans post 18</p> <p>Pathway Plans for young adults aged 18 to 21, or up to 25 if in Further Education will be reviewed in discussion with the young adult every six months.</p>	Personal Advisor / Social Worker / Team Manager
<p>Referrals</p> <p>A referral will be made to the Leaving Care Team when a young person who is Looked After reaches the age of 15 1/2 years</p>	Social Worker / Team Manager

<p>Case Transfers</p> <p>The Case Transfer Request will be made following the completion of the Pathway Plan and a case audit by the Manager to ensure the case is complete and no outstanding tasks remain.</p>	<p>Social Worker / Team Manager / Leaving Care Manager</p>
<p>Looked After Young People</p> <p>Looked After Young People transferred to the Leaving Care Service will have an allocated qualified Social Worker.</p>	<p>Leaving Care</p>
<p>Minimum Visiting Frequency</p> <p>Relevant Young People remaining in a placement will be visited following Looked After Children requirements;</p> <p>Young people living semi or fully independently will be seen aged up to 18, every two months, if they do not wish to see a Personal Advisor the reasons why not will be recorded;</p> <p>18 to 21 there will be contact or visits every 2months with the expectation that the young person will be seen within the 4-month period, if they do not wish to see a Personal Advisor the reasons will be clearly recorded;</p> <p>21 to 25 where the young adult is in Higher Education contact will take place every three months;</p> <p>Text, email, and Facebook contact will be attempted where those young people do not want to see a Personal Advisor.</p>	<p>Leaving Care Worker</p>
<p>At the first review following a young person reaching the age of 15½, the review will confirm that the Pathway Plan is being completed</p>	<p>Social Worker / Independent Reviewing officer / Leaving Care Worker</p>
<p>A Pathway Plan is in place for the first review following the young person's 16th birthday.</p>	<p>Social Worker / Leaving</p>

<p>A Pathway Plan records the assessed needs of the young person and the action and services required to respond to the assessed needs and to provide support during the transition to adulthood and independence.</p>	<p>Care Worker</p>
<p>The young person is fully involved in developing the Pathway Plan and it reflects his/her priorities and aspirations.</p>	<p>Social Worker / Leaving Care Worker</p>
<p>Statutory reviews of the plan are held at intervals of not more than 6 months.</p> <p>The Pathway Plan should be kept under regular review to ensure the services delivered are in accordance with the wishes, views and needs of the young person.</p>	<p>Social Worker / Leaving Care Worker / Independent Reviewing officer</p>
<p>The Pathway Plan is updated following the review.</p>	<p>Social Worker / Leaving Care Worker</p>

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