

RECORDING A SECTION 47

Once a child has had a Strategy Discussion with the outcome of Section 47 the ACW will have a task in their worktray 'Section 47 Enquiries' & 'C&F Assessment'.

Section 47 Enquiries - Please Perform Section 47 Enquiries

C & F Assessment - Please do C & F Assessment for Child

Completing a Section 47

The ACW should have the task 'Section 47 Enquires – Please perform Section 47 enquires' in their worktray – click this to begin. You should again get the option to copy forward – please ensure you copy forward all the documents that have been selected by the system

The S47 has 2 sections to complete -

Record of Outcomes of Section 47 Enquiry	<p><u>Immediate actions to keep the child safe -</u></p> <p>Record who will see the child alone Is a CP medical examination required? Is an achieving best evidence interview required? immediate safety planning with family. <i>(If recorded in the Strategy Meeting this will be copied forward and you won't be able to edit)</i></p> <p><u>Key Agencies contacted</u> – Record agencies who have been contacted during Section 47 enquiry.</p> <p>If any additional agencies have been contacted – please add into the text box.</p>
Outcomes	<p>Record outcomes of Section 47 method - Single or Joint Investigation</p> <p>Decision - Are concerns substantiated?</p> <p>Has the child been seen?</p> <p>Choose the suggested outcomes for this case – eg if this is to progress for an ICPC – choose the ICPC checkbox.</p> <p>Add an overall summary to define the reasons for decision to proceed to the next stage following the S47.</p> <p>Add the conference attendees – this is a free text field – you should also ensure the relationships/involvements tabs are updated to show these details.</p>

- Any sections showing with red text are mandatory and therefore must be completed.

- Once you have completed the form and selected the required outcome then you need to select **Finalise Record**, and select OK
- This form will now be forwarded to your team manager for authorisation. Manager to add their name, the date and comments into the approval section.
- Once the form has been authorised you should then have the “next task” depending on your choice from the Suggested Outcomes -
 - i.e. Initial Child Protection Conference, No Further Action – Continue with C & F Assessment (only if one is active) Initiate Legal Action, Provision of Services (S17)
 - i.e. CIN, No further action.

Completing the C & F Assessment

At the point that the Strategy Meeting ends you will have in your worktray a task to complete a C & F Assessment – this must be completed at the same time as you complete your Section 47 at this forms the basis of your ICPC report (if you are going to ICPC).

please ensure you copy forward all the documents that have been selected by the system

Please note that the outcome of the C & F if taking the case to Conference is the “new” option of ICPC (please ensure you select this option).

Initiating the ICPC

Note for Team Manager – when assigning the task for the ICPC you must give it to the CP Admin tray for your area – this ensures that the Meeting Organiser sits where Safeguarding can access it – there is no longer a “Pre Meeting Report” (as the worker will be completing the C & F assessment instead) and the Outcomes to Safeguarding.