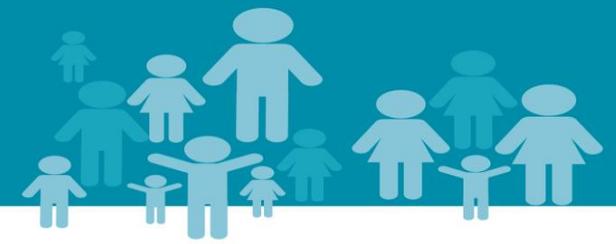


Family Support and Child Protection Practice Standards



Revised version – February 2018



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Why we have practice standards

Kirklees Children Service has produced a set of standards that cover core social work activities and clearly sets out what is required and routinely practiced by our best practitioners. These standards are based on the notion that our staff:

- Care about what they do and are passionate about achieving the best for children and families living in Kirklees Council
- Employ their professional judgement and expertise
- Have a strong value base displaying care, compassion and respect
- Want to work with children, young people, parents and other professionals to achieve the right outcomes
- Are natural advocates, who think, act and empower
- Understand their responsibility to meet the HCPC code of conduct to ensure children and young people receive an effective service
- Reflect, adapt and change their practice when required
- Strive to be the best and bring out the best in others

The Practice Standards are designed to give clear guidance to all Social Work Practitioners and Managers in respect of their roles and responsibilities as professionals and in doing so:

- Provide a confident, professional service that is respected by families and other professionals who can champion the needs of children and young people through their work and challenge others where necessary to promote the welfare of the child.
- Provide clarity in relation to what is expected of social work practitioners and managers against which they measure themselves and the work that they do.
- Have a systemic approach to social work practice.



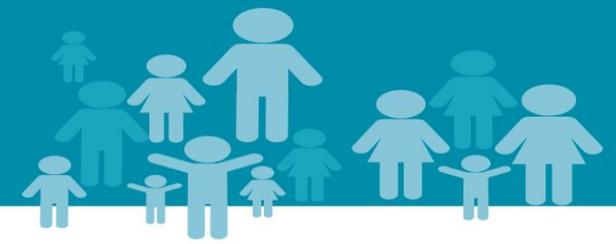
ICPC	Initial Child Protection Conference
CP Plan	Child Protection Plan
CPRC	Child Protection Review Conference
CiN	Child in Need
CiN Plan	Child in Need Plan
CLA	Children looked after
PLO	Public Law Outline
EPO	Emergency Protection Order
IRO	Independent Social Worker
ICO	Interim Care Order
PEP	Personal Education Plan
SDQ	Strengths and Difficulties Questionnaire
SHOPA	Should be placed for adoption

Glossary

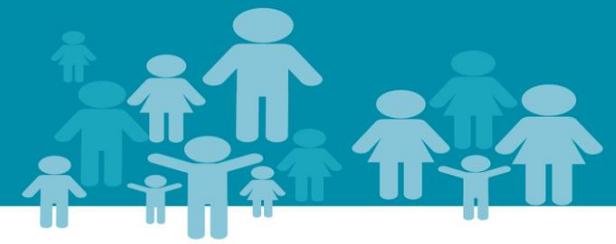


It is important that the practice standards manual is read in conjunction with the Practice Standards Guidance to support good practice, the Kirklees Children's Service Procedures on line, <http://kirkleeschildcare.proceduresonline.com/index.htm> and the Kirklees Safeguarding Children Board procedures <http://www.kirkleessafeguardingchildren.com>

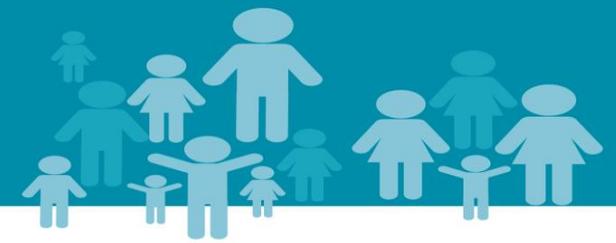
PRACTICE STANDARD	RECORDING	GUIDANCE / REFLECTION
Referral		Working Together (2015) Pages 28 – 30
<ul style="list-style-type: none"> • Within one working day of a referral being received, a Local Authority qualified and suitably experienced social worker will make a decision about the type of response that is required and acknowledge receipt (in the event that it is a professional referral) to the referrer within one working day. • For children who are in need of immediate protection, action must be taken by Social Care. This may include liaison with police colleagues and should take place as soon as possible after the referral has been made. • Professional referrals in respect of the unborn baby are to be made by the 12th week of pregnancy. • The child's chronology to commence and thereafter updated at subsequent significant events. 	<p>Copy of original referral to be uploaded to Child's file in section named Contact and Referrals.</p> <p>Referral to be entered into CareFirst record (including reference to the location of the uploaded record).</p> <p>Chronology to be uploaded to Child's file in section named assessments. Not to be declared as a record, in order to allow continues updating.</p>	<p>Possible referral outcomes:</p> <ul style="list-style-type: none"> • Single Assessment • Strategy meeting • Early Help offer • No Further Action • Advice / Guidance • Signposting to other provisions / services <p>Additional practice considerations:</p> <ul style="list-style-type: none"> • Female Genital Mutilation • Child Sexual Exploitation • Missing • Hard to reach families • Involving fathers • Non-resident parents • Children in custody • Unaccompanied Asylum Seeking Children



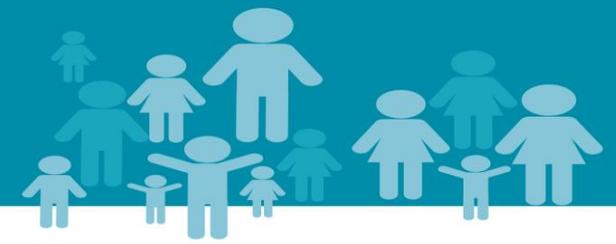
		<ul style="list-style-type: none"> Local Authority Designated Officer (LADO)
Child and Family (Single) Assessment		Working Together (2015) Page 17 - 28
<ul style="list-style-type: none"> The maximum timeframe for the assessment to conclude should be no longer than 45 working days from the date of referral. Paragraph 60 of Working Together allows for an extension to this in specific circumstances but mandates that the reasons justifying the extension are recorded. Assessments will be carried out by a qualified Social Worker. If safeguarding concerns are identified at any stage during the Single Assessment process, there should be no delay in the decision to take immediate action to safeguard. The child / young person must be seen alone within the first 5 working days of the assessment. The Assessment will be provided by the Social Worker to the Team Manager 5 working days prior to completion (40 days) to allow for any required amendments. The Assessment to incorporate the use of relevant assessment tools, theory and research. When undertaking an assessment of a disabled child must consider whether it is necessary to provide support under section 2 of the Chronically Sick and Disabled Persons Act 	To be recorded within CareFirst Assessment records	<p>Framework for the Assessment of Children in Need Section 2 of the Chronically Sick and Disabled Persons Act (1970). Young Carers (Needs Assessment) Regulations 2015.</p> <p>Possible assessment outcomes:</p> <ul style="list-style-type: none"> Emergency intervention (e.g. Emergency Protection Order, Police Protection, Section 20) placement with family member) Strategy meeting Child In Need support No Further Action Early Help offer Advice / Guidance Signposting to other provisions / universal services



<p>(1970).</p> <ul style="list-style-type: none"> If the local authority considers that a young carer may have support needs, they must carry out an assessment. 		
Section 47 Enquiries		Working Together to Safeguard Children (2015)
<ul style="list-style-type: none"> Whenever there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm a Section 47 enquiry should be initiated and the KSCB procedures must be followed. 		S47 Process – First 24 Hours
Strategy Discussion / Meeting		Working Together (2015) Pages 36 - 37
<ul style="list-style-type: none"> There should be a strategy meeting involving Children’s Social Care (including the fostering service if the child is looked after), the police, health and other bodies such as the referring agency. This should take the form of a multi-agency meeting and more than one discussion may be necessary. A subsequent strategy discussion can take place following a referral or at any other time, including during the assessment process. The strategy meeting should take place as soon as possible but best practice would be that the strategy meeting takes place within 24 hours of the decision being made. 	<p>Strategy minutes to be recorded within Child’s file section named Child Protection</p>	<p>Possible strategy outcomes:</p> <ul style="list-style-type: none"> Emergency intervention (e.g. Emergency Protection Order, Police Protection, Section 20 placement with family member) Looked After Child Care Proceedings Section 47 Initial Child Protection Conference Child In Need Early Help offer Advice / Guidance Signposting to other provisions



<ul style="list-style-type: none">• The strategy meeting must be chaired by a Team Manager.• The child must be seen alone within 24 hours of the strategy meeting. If the child is already allocated to a Social Worker this may not be required (e.g. if Strategy Meeting is being held to step case up from CIN to CP Plan)• All attendees at the strategy meeting should be sufficiently senior to make decisions on behalf of their agencies.• The allocated Social Worker should attend the Strategy Meeting for open cases• Police lead the criminal investigation and the Children's Social Care have the lead for the Section 47 enquires and assessment of the child's welfare where joint enquiries take place.• The strategy meeting will:• Consider the child's welfare and safety, and identify the level of risk faced by the child;• Decide what information should be shared with the child and family (on the basis that information is not shared if this may jeopardise a police investigation or place the child at risk of significant harm);		<p>/ universal services</p> <ul style="list-style-type: none">• No Further Action
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<ul style="list-style-type: none"> • Plan what rapid future action is required, and who will do what by when, where an EPO is in place or the child is the subject of Police Powers of Protection. • Strategy agreed decisions, minutes and follow up actions will be recorded as a standalone record to ensure actions are completed in a timely manner (promoting contemporaneous recording and accountability). • Decisions and actions are to be recorded on Care First by the end of the same working day by the Team Manager. • Full minutes are to be uploaded to the child's file within 24 hours. • In the event of an Out of Hours strategy meeting taking place, the same standards must be applied. • The Strategy Meeting must consider the need for an Initial Child Protection Conference (ICPC). 	<p>Decisions to be recorded in CareFirst, case observations as a management decision as well as in formal minutes.</p>	
<p>Section 47 enquiries</p>		<p>Working Together (2015) Pages 39 – 42</p> <p>Achieving Best Evidence in Criminal Proceedings (2011)</p>
<ul style="list-style-type: none"> • Local Authority Social Workers have a statutory duty to lead assessments under section 47 of the Children Act 1989. 	<p>S47 enquiries to be recorded in CareFirst Assessments, Single</p>	<p>Possible Outcome of section 47 enquiries:</p> <ul style="list-style-type: none"> • Emergency intervention (e.g.



<ul style="list-style-type: none"> • The police, health professionals, teachers and other relevant professionals should help the Local Authority in undertaking its enquiries where there is concern that a child is at risk of or suffering significant harm. • The Local Authority and Police should work together to sustain ongoing communication with police throughout the S47 enquiry process where this is a joint investigation. • The child must always be seen alone wherever possible as part of the S47 enquiry. • The S47 enquiry must be led by a qualified and suitably experienced social worker. • If the alleged offender has contact with any children in other households, enquiries will also need to be made in relation to those children. • Where concerns of significant harm are substantiated and the child is judged to be suffering, or likely to suffer, significant harm, Social Workers with their managers should convene an ICPC • The analysis and outcome of the S47 enquiries must be available to the ICPC. 	<p>Assessment record.</p>	<p>Emergency Protection Order, Police Protection, Section 20) placement with family member)</p> <ul style="list-style-type: none"> • Looked After Child • Legal Planning Meeting / Care Proceedings • Section 47 • Initial Child Protection Conference • Child In Need • Early Help offer • Advice / Guidance • Signposting to other provisions / universal services • No Further Action <p>S47 enquiries are to be completed by social workers in pairs and who have completed Kirklees Good Practice in Section 47 Enquiries training.</p> <p>Practitioners must also be familiar with Achieving Best Evidence – Guidance for vulnerable and intimidated witnesses including children.</p>
<p>Child Protection Conference & Plan</p>		<p>Working Together (2015) Pages 43 – 49</p>



<ul style="list-style-type: none"> • The timing of this conference will depend on the urgency of the case and respond to the needs of the child, and the nature and severity of the harm they may be facing. • The ICPC to be held within 15 working days of the strategy meeting where S47 enquiries were initiated. • Conference report to be completed (authorised) and shared with parents 3 days prior to the ICPC. <p>Transfer-in conference</p> <ul style="list-style-type: none"> • Transfer in conferences should take place when a child, who is the subject of a child protection plan, moves from the original LA area to another LA area to live there permanently. Children's social care, designated health professionals and the police should be notified within 1 working day • The transfer in conference should receive reports from the original LA and the original authority should be invited to attend the conference which should take place within 15 working days of the notification. • Such a conference has the same status and purpose and must be conducted in a comparable manner to an initial child protection conference. <p>Plans</p> <ul style="list-style-type: none"> • SMART compliant Plan to be outlined at the ICPC and distributed by the CPRU within 2 working days. 	<p>Outline CP Plan to be recorded on the LSCB template and uploaded to Child's file in the section named Plans.</p> <p>ICPC minutes to be recorded on Care First Assessments.</p> <p>The updated CP plan and minutes to be recorded on the child's file.</p>	<p>Practitioners to ensure all those with Parental responsibility / care of the child are invited to attend ICPC (and Reviews).</p> <p>Consideration to be given to convening split conferences where additional complications exist.</p> <p>Reflection – purpose, participation, attendance, challenge, escalation of non-attendance</p> <p>Practitioners must be aware of the detrimental impact of failing to submit a conference report and the potential impact this has upon their HCPC registration.</p> <p>Conference chairs have a responsibility to ensure decisions / recommendations are evidenced based. In the absence the Social Work report and assessment the chairs should stand-down conferences and escalate to the Team Manager and Service Manager.</p> <p>Practitioners to ensure that the Core Group meeting focuses on, reviewing</p>
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<ul style="list-style-type: none">• Plan to be specific in respect of visiting frequency requirements.• ICPC minutes to be distributed by the CPRU within 10 working days. <p>Core Group</p> <ul style="list-style-type: none">• Date and Core Group membership to be determined at the ICPC.• First Core Group to be held within 10 working days• Subsequent Core Group meetings to be held at least every 6 weeks• CP Plan to be updated by the Social Worker and circulated within 5 working days. <p>Reviews</p> <ul style="list-style-type: none">• Child Protection Review Conference (CPRC) to be held within 3 months of the initial conference, and thereafter at maximum intervals of 6 months.• Service Manager to scrutinise those cases where children have been subject to CP plans for in excess of 12 months.• If a young person is reaching the age of 18years, review conference to be convened prior to his/her 18th birthday.		<p>and updating the plan whilst sharing information in the context of multi-agency working. Reducing risk, promoting improved outcomes and parental participation.</p>
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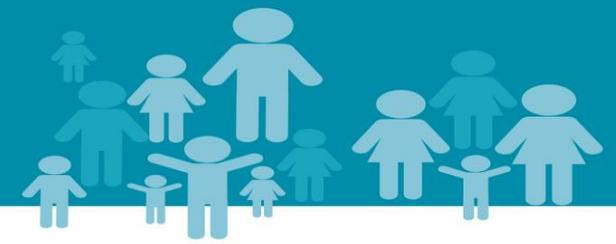
Child Protection Visits

- The child / young person must be **seen at home and alone** at least every **15 working days** (more frequently if outlined within the CP plan).
- Where a visit has been undertaken, and the child was **not seen**, this means the visit does not meet the criteria of a statutory visit.
- A subsequent visit must be completed **within 48 hours if out of timescale**.
- In the event that the child is not seen at the subsequent visit, management direction must be sought **within 48 hours** with a view to addressing potential risk.

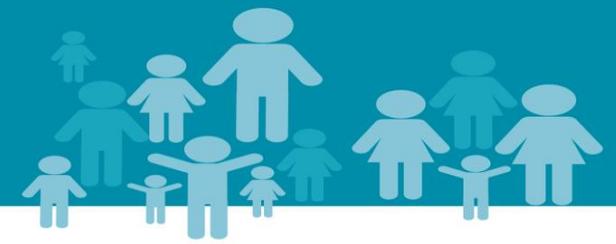
Discontinuing a Child Protection Plan

A child should no longer be subject to a plan if:

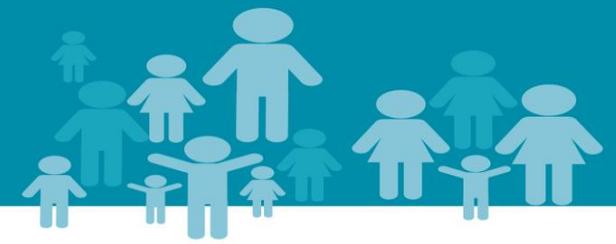
- It is judged the child is no longer continuing to, or is likely to, suffer significant harm and therefore no longer requires safeguarding by means of a CP plan.
- If the decision is to step down to Child In Need (CIN) at review, CIN Plan to be formulated at the review conference.
- CIN Meeting must be convened within **15 working days** and should include all previous Core Group members.



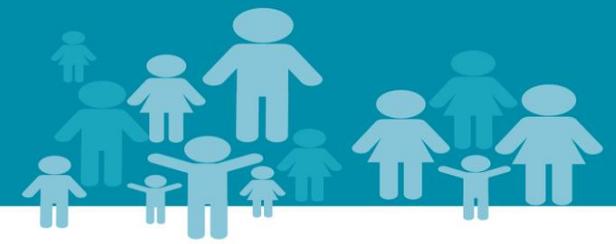
<ul style="list-style-type: none"> If the child has moved permanently to another LA area, the receiving authority should convene a CPC within 15 working days. The child has reached 18 years, has died or has permanently left the United Kingdom. 		
Child In Need		
<ul style="list-style-type: none"> Initial Child In Need meeting to be held within 15 working days of the Single Assessment commencing or as a result of a step down plan from a CP review conference. Initial CIN must meeting to be chaired by Team Manager. <p>Plans</p> <ul style="list-style-type: none"> CIN Plan to be completed and / or updated and circulated to parents and involved professionals within 5 working days. <p>Reviews</p> <ul style="list-style-type: none"> Subsequent CIN meetings to be held at least every 3 months and chaired by a social worker. Team Manager should review the CIN Plan at regular review points: 6 months, and 12 months with a view to providing management oversight and capacity to recognise requirements for step-up / step-down. 	<p>CIN Plan to be recorded in CareFirst Assessment records.</p> <p>CIN meeting minutes to be uploaded to Child's file in section named CIN.</p> <p>Appendix 5 – What constitutes SMART</p>	<p>Working Together (2015)</p> <p>Practitioners to ensure that invitees and attendance is accurately recorded.</p> <p>Practitioners to ensure that all Plans are SMART compliant.</p> <p>Practitioners to ensure that the CIN review meeting focuses on reviewing and updating the plan whilst sharing information in the context of multi-agency working. Promoting improved outcomes and parental participation.</p>



<ul style="list-style-type: none"> Once each CIN meeting has taken place, the plan must be updated and circulated within 5 working days. <p>Visits</p> <ul style="list-style-type: none"> The child / young person must be seen and alone at least every 20 working days or more frequently if indicated in the CIN plan. 		
Private Fostering Arrangements		
<p>All Privately Fostered Children must be visited:</p> <ul style="list-style-type: none"> Within seven working days from the date of notification. (This is the date the notification of a private fostering arrangement is first ever received by the local authority). During the first twelve months the privately fostered child should be visited at intervals of not more than six weeks. In any second or subsequent year, visits should be undertaken at intervals of not more than 12 weeks. If a privately fostered child spends a period of more than 27 days away from the care of the private foster carer then the private fostering arrangement will cease. Should the child then return to live with the same carer or move to an alternative carer the statutory visiting frequency will revert back to intervals of not more than six weeks. Where a visit has been undertaken, and the child was not seen, this means the visit does not meet the criteria of a statutory visit. 		<p>If the carers of a child under the age of 16 (or 18 if disabled) do not have parental responsibility for the child and are not the child's grandparent, brother, sister, uncle or aunt (whether full blood or half blood or by marriage or civil partnership) or step-parent, and the placement continues for 28 days or more or is intended to do so, then the arrangement will fall within the definition of private fostering in the 1989 Act, and the provisions in that Act and in the Children (Private Arrangements for Fostering) Regulations 2005 will apply. Unless the young person is disabled within the meaning of the 1989 Act, the young person will cease to be privately fostered at the age of 16, but if the living arrangements continue then this statutory guidance will</p>



<ul style="list-style-type: none"> • A subsequent visit must be completed within 48 hours. • The event that the child is not seen at the subsequent visit, management direction must be sought immediately with a view to addressing potential risk. 		<p>continue to apply as the arrangement A child who is privately fostered may also be assessed as a child in need, and be provided with support under section 17 of the 1989 Act.</p>
Children subject to Special Guardianship Orders and Child Arrangement Orders		
<ul style="list-style-type: none"> • Children subject to SGO and Child Arrangement Orders that require ongoing support are deemed to be CiN and Social Workers should follow the CiN procedures. 		
PLO / Initiation of Care Proceedings		
Decision to present a case to a Legal Gateway Meeting		
<ul style="list-style-type: none"> • The Social Worker and Team Manager in consultation with the Service Manager should agree that a child's case needs to be presented to Legal Gateway Panel. • This decision (including timescale for attendance) should be clearly recorded in observations (Manager's decision). • In order for there to be a full, effective discussion and robust decision making, the social worker should ensure that all 		



documents are available in advance of the meeting and submitted within timescale. (12 noon on a Tuesday)

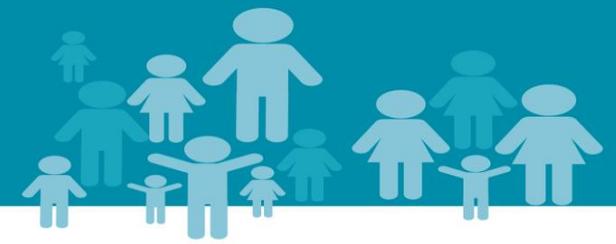
- The Business Administrator will be responsible for ensuring that a written record of the meeting is made. The record should be checked for accuracy by the chairperson before being circulated to all attendees.
- The Business Administrator will make a written observation on the child's file **within 24 hours** of panel. Making it clear that the Panel outcomes and Decisions

Decision to initiate care proceedings:

- The decision to initiate care proceedings is made at Legal Gateway Panel.
- For a child/young person requiring immediate protection the decision can be made by a Head of Service.
- The decision should be recorded on the child's file by the Head of Service.
- The social worker should ensure that legal services have the relevant documents to enable an application to be made to the court.
- The Care Plan should be signed by the Social Worker and Team Manager and endorsed by the Service Manager.



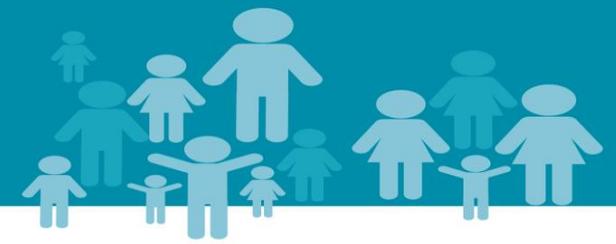
Looked After Children		Working Together (2015); IRO Handbook Care Planning Regulations
<p>Permanence planning meetings will be held for all children and young people:</p> <ul style="list-style-type: none"> • Prior to them becoming looked after if subject to the revised Public Law Outline Process. • If it is a planned period of Section 20 Accommodation. • Within 10 working days of them becoming looked after in an emergency situation. • Subject to remand if the plan is that they become looked after at the end of the remand period. • It is the responsibility of the Team Manager with case accountability to chair the Permanence Planning Meeting. <p>Child becomes Looked After:</p> <ul style="list-style-type: none"> • Where a child becomes Looked After, the responsibility of physically placing the child, must be undertaken by a qualified Social Worker. • The Placement Planning Meeting must be held within 3 working days of placement or prior to the placement when it is pre-planned 	<p>Template for Minutes to be located and stored in Careassess.</p> <p>Placement Plan, recorded on the Placement Information Record.</p> <p>Initial/Review Health Assessments to be uploaded to Child's file</p>	<p>Section 20 Guidance,</p> <p>Permanence Panel's Terms of Reference</p> <p>Legal Gateway Terms of Reference.</p> <p>The Placement Plan deals with the day to day arrangements in placement for the child.</p> <p>The CLA Care Plan deals with the short and long-term care needs of the child in the context of their journey as a Looked After Child. Focusing on achieving positive outcomes.</p> <p>The Court Care Plan outlines the Local Authority's intentions / view in</p>



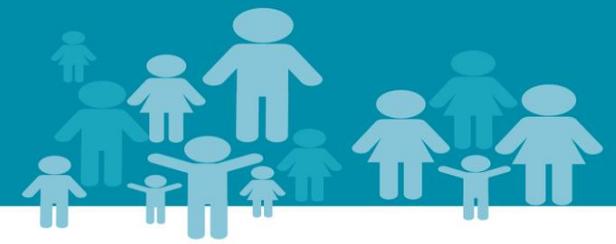
<ul style="list-style-type: none"> Initial Health Assessment to be initiated by the Social Worker within 2 working days and completed by a health professional within 20 days of the child being accommodated PEP to be completed within 20 working days of the placement (practitioner to consult with Virtual School), to be available at the first Child Looked After (CLA) review and subsequently updated before the CLA Review. If the child / young person changes placement or school, and / or is subject to any other significant educational concern (such as risk of exclusion, attendance concerns) the PEP must be reviewed and updated if appropriate. <p>Plans</p> <ul style="list-style-type: none"> Placement Plan and Delegated Authority to be completed before or at the latest within 72 hours of the placement. Care Plan to be completed prior to placement, where the placement is planned. In an emergency placement situation the Care Plan must be completed within 10 working days. <p>Reviews</p> <ul style="list-style-type: none"> The Initial CLA review must take place within 20 working days of the start date of the placement. Subsequent reviews are held at 3 months and 6 months thereafter. 	<p>EPEP record to be recorded on the child's file</p> <p>Delegated Authority and Placement Plan to be recorded in Care First Assessments.</p> <p>CLA Record of</p>	<p>respect of the child's placement / safety and welfare needs.</p> <p>Reflection: Do the CLA review records reflect the child's current circumstances, Has informed consent been evidenced (consider impact of LD and mental health on capacity to consent), Delegated Authority.</p>
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<ul style="list-style-type: none">• If the child / young person changes placement consideration must be given to holding a review within 20 working days.• It is the IRO's decision whether following a change of placement an early review should be considered. The rationale for convening a review or not should be clearly recorded on the child's file by the IRO.• For children placed with adopters, long term foster carers or in secure accommodation a review must take place.• It is the responsibility of the Independent Reviewing Officer (IRO) to chair the review.• The Social Worker and Team Manager should attend Permanence Panel prior to the second CLA review.• The plan for permanency to be confirmed by the second CLA review (within 4 months of the child becoming Looked After).• Health Assessment to be completed every 6 months if the child / young person is under 5 years of age and annually for those children / young people over the age of 5 years.• The IRO must speak to the child before the CLA review.• The IRO must speak to the social worker at least 15 working days prior to the CLA review.	<p>Discussion, CLA Review Decisions, and the Review of Arrangement records are to be recorded in Care First Assessments.</p>	
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- The IRO must be provided with, or have access to any relevant reports/ plans including the current CLA Care Plan, the report from the Social Worker, which should be available at **least 3 working days prior** to the review. (All reports to be authorised prior to being shared).
- The current Health Plan and current PEP must also be available.
- Consultation documents must be provided by the CPRU to the child/ young person / carers **10 working days** prior to the review.
- The IRO must complete a written record of the decisions and recommendations within **5 working days** of the review.
- A full record of the review must be completed within **15 working days**.
- The full record including the decisions should be distributed by the Social Worker within **20 working days**.
- Where there is any dispute the Team Manager must raise this in writing within **5 working days** to the IRO.
- The Social Worker has **10 working days** within which to update the CLA Care Plan with any changes made at the CLA review.



Visits

- Child / Young Person to be visited at the placement **within 72 hours** of the placement commencing.
- Child / Young person to be visited at the placement **weekly** until the first review.
- Child / Young Person to subsequently be visited at the placement no less than **six weekly**, unless the placement has been matched as a long-term placement sustained for **12 months** or more.
- If the placement is a matched placement sustained for **12 months** or more visiting can be reduced to **3 monthly** with managerial discretion.

Children and young people in External Provision:

- Child / Young person to be visited at the placement **weekly** until the first review.
- Child / Young Person to subsequently be visited at the placement **four weekly**, unless the placement has been matched as a long-term placement sustained for **12 months** or more.
- If the placement is a matched placement sustained for **12 months or more** visiting can be reduced to **3 monthly** with managerial discretion.



Where a child is placed with a temporarily approved foster carer (Regulation 24 placement)

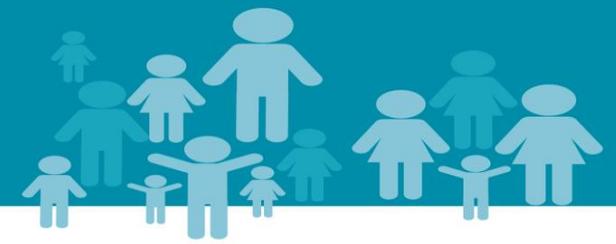
- The child must be visited **weekly** until the first review.
- Thereafter the child must be visited **every four weeks** until the carer is approved or final hearing has been completed.
- If the child remains in the placement post final hearing and the placement is approved, the child is to be visited every **six weeks** in line with statutory visiting requirements.
- Where a visit has been undertaken, and the child was not seen, this means the visit does not meet the criteria of a statutory visit.
- A subsequent visit must be completed **within 48 hours**.
- In the event that the child is not seen at the subsequent visit, management direction must be sought immediately with a view to addressing potential risk.

Children in more than one placement:

- Children placed in residential school, and who are in foster care or a residential home, must be visited in line with CLA practice standards. This includes in both settings.
- Where a visit has been undertaken, and the child was **not seen**, this means the visit does not meet the criteria of a statutory visit.

A 'child in more than one placement' - i.e. a child who is cared for by the parents but provided with respite care by the Local Authority for 75 (or more) days per year meets some of the requirements of a CLA child. See Respite link.

The Regulation 24 Assessment to be



- A subsequent visit must be completed **within 48 hours**.
- In the event that the child is not seen at the subsequent visit, management direction must be sought immediately with a view to addressing potential risk.

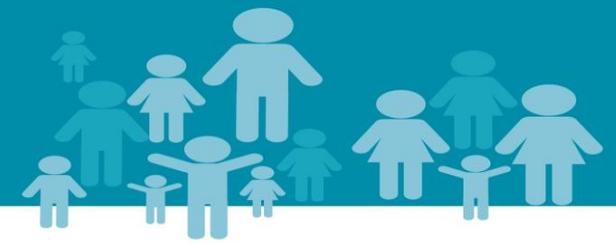
uploaded to Child's file under the section named Assessments.

Children in connected persons placement:

REG 24 Assessment and Approval

- The regulation 24 assessment (Schedule 3) should be completed within **10 working days** of the placement start date.
- The assessment must be ratified by the Service Manager within **10 working days** of the assessment completion.
- Where a visit has been undertaken, and the child was not seen, this means the visit does not meet the criteria of a statutory visit.
- A subsequent visit must be completed within **48 hours**.
- In the event that the child is not seen at the subsequent visit, management direction must be sought immediately with a view to addressing potential risk.

Placement with Parents (Regulation 22) OR Section38(6) Orders



- Where an Interim Care Order (ICO) has been made the child must be visited at **least weekly** (at home and seen alone) until the time of the first review.
- Subsequent visits (at home and seen alone) must take place at intervals of at **least four weekly** until the carer is approved (within 20 working days) under the 2002 regulations or the final hearing has been completed in Care Proceedings.
- Where a Care Order has been made and the child is placed back at home subject to regulation 18, the child must be visited **within one week** of the making of the Care Order and then at intervals of no more than **six weeks**.

Process for SHOBPA (Should Be Placed for Adoption) Meetings

- SHOBPA meetings are held every other Friday.
- Paperwork should be submitted is two weeks before the SHOBPA date.
- Keeping this in mind, the Child's Social Worker should complete a booking form and email it to oneadoptionwy@kirklees.gov.uk
- Pre-adoption medicals are required for every child attending SHOBPA, these must be dated within 6 months of the date of the meeting, or sooner if the child is very young or there are any particular issues which require more monitoring and updates.



- Two weeks before the SHOBPA meeting, the child's social worker will submit the paperwork requested, emailing it to oneadoptionwy@kirklees.gov.uk
- In the meeting, the Agency Decision Maker will either give their decision and reasons for this or will advise that further information is needed so will defer the decision.
- Minutes from this meeting will be typed and ratified by the Agency Decision Maker, then will be sent to the social worker involved for the child's case record.
- A letter will be prepared by the minute taker / Adoption Admin for the birth parent(s), and this will be sent to the social worker for them to send to child/ren's birth parents.

Disruption Meetings:

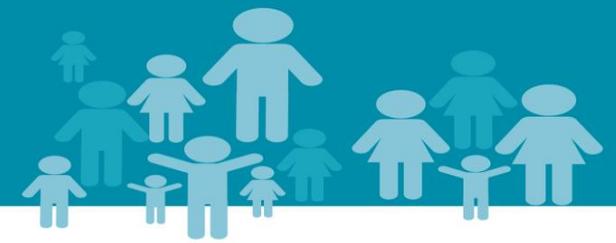
- If the placement of a Looked After child / young person has the potential to breakdown or the foster carers/residential workers have given notice to end the placement a meeting should be convened with **48 hours** to devise a plan of support for the carers and child/young person. The aim is to prevent a placement breakdown if possible.
- If the placement is to end, consideration must be given to whether or not the child / young person can return home (subject to an assessment)
- If the child / young person needs to move placement an



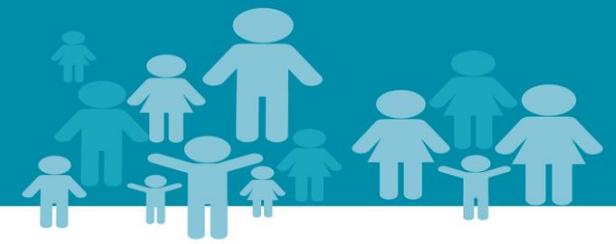
extended notice period should be negotiated to enable a placement search, approval and placement planning to enable the child / young person to move in a planned way.

Children returning home from care:

- Where the decision to return a child to the care of their family is planned, the local authority will have undertaken an assessment while the child is looked after – as part of the care planning process (under regulation 39 of the Care Planning Regulations 2010).
- This assessment will consider the suitability of the accommodation and maintenance arrangements for the child and consider what services and support the child (and their family) might need.
- The outcome of this assessment must be included in the child's care plan.
- The decision to cease to look after a child will, in most cases, require approval under regulation 39 of the Care Planning Regulations 2010.
- The Local Authority has a duty to ensure that when children have been accommodated under Section 20 (Children Act 1989) and are discharged from, or leave care, that the discharge is in their best interests and that they will be safeguarded and their welfare promoted.



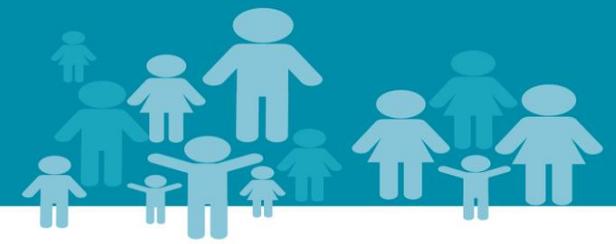
- Where a child has been looked after for 20 working days or more, the decision to cease looking after the child should not be put into effect until it has been approved by the Service Director of Children's Services.
- Where a child has been accommodated for 20 days or more, the decision should be made by the Service Director of Children's Services or Director of Children's Services if the child/young person is 16/17 years and has been accommodated under Section 20, before discharge.
- Where a child who is accommodated under section 20 returns home in an unplanned way, for example, the decision is not made as part of the care planning process but the parent removes the child or the child decides to leave, the local authority must consider whether there are any immediate concerns about the safety and well-being of the child.
- If there are concerns about a child's immediate safety the local authority should take appropriate action, which could include enquiries under section 47 of the Children Act 1989.
- Whether a child's return to their family is planned or unplanned, there should be a clear plan that reflects current and previous assessments, focuses on outcomes and includes details of services and support required. These plans should follow the process for review as with any child in need and/or child protection plan.



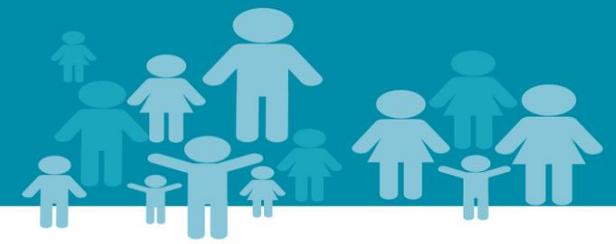
<p style="text-align: center;">Role of the Supervising Social Worker (Fostering Service)</p>		<p>Fostering Service Regulations 2011 www.legislation.hmsso.gov.uk and National Minimum Standards Fostering Services 2011 www.dh.gov.uk.</p>
<p>The frequency of Contact with Foster Carers should be:</p> <ul style="list-style-type: none"> • Within 24 hours of an enquiry from a prospective foster carer. • Initial Visits to be undertaken within 5 working days of the inquiry. • As agreed with the Team Manager when completing Stage 1 and 2 of the Recruitment Process – visiting schedule to be recorded on the prospective foster carer’s case file. • To discuss any issues arising from the Medicals, DBS, references etc. • To share the Assessment Report in advance of Fostering Panel – date to be agreed with the prospective carer. • To prepare the Prospective Foster Carer in advance of Panel. • To introduce the Supervising Social Worker, Placement Support Worker and to agree support needs in advance of Fostering Panel. • To visit all new carers once every two weeks once their first looked after child/children are placed. 		



<ul style="list-style-type: none">• To visit all carers at a minimum of once every 4 weeks for all Short Term Carers, Parent and Child Carers, Emergency Carers, Remand Carers, Holiday/Respite Carers and Short Break Carers.• To visit all Long Term Carers at a minimum of once every 6 weeks. To visit at a minimum of once a fortnight where Foster Carers have taken a placement outside of their approval profile.• To visit at a minimum of once a fortnight where Foster Carers are supporting a child moving to an adoptive placement, to a family member and/or returning home.• To visit carers at a minimum of once a fortnight where carers are subject to Personal Development Plans.• To carry out one unannounced visit a year in line with Fostering Minimum Standards. <p>Supervising Social Workers will also have contact with Foster Carers when:</p> <ul style="list-style-type: none">• Attending and chairing all Placement Planning Meetings for children placed with their carers.• Attending at a minimum the first and four month Looked after Children Review for each child placed with their carers.		
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<ul style="list-style-type: none">• Preparing for and attending the Annual Review of the Foster Carer as per Fostering Minimum Standards• Attending Pillars of Parenting Consultations for children placed with their carers• Attending Risk Management Meetings/Reviews where a child placed with their carers is at risk of CSE, Missing etc.• Preparing their carer for and attending Disruption Meetings where placements have unplanned endings.• Attending meetings with Carers who are considering amending their profile, who are considering a long term placement to a child in their carer, where Delegated Authority is being reviewed.• Attending and supporting Foster Carers at Fostering Panel; Life Appreciation Events for children with a plan for adoption; Meetings to plan and review introductions to long term foster carers, SGO holders and adopters for children placed with their Fosters.• Carrying out dedicated pieces of work, for example, joint working with the child's Social Worker to stabilise a placement, to increase the carer's understanding and confidence in managing a child's behaviour/presentation; joint working with the Placement Support Team to support a child's placement;		
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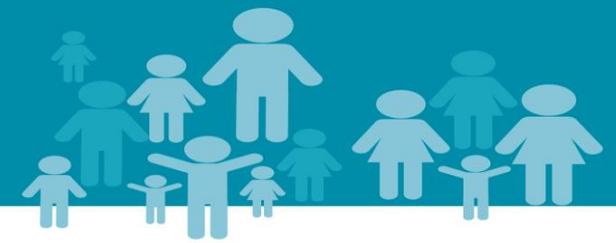


assisting the Foster Carer to gather memorabilia for the child's Life Story Book etc.

- The carer requests additional contact with their Supervising Social Worker.

Supervising Social Workers – Contact with the Looked after Child in Placement

- The Supervising Social Worker will see and speak to each child in placement with their carers at a minimum of once **every four weeks** for children in short term placements and once **every six weeks** for children placed in long term placements.
- The Supervising Social Worker will read and familiarize themselves with each child/young person's Care/Pathway Plan to ensure that their Foster Carer is meeting the assessed needs of the child/young person placed.
- The Supervising Social Worker will attend the child's first CLA Review and their 4th month review at a minimum.
- At the request of the child/young person placed with their carer.
- At key meetings for the child/young person – discussions regarding Independence Training for young people; consideration of Shared Lives/Staying Put provision post 18, Pillars of Parents Consultation; Placement Planning Meetings etc.

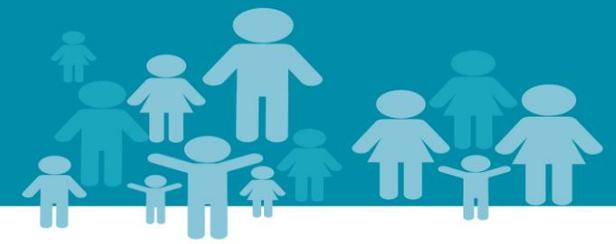


In addition, the Supervising Social Worker will:

- Maintain a minimum of weekly contact with the child's allocated Social Worker to keep up to date with planning/decision making for the child.
- Read the Case file at a minimum of once a fortnight to keep up to date with planning and to ensure that their carer is working in accordance with the child's plan with an appropriate level of support.
- Make appropriate referrals for Placement Support in discussion with the child; their carer and the child's Social Worker.

Recording Process:

- Within 2 days of the Supervisory Visit, the Supervisory Visit Form must be completed, be authorised by the Team Manager and accessible on the carer's case file.
- The section on the Supervisory Visit Template for each child in placement must be completed for each visit, with a copy placed on both the carer's and child's case file. It is the responsibility of the Supervising Social Worker to add this to the child's file and to notify the child's Social Worker when it is added.
- A copy of each Supervisory Visit Form must be shared with the carer within 5 days of each visit, their comments and signature obtained and a signed sheet added to the case file.
- Within the case record, the date of the Supervisory Visit will be added by the Supervising Social Worker and the Supervisory

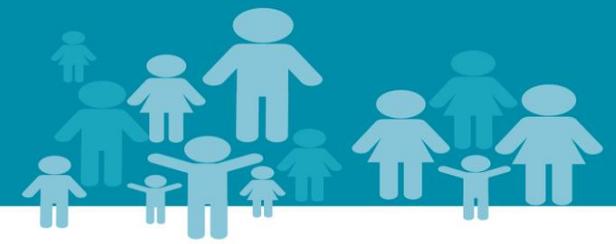


Visit Template will be saved in the correct folder in the carer's case file.

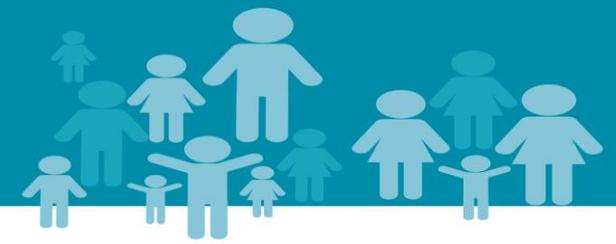
- The Supervisory Visit Activity will be updated after each visit and a new date added for the next visit.

Quality of Recording:

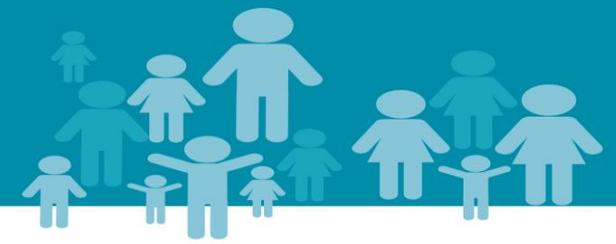
- The views of all members of the Fostering household should be ascertained.
- The views of each child in placement must be ascertained and recorded by the Supervising Social Worker
- The support needs of the carer and each child in placement must be ascertained, recorded and actioned.
- Each visit will consider how the carer is meeting the day to day needs of each child – access to social and leisure activities; educational opportunities for the child and how the carer is supporting this (attendance at Peps, Parents Evening, help with homework etc.), developing the young person's independent living skills in line with their plan; ensuring that the child's health needs are met (registration with a Doctor, Dentist and Optician, attendance at appointments, access to therapeutic support, risk management (CSE, Missing etc.), managing contact and relationships with siblings, parents, friends and extended family and life story work
- Each visit will assess the environment the child is living in, checking the child's bedroom on each occasion, reviewing the



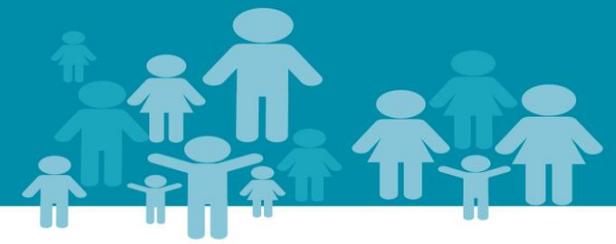
<p>Safe Care Policy, Health and Safety Assessments.</p> <ul style="list-style-type: none"> Supervising Social Workers will review carer's access to mandatory training, Support Groups and Pillars of Parenting Workshops and Consultations. Supervising Social Workers will address with the Foster Carer any complaints/concerns raised by the child, the child's Social Worker, the IRO, the parents etc. recording the carer's response and actions required by whom/when. Discussions regarding when statutory checks are due; what is expected of the carers to progress these and recording any discussions with the carer regarding delays/outcomes with the checks. 		
<p>Children with a plan for Adoption</p>		<p>Adoption: National Minimum Standards 2014 for all Voluntary Adoption Agencies and Local Authority Adoption Services in England and Wales (www.dh.gov.uk).</p>
<ul style="list-style-type: none"> All children looked after with a plan for adoption and/or placed for adoption must be allocated a qualified Social Worker, though an unqualified practitioner can also undertake some tasks with the child, carers and/or family. All children looked after with a plan for adoption/placed for adoption must have a written Care Plan. Care Plans are detailed and 'live' documents which describes the overall aims and 		



<p>desired outcomes for the individual child, based on a thorough assessment of their needs (See Section 3) and the way these are to be achieved.</p> <ul style="list-style-type: none"> • All children with a plan for adoption and those who require adoption support will have a good quality up to date social work assessment and analysis of their needs on their case file that is produced within specified timescales. • For each looked after child with a plan for adoption; the social work assessment will be updated in advance of each Looked after Child Review. • All requests for adoption support services from the Service/the Adoption Support Fund will require a social work assessment. • No decision to separate siblings will be made without the completion of a social work assessment. • No match will be presented to Adoption Panel without an updated Child Permanence Report and detailed Adoption Support Plan based on assessment of need for the child and the adopters • No decision to alter the plan from adoption to long terms fostering without a social work assessment 		
<p>Care Leavers</p>		
<p>The Local Authority has a duty towards eligible, relevant and former</p>		<p>The young person's wishes as to who</p>



<p>relevant children:</p> <ul style="list-style-type: none"> • Eligible -are those Young People still in care aged 16 and 17 who have been looked after for (a total of) at least 13 weeks from the age of 14. • Relevant -are Young People aged 16 or 17 who have already left care, and who were looked after for (a total of) at least 13 weeks from the age of 14, and have been looked after at some time while 16 or 17. • Former Relevant -are Young People aged 18-21 who have been eligible and/or relevant Children In Care - Young People who are looked after by a Local Authority either through a compulsory Care Order or remanded or accommodated by voluntary agreement including accommodation under section 20 of the Children Act. • Qualifying Young People – They are over the age of 16 and under the age of 21, (or up to 24 if in full-time further or higher education), and have been Looked After or, if disabled, have been Privately Fostered after reaching 16, but do not qualify as Eligible, Relevant or Former Relevant. They may receive support, advice and assistance wherever they are living. If in full-time further or higher education, this may include assistance in relation to securing vacation accommodation. They may also qualify if they are the subject of a Special Guardianship Order (SGO) and were Looked After immediately before the SGO was made. 	<p>The Needs Assessment to be recorded in CareFirst Assessments (Young Persons Care Plan and Pathway Plan)</p>	<p>will be his/her Personal Adviser should be respected as far as possible and issues such as ethnic origin, gender and race should be borne in mind.</p> <p>Staying Put - A Staying Put arrangement is where a Former Relevant child, after ceasing to be Looked After, remains in the former foster home where they were placed immediately before they ceased to be Looked After, beyond the age of 18.</p>
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<p>Personal Advisor</p> <ul style="list-style-type: none">• A Personal Advisor will be allocated to the Young Person six months prior to their 16th birthday. In Kirklees, the allocated Social Worker takes on the role of Personal Advisor until a PA is allocated when the young person reaches 17.• The Personal Advisor acts as the Young Person's principal source of contact in any matter relating to the Pathway Plan and is accountable for the effective implementation of the Plan.• The Personal Advisor will provide advice and support to the Young Person. <p>Assessment</p> <ul style="list-style-type: none">• The Local Authority must carry out an assessment of each eligible and relevant child.• The Needs Assessment must be completed as part of the Pathway Plan and completed within 3 months of the young person's 16th Birthday.• The Young Person must be involved in the preparation and review of this assessment with the support of their Personal Advisor.• The Young Person's Social Worker will be responsible for recording the assessment information and conclusions and sharing these with the young person.	<p>Signed copy of Pathway Plan to be uploaded to Child's file and stored in the section named Plans.</p>	
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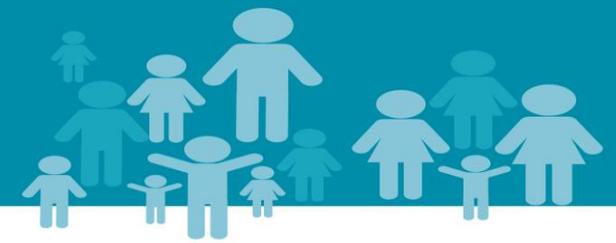


Pathway Plan

- The Local Authority must prepare a Pathway Plan **within 3 months** of the Young Person's 16th birthday.
- The plan will look at the young person's need for support and assistance as identified in the assessment and how these needs will be met until the age of 21 (or to a maximum age of 25 when the Young Person is in full time education or training).
- Both the assessment and Pathway Plan must be recorded in writing and shared with the Young Person within **10 working days** of completion.
- The Local Authority must review the Pathway Plan when the Young Person requests it, the Personal Adviser considers it necessary, or at intervals of not more than **6 months**.

Review

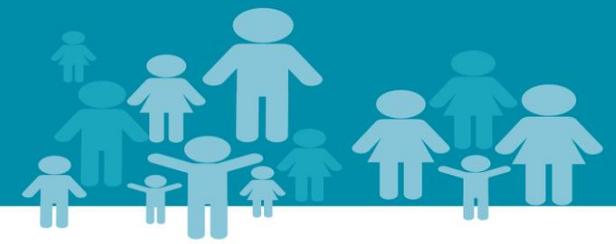
- CLA reviews for **Eligible** Young People must be completed in line with the CLA procedures.
- The Young Person's first Looked After Review following his or her 16th birthday should consider whether a **Staying Put** arrangement should be an option.
- The IRO must be provided with the Final Pathway Plan **at least 3 months** prior to the Young Person's 18th birthday.



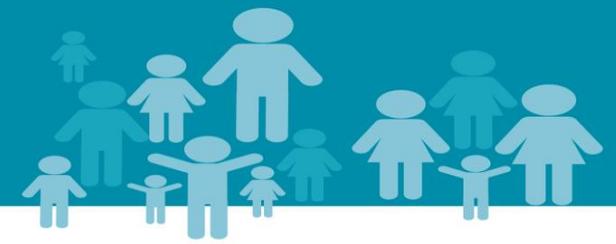
- If a review is not due as the Young Person approaches his/her **18th birthday**, consideration should be given to convening an additional review. This is a matter that should be canvassed in the first place at the **final scheduled review** before the Young Person's 18th birthday.
- The IRO should be provided with an updated copy of the **final pathway plan 20 working days** before the Young Person's 18th birthday.

Visits

- Where accommodation is provided to a young person by the responsible authority the Personal Advisor must visit the **Relevant young person** or **Former Relevant** young person at that accommodation **within 7 days** of the accommodation first being provided;
- Subsequently, **before the Pathway Plan is reviewed**; and
- At **subsequent intervals** of not more than **two months**.
- **Eligible** Young People must be seen alone in their placements by a qualified Social Worker, at least **six weekly** in line with CLA visiting requirements.
- The Young Person to subsequently be visited at the placement **six weekly** unless matched as a long-term placement which has



<p>been sustained for 12 months or more. Visiting can be reduced to 3 monthly with managerial discretion.</p> <ul style="list-style-type: none"> • The Personal Advisor must actively evidence efforts to keep in touch at least 2 monthly. • When a Care Leaver over 18 years old moves to new accommodation, the Personal Advisor must see them at that accommodation within 7 days of the move. 		
Case Recording		
<ul style="list-style-type: none"> • Case records must be kept up to date, and recorded within two working days of visits or events occurring. However, in emergency and child protection situations, recording should be completed on the same day as the event or early next morning. 		
Management oversight and authorisation		
<ul style="list-style-type: none"> • All records presented for management authorisation must be responded to within 48 hours. • Managers must encourage practitioners to present records in a timely manner, which allows for quality assurance and necessary amendments to be addressed prior to the records due date. • No case is to be closed or transferred without a case file audit which has been signed off by the Team Manager. <ul style="list-style-type: none"> ○ No case to be closed or transferred without a completed up to date chronology. ○ No case to be closed or transferred without a current 		<p>Managers are responsible for the quality assurance of all authorised records.</p>



assessment and plan.

- No case to be transferred between teams without a full transfer summary.
- No case to be closed without a full closure summary.