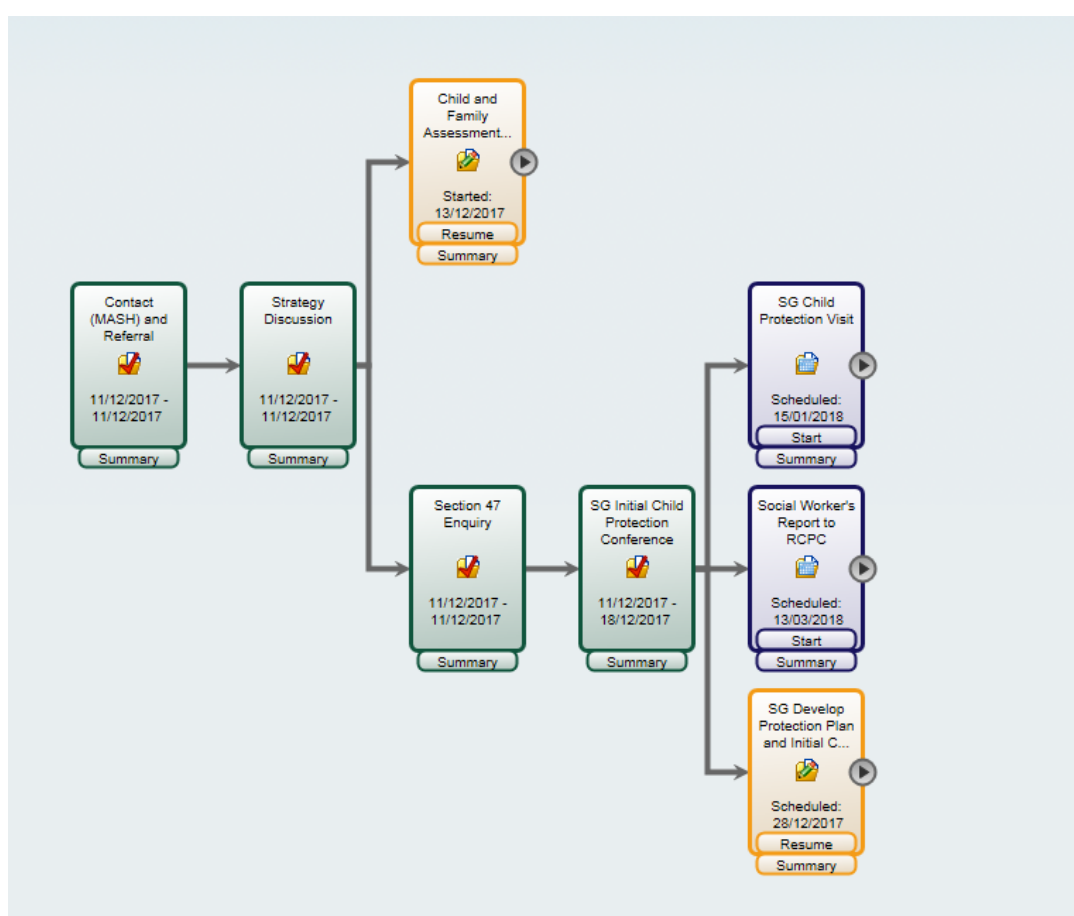


## Mosaic Quick Process Guide – Child Protection

### Contributors to Process

- ART Advisor
- Triage
- MASH/ Response/ Locality Manager
- MASH/Response/ Locality Social Worker
- QARU Notetaker
- QARU Conference Chair (IRO)

### Example Workflow Map



### How to Start the Child Protection Process

A 'Strategy Discussion' is started either as a next step from a 'Contact (Mash) and referral' or if there is a need to trigger a Strategy Discussion on an existing case this will be done by using the form 'Significant Information on an Open Case'. This form can be started from the start menu and has a next action of Strategy Discussion' which kicks off the CP process.

For details of how to add a 'Contact (Mash) and referral' please refer to the process guide 'ART – Contact and Referral with MASH Activity'

## Workflow Steps

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- Strategy Discussion	Page 2
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- Initial Child Protection Conference	Page 5
- Develop Protection Plan and Core Group	Page 6
- Social Worker's Report to RCPC	Page 6
- Record of Review Child Protection Conference	Page 7

## Strategy Discussion


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Strategy Discussion	
What needs to be completed?	Responsibility
1. Family Household Details	
Entire Section (some fields will be pre-populated)	MASH/ Response/ Locality Manager
2. Details of Strategy Discussion	
All Sections	MASH/ Response/ Locality Manager
3. Actions Taken	
Child and family Assessment and Plan	Added by: MASH/ Response/ Locality Manager Send to: Social Worker
Child Sexual Exploitation Screening (SERAF)	Added by: MASH/ Response/ Locality Manager Send to: FYPs Manager
Further Strategy Discussion	Added by: MASH/ Response/ Locality Manager Send to: Self
No Further Child Protection Action	Added by: MASH/ Response/ Locality Manager Send to: N/A Terminating Step
Review Child Protection Conference - Already Scheduled	Added by: MASH/ Response/ Locality Manager Send to: N/A Terminating Step
Section 47 Enquiries	Added by: MASH/ Response/ Locality Manager Send to: Social Worker
<b>Requests Button</b>	
Please complete minutes	Added by: MASH/ Response/ Locality Manager Send to: Response Business Support Virtual
Please review and confirm next action	Added by: MASH/ Response/ Locality Manager Sent to: Worker applicable

## S47 Enquiries

S47 Enquiries	
What needs to be completed?	Responsibility
<b>1. Family /Household details</b>	
Entire Section (some fields will be pre-populated)	Social Worker
<b>2. Worker's Findings</b>	
All Sections	Social Worker
<b>3. Decisions and Actions</b>	
All Sections	MASH/Response/ Locality Manager
<b>4. Actions Taken</b>	
Child and Family Assessment and Plan	Added By: MASH/Response/ Locality Manager Send To: Social Worker
No Further Child Protection Action	Added By: MASH/Response/ Locality Manager Send To: N/A (Terminating Step)
Review Child Protection Conference Already Scheduled	Added By: MASH/Response/ Locality Manager Send To: N/A (Terminating Step)
Initial Child Protection Conference	Added By: MASH/Response/ Locality Manager Send To: QARU Notetaker
<b>Requests Button</b>	
<b>REQUIRED</b> Please review information and confirm next action (To be sent after completing Section 2)	Added by: Social Worker Send To: MASH/Response/ Locality Manager

## Child and Family Assessment and Plan

Child and Family Assessment and Plan	
 <p><b>Additional Forms/Letters</b></p> <hr/> <p><b>Forms:</b></p> <ul style="list-style-type: none"> <li>- <a href="#">Consent to Information Sharing</a></li> <li>- <a href="#">Preventative Services Contribution</a></li> <li>- <a href="#">Child in Need Multi Agency Meeting</a></li> </ul> <p><b>Letters:</b></p> <ul style="list-style-type: none"> <li>- <a href="#">Home Visit Letter</a></li> <li>- <a href="#">Outcome of Assessment</a></li> <li>- <a href="#">Blank Letter Template</a></li> </ul>	
What needs to be completed?	Responsibility
<b>1.Family / household details</b>	
Entire Section (some fields will be pre-populated)	Social Worker
<b>2.Assessment Details</b>	
All Sections	Social Worker

<b>3.Chronology of Significant Life Events</b>	
All Sections	Social Worker
<b>4.What are we worried about</b>	
All Sections	Social Worker
<b>5.Child &amp; Family's Experience</b>	
All Sections	Social Worker
<b>6.What's Working Well</b>	
All Sections	Social Worker
<b>7.Analysis and Judgement</b>	
All Sections	Social Worker
<b>8.What needs to Happen</b>	
All Sections	Social Worker
<b>9.Comments</b>	
All Sections	Response / Locality Manager
<b>10. Parental / child factors at assessment</b>	
All Sections	Social Worker
<b>11. Actions Taken</b>	
Assessment Completed	Added By: Social Worker Send To: N/A
Child In Need Visit	Added By: N/A for Child Protection
Child or Young Person in Need <b>Review</b>	Added By: N/A for Child Protection
Child Sexual Exploitation Screening (SERAF)	Added by: Social Worker Sent to: FYPS Manager
Close Case to Children's Services	Added by: Social Worker Sent to: Team Manager
Decision to Seek Accommodation	Added by: Social Worker Sent to: Team Manager
End of Involvement	Added by: Social Worker Sent to: N/A
Family Group Conference	Added by: <b>N/A at the moment</b> <b>Sent to: N/A at the moment</b>
Specialist OT Assessment	Added by: Social Worker Sent to: Occupational Therapist Social Worker
Referral to other Agency	Added by: Social Worker Sent to: N/A
Resource Commissioning	Added by: N/A for Child Protection Sent to: N/A for Child Protection
Seek Legal Advice	Added by: Social Worker Sent to: Assigned to themselves (at the moment)
Child in Need Multi Agency Meeting	Added By: N/A for Child Protection Send To: N/A for Child Protection
Stepdown to Early Help (This next action would only be used after a discussion has taken place between Response and FYPS to confirm stepping down)	Added by: Response Social Worker Sent to: FYPS Manager

Strategy Discussion	Added by: Response Social Worker Sent to: Assigned to themselves
<b>Requests</b>	
<b>REQUIRED:</b> Please review information and confirm next action	Added by: Social Worker Sent to: Team Manager
Chair to review Social Work Report for Conference	Added by: Social Worker Sent to: Allocated IRO/QARU Notetaker
Request contribution to Assessment	Added by: Social Worker Sent to: Person contributing to the Assessment and Plan
Request contribution to Private Fostering Assessment	Added by: N/A for Child Protection Sent to: N/A for Child Protection
Senior Manager to confirm decision	Added by: N/A for Child Protection Sent to: N/A for Child Protection

### Additional Forms/Letters on Child and Family Assessment and Plan: FORM: Consent to Information Sharing

What needs to be completed?	Responsibility
<b>1. Personal Details</b>	
All sections	Social Worker
<b>2. Consent Details</b>	
All sections	Social Worker

### Additional Forms/Letters on Child and Family Assessment and Plan: FORM: Preventative Services Contribution

What needs to be completed?	Responsibility
<b>1. Plan Information</b>	
All sections	FYPS/Preventative Worker
<b>2. Preventative Services Assessment and Plan</b>	
All sections	FYPS/Preventative Worker
<b>3. Consent</b>	
All sections	FYPS/Preventative Worker

### Additional Forms/Letters on Child and Family Assessment and Plan: LETTER: Home Visit Letter


What needs to be completed?	Responsibility
<b>1. Home Visit Letter</b>	
All sections	Social Worker

### Additional Forms/Letters on Child and Family Assessment and Plan: LETTER: Outcome of Assessment Letter

What needs to be completed?	Responsibility
<b>1. Home Visit Letter</b>	


All sections	Social Worker
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## Initial Child Protection Conference (ICPC)

Initial Child protection Conference	
 <p><b>Additional Forms/Letters</b></p> <hr/> <p><b>Forms:</b></p> <ul style="list-style-type: none"> <li>- N/A</li> </ul> <p><b>Letters:</b></p> <ul style="list-style-type: none"> <li>- CP Conference Invitation (Professionals)</li> <li>- CP Conference Invitation (Parents)</li> </ul> <p><b>IMPORTANT NOTE:</b></p> <p>During/After the ICPC the notetaker will complete the following sections/fields:</p> <p>Section 2: 'Planned Date of Conference' and 'Actual Date of Conference'</p> <p>Section 4: 'Start Child on Plan?', 'Category of Child Protection Plan' and 'Visiting Frequency'</p> <p>Everything else will go into the '<b>Minutes of Initial Child Protection Conference</b>' Workflow Step</p>	
What needs to be completed?	Responsibility
<b>1. Subject details</b>	
Entire Section (some fields will be pre-populated)	QARU Notetaker
<b>2. Conference Details</b>	
Planned Date of Conference	QARU Notetaker
Actual Date of Conference	QARU Notetaker
<b>3. Conference Discussion</b>	
All Sections	Not completed at this stage
<b>4. Conference Decisions and Planning</b>	
Start Child on Plan?	QARU Notetaker
Category of Child Protection Plan	QARU Notetaker
Visiting Frequency	QARU Notetaker
<b>*Date and Time of Core Group</b>	QARU Notetaker
<b>*Date and Time of Review Conference</b>	QARU Notetaker
<b>5. Actions Taken</b>	
Arrange First Review Child Protection Conference	Added By: QARU Notetaker Send To: Assigned to themselves
Minutes of Child Protection Conference	Added by: QARU Notetaker Sent to: Assigned to themselves

Child Not to be the Subject of a Protection Plan	Added By: QARU Notetaker Send To: N/A (Terminating Step)
Defer and Re-convene initial conference	Added By: QARU Notetaker Send To: Assigned to themselves
Child in Need Visit	Added By: QARU Notetaker Send To: Social Worker
Develop Protection Plan and Initial Core Group	Added By: QARU Notetaker Send To: Social Worker
Minutes of initial Child Protection Meeting	Added By: QARU Notetaker Send To: Assigned to themselves
Social Worker to complete RCPC Report	Added By: QARU Notetaker Send To: Social Worker
Start Child Protection Visits	Added By: QARU Notetaker Send To: Social Worker
Update Child and Family Assessment and plan (not mandatory, only used when stepped down to CIN)	Added By: QARU Notetaker Send To: Social Worker
<b>Requests Button</b>	
<b>REQUIRED:</b> Chair to confirm decisions and recommendations	Added by: QARU Notetaker Send To: Conference Chair (IRO)
Social Worker to confirm invitees	Added by: QARU Notetaker Send To: Social Worker

## Minutes of Initial Child Protection Conference

Minutes of Initial Child protection Conference	
 <p><b>Additional Forms/Letters</b></p> <hr/> <p><b>Forms:</b></p> <ul style="list-style-type: none"> <li>- N/A</li> </ul> <p><b>Letters:</b></p> <ul style="list-style-type: none"> <li>- CP Conference Invitation (Professionals)</li> <li>- CP Conference Invitation (Parents)</li> </ul> <p><b>IMPORTANT NOTE:</b></p> <p>The Minutes of the Initial Child Protection Conference is used to record the actual details of the conference not entered on the ICPC before.</p>	
What needs to be completed?	Responsibility
<b>1. Subject details</b>	
Subject Details (some fields will be pre-populated)	QARU Notetaker to check information recorded and update if required
<b>2. Conference Details</b>	

Planned Date of Conference	Pre Populated from ICPC (Not editable)
Actual Date of Conference	Pre Populated from ICPC (Not editable)
Attendees	QARU Notetaker
<b>3. Conference Discussion</b>	
All Sections (details of the minutes are recorded here)	QARU Notetaker
<b>4. Conference Decisions and Planning</b>	
Start Child on Plan?	Pre Populated from ICPC (Not editable)
Category of Child Protection Plan	Pre Populated from ICPC (Not editable)
Visiting Frequency	Pre Populated from ICPC (Not editable)
What are the professional bottom lines	QARU Notetaker
Who is involved in the plan?	QARU Notetaker
Timeline for the plan	QARU Notetaker
Plan rules	QARU Notetaker
Arrangements for further meetings	QARU Notetaker
Date and Time of Core Group	Pre Populated from ICPC (Not editable)
Date and Time of Review Conference	Pre Populated from ICPC (Not editable)
<b>5. Actions Taken</b>	
Minutes Completed	Added By: QARU Notetaker Send To: N/A (Terminating Step)
<b>Requests Button</b>	
<b>REQUIRED:</b> Chair to confirm decisions and recommendations	Added by: QARU Notetaker Send To: Conference Chair (IRO)




## Develop Protection Plan and Initial Core Group

DEVELOP PROTECTION PLAN AND INITIAL CORE GROUP	
What needs to be completed?	Responsibility
<b>1. Children's Details</b>	
Entire Section (some fields will be pre-populated)	Social Worker
<b>2. Meeting Details</b>	
All Sections	Social Worker
<b>3. Actions Taken</b>	
Next Core Group Meeting	Added By: Social Worker Send To: Assigned to themselves
<b>Requests Button</b>	
<b>REQUIRED:</b> Please review Plan and Authorise	Added by: Social Worker Send To: Team Manager
Please Distribute Plan and Minutes	Added by: Social Worker Send To: Locality Business Support (North/South: Virtual Post)

## Child Protection Visit


CHILD PROTECTION VISIT	
What needs to be completed?	Responsibility
<b>1. Children's Details</b>	
Entire Section (some fields will be pre-populated)	Social Worker
<b>2. Details of Visit</b>	
All Sections	Social Worker
<b>3. Observations and Summary</b>	
All Sections	Social Worker
<b>4. Actions Taken</b>	
Next Child Protection Visit	Added By: Social Worker Send To: Assigned to themselves
<b>Requests Button</b>	
N/A	N/A

## Social Worker's Report to RCPC

Social Workers Report to RCPC	
 <b>Additional Forms/Letters</b>	
- N/A	
What needs to be completed?	Responsibility
<b>1. Family / household details</b>	
Entire Section (some fields will be pre-populated)	Social Worker
<b>2. Assessment Details</b>	


All Sections	Social Worker
<b>3.Chronology of Significant Life Events</b>	
All Sections	Social Worker
<b>4.What are we worried about</b>	
All Sections	Social Worker
<b>5.Child &amp; Family's Experience</b>	
All Sections	Social Worker
<b>6.What's Working Well</b>	
All Sections	Social Worker
<b>7.Analysis and Judgement</b>	
All Sections	Social Worker
<b>8.What needs to Happen</b>	
All Sections	Social Worker
<b>9.Comments</b>	
All Sections	Response / Locality Manager
<b>10. Actions Taken</b>	
Report Completed	Added By: Social Worker Send To: N/A
<b>Requests</b>	
<b>REQUIRED:</b> Team Manager to Review Report	Added by: Social Worker Sent to: Team Manager
<b>REQUIRED:</b> Chair to review Social Work Report for Conference	Added by: Social Worker Sent to: Allocated IRO/Chair

## Record of Review Child Protection Conference (RCPC)

Record of Review Child Protection Conference
 <p><b>Additional Forms/Letters</b></p> <hr/> <p><b>Forms:</b></p> <ul style="list-style-type: none"> <li>- N/A</li> </ul> <p><b>Letters:</b></p> <ul style="list-style-type: none"> <li>- CP Conference Invitation (Professionals)</li> <li>- CP Conference Invitation (Parents)</li> </ul> <p><b>IMPORTANT NOTE:</b></p> <p>During/After the RCPC the notetaker will complete the following sections/fields:</p> <p>Section 2: 'Planned Date of Conference' and 'Actual Date of Conference'</p> <p>Section 4: 'Child Protection Plan to Continue?', 'Category of Child Protection Plan' and 'Visiting Frequency'</p> <p>Everything else will go into the 'Minutes of Review Child Protection Conference' Workflow Step</p>

What needs to be completed?	Responsibility
<b>1. Subject Details</b>	
Entire Section (some fields will be pre-populated)	Pre-populated
<b>2. Conference Details</b>	
All Sections	QARU Notetaker
<b>3. Conference Discussion</b>	
All Sections	QARU Notetaker
<b>4. Conference Decisions and Recommendations</b>	
All Sections	QARU Conference Chair (IRO)
<b>5. Actions Taken</b>	
Child to continue to be subject of Protection Plan	Added By: QARU Notetaker Send To: Assigned to themselves
Child no longer to be subject of a Protection Plan	Added By: QARU Notetaker Send To: N/A (Terminating Step)
Defer and re-convene review conference	Added By: QARU Notetaker Send To: Assigned to themselves
Child in Need Visit	Added By: QARU Notetaker Send To: Social Worker
Children's Case Closure	Added by: QARU Notetaker Sent to: Social Worker
Minutes of Review Child Protection Meeting	Added By: QARU Notetaker Send To: Assigned to themselves
Social Worker to complete RCPC Report	Added By: QARU Notetaker Send To: Social Worker
Update Child and Family Assessment and plan (not mandatory, only used when stepped down to CIN)	Added By: QARU Notetaker Send To: Social Worker
<b>Requests Button</b>	
<b>REQUIRED:</b> Chair to confirm decisions and recommendations	Added by: QARU Notetaker Send To: Conference Chair (IRO)
Social Worker to confirm invitees	Added by: QARU Notetaker Send To: Social Worker

## Minutes of Review Child Protection Conference (RCPC)

Minutes of Review Child protection Conference
 <p><b>Additional Forms/Letters</b></p> <hr/> <p><b>Forms:</b></p> <ul style="list-style-type: none"> <li>- N/A</li> </ul> <p><b>Letters:</b></p> <ul style="list-style-type: none"> <li>- CP Conference Invitation (Professionals)</li> <li>- CP Conference Invitation (Parents)</li> </ul>

<b>IMPORTANT NOTE:</b>	
The Minutes of the Review Child Protection Conference is used to record the actual details of the conference not entered on the RCPC before.	
What needs to be completed?	Responsibility
<b>1. Subject details</b>	
Subject Details (some fields will be pre-populated)	QARU Notetaker to check information recorded and update if required
<b>2. Conference Details</b>	
Planned Date of Conference	Pre Populated from ICPC (Not editable)
Actual Date of Conference	Pre Populated from ICPC (Not editable)
Attendees	QARU Notetaker
<b>3. Conference Discussion</b>	
All Sections (details of the minutes are recorded here)	QARU Notetaker
<b>4. Conference Decisions and Planning</b>	
Child Protection Plan to continue	Pre Populated from RCPC (Not editable)
Category of Child Protection Plan	Pre Populated from RCPC (Not editable)
Visiting Frequency	Pre Populated from RCPC (Not editable)
What are the professional bottom lines	QARU Notetaker
Who is involved in the plan?	QARU Notetaker
Timeline for the plan	QARU Notetaker
Plan rules	QARU Notetaker
Arrangements for further meetings	QARU Notetaker
Date and Time of Core Group	Pre Populated from RCPC (Not editable)
Date and Time of Review Conference	Pre Populated from RCPC (Not editable)
<b>5. Actions Taken</b>	
Minutes Completed	<b>Added By:</b> QARU Notetaker <b>Send To:</b> N/A (Terminating Step)
<b>Requests Button</b>	
<b>REQUIRED:</b> Chair to confirm decisions and recommendations	Added by: QARU Notetaker Send To: Conference Chair (IRO)