

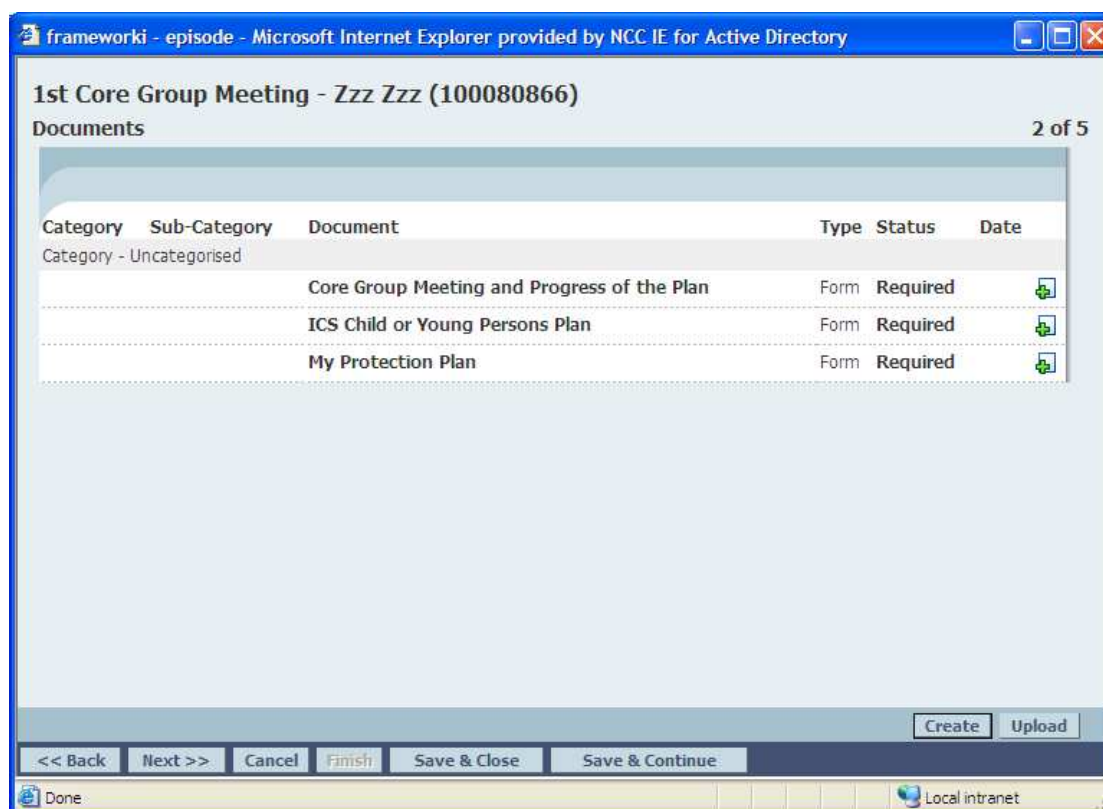
## Appendix C

### “MY PROTECTION PLAN” GUIDANCE FOR SOCIAL WORKERS

**There are 3 different forms for different stages of being subject to a Child protection plan.**

#### **After ICPC –**

The child protection team will send “1<sup>st</sup> Core group meeting” outcome on Framework to the key social worker. The 1<sup>st</sup> core group episode contains the plan and minutes of core group. The “My Protection Plan” form is now mandatory in this 1<sup>st</sup> core group episode.



The social worker should take out the paper (child friendly) version to the child, as this is more user friendly.

The worker who brings the case to ICPC will usually do the first core group episode and should ensure the information from the child friendly form is inputted into the My Protection plan form in the 1<sup>st</sup> core group episode on Framework before transferring the case to the next worker (if the case is to be transferred). When the core group episode is finished, the My Protection Plan form will be saved, – the form will pre populate the child’s name and age and information from the form will be used to generate monitoring reports.

It is not acceptable for the social worker to upload the paper form onto the documents section of Framework files; it HAS to be inputted so we can get management information.

Team Managers must ensure that the whole form has been fully completed by the worker at each stage of the process.

## **Prior to the RCPC –**

The worker should start the 'Prepare for RCPC' episode before the next/review conference date. The "My Protection Plan" is a mandatory form in this episode and is called "My Protection Plan – feedback for RCPC"

This form should be completed by the worker before the RCPC, hence it being placed in that episode. The worker should see the child before the conference and go through the child friendly form with them. Ideally, the worker should then share this with the CPC before the meeting or at least alert them that it has been done (this is additional to the section on the child's wishes and feelings in the social work report). The social worker should ensure the information from the child friendly form is inputted into the My Protection plan form in the 'prepare for RCPC' episode on Framework.

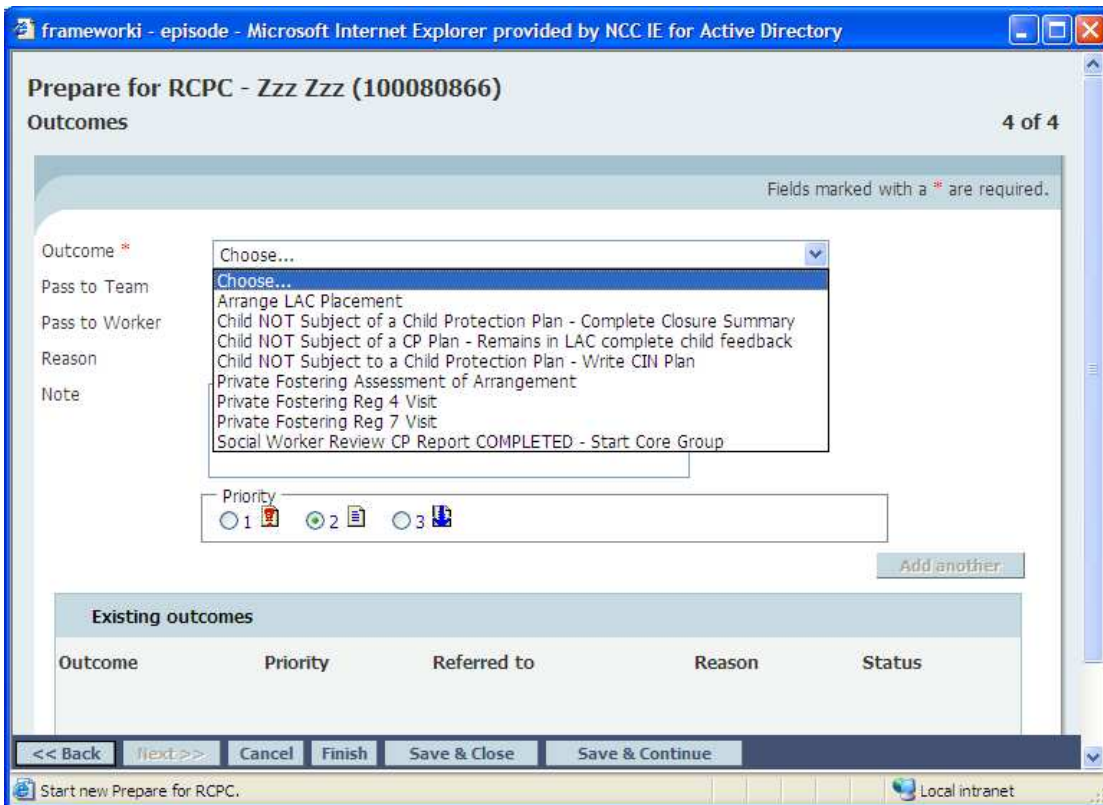
Category	Sub-Category	Document	Type	Status	Date
Category - Uncategorised		ICS Child or Young Persons Plan	Form	Required	
		My Protection Plan - Feedback for RCPC	Form	Required	

If the recommendation from the RCPC is that the protection plan should continue, there will be the prompt in the next 'Prepare for RCPC' episode as above for another form to be completed with the child by the worker as above.

## **If the plan is ended at the RCPC –**

The worker will have done the feedback form, saved and closed it along with their RCPC report. Following the meeting they will amend the 'Prepare for RCPC' episode and go to the outcome screen and choose the next outcome.

The worker will choose the relevant outcome starting 'Child NOT subject of a child Protection Plan - .....

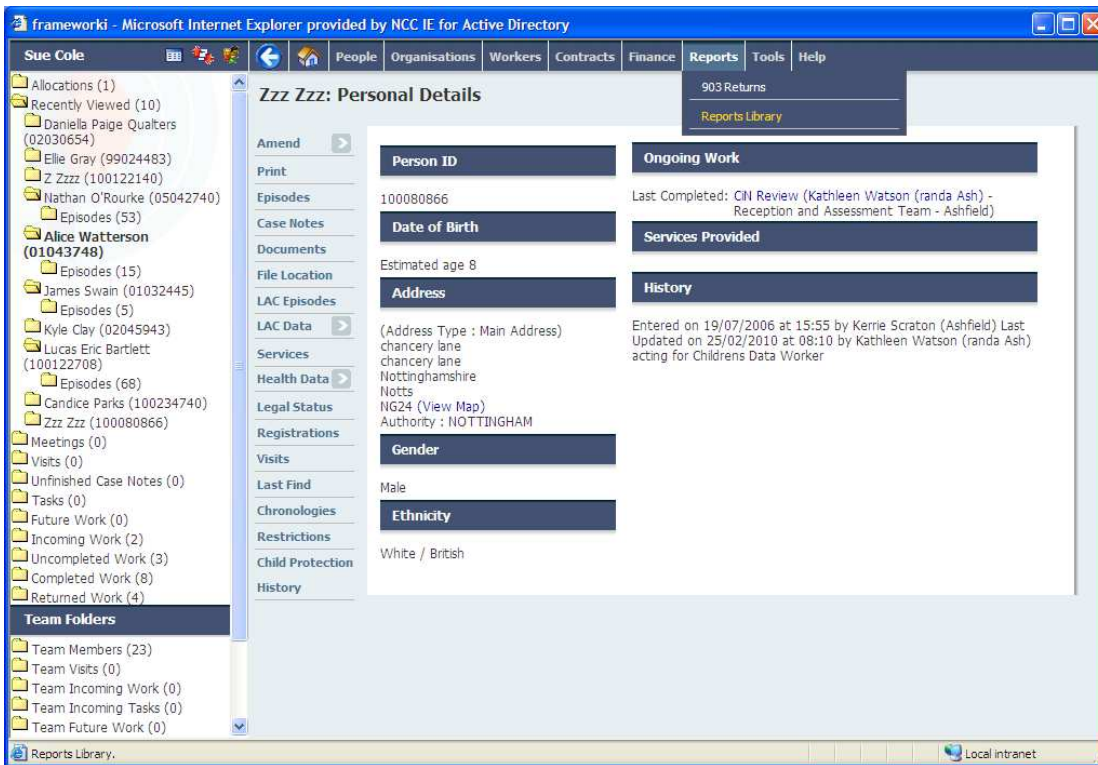


The next episodes, if selected from here, to Write CIN plan or Complete Closure Summary now contain the My Protection Plan – Feedback from Plan Ending form as Mandatory. The outcome for children remaining in LAC has changed and now leads to another episode to complete the child feedback.

### **Reporting functions on Framework:**

If a worker or manager wants to check that the forms have all been completed once an episode is finished, the forms will show up in the main documents section, they should click on the “find document” button at the bottom of the screen and type in “MY PROTECTION” in the top drop-down box and it will show the completed forms

Managers wishing to access reports detailing completed forms will be able to access them via the Reports Library function on Framework– I.



Team Managers, CPC's, Service Managers and Heads of Service will have access to the reporting functions on Framework. The reporting function will also be accessible to individual social workers who want to check that all of the cases they are responsible for have the Participation Plan forms completed.