Child Protection Training Manual

Liquid Logic Children's Systems (LCS)

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DOCUMENT HISTORY

Date	Produced By	Document Version	Comments
09.02.2016	Lee Innell	1.0	Draft Version
02.08.2016	B. Campbell	1.1	Adding Version Number
22.08.2017	R. Parmar	1.2	Addition of ICPC Request Form
16.01.2020	J. Stendeback	1.3	Redesign
28.02.2022	S. Webb	1.4	Redesign
02.03.2022	S. Hogan	1.5	Update

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1. Shortcuts

Keystrokes	Action
Ctrl A	Select All
Ctrl B	Bold
Ctrl C	Copies to the clipboard
Ctrl F	Find dialog box
Ctrl I	Italics
Ctrl P	Print
Ctrl T	Creates a New Tab
Ctrl U	Underlining
Ctrl V	Pastes from the clipboard
Ctrl X	Cuts to the clipboard
Ctrl Z	Undo last command
Ctrl Delete	Delete next word
Ctrl Backspace	Delete previous word
Mouse click 3 times	Selects whole paragraph
Ctrl +	Increases zoom by 25%
Ctrl -	Decreases zoom by 25%
Ctrl 0	Returns zoom to normal
Shift F3	Highlight text then toggle between caps, title case and lowercase
F5	Refresh screen

2.   COURSE OVERVIEW

Course Outcomes

This 1-day session will raise awareness of the recording of the CP process within LCS. For the purpose of the course, we will use 2 siblings to incorporate the Family Working principle.

Course Contents

- Initiating the CP process from the C&F Assessment & Strategy Discussion

- Start C&F Assessment – do not complete assessment at this time

- Manually start the Strategy Discussion

- Completing the Strategy Discussion form
    - Whole task completed by CSWM

- Progress to S47 Enquiry
    - Note SD is automatically selected for Copy Forward (always click copy forward selected button)
    - SW to Complete Form & Notify CP Admin of potential ICPC
    - Authorisation/Rejection by CSWM

- Complete C&F Assessment
    - Use the case pathway map to return to C&F Assessment
    - Complete C&F Assessment – Select outcome – S47 Assessment Completed – ICPC Needed
    - Authorised/Rejection by CSWM

- Initial Child Protection Conference (ICPC)
    - There is no longer a Pre-Meeting Report, whole task is now completed by the CP Admin team only

- Completing Core Group Meeting (CGM)
    - SW to complete CGM within 10 days of ICPC

- Completing the Update CP Plan
    - SW to update the CP Plan following the CGM

- Review Child Protection Conference (RCPC)
    - There is no longer a Pre-Meeting Report, whole task is now completed by the CP Admin team only

- Ending CP (Outcome of RCPC)
    - CP Admin to complete RCPC Outcome with reason of End CP Plan

- Completing Final CP Plan task
        SW to select outcome following End of CP Plan (Use Provide Services – CIN or No Further Action)
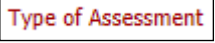

COURSE PREREQUISITES

Viewing Me Learning modules.

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3. Navigating Around Forms/Icons On Display

- The current Sidebar bar may be truncated – either hoover the mouse over the heading to read in full or click on the "Pin" icon to set the size to automatically adjust to auto-fit each Sidebar heading.

  o To move to another sidebar, simply click on the Sidebar heading.

- Any field depicted in red means it is a mandatory field. You cannot finalise without completing all mandatory fields.

- A red * displays when you have filled in a field. A blue * would be if somebody else filled in a field.
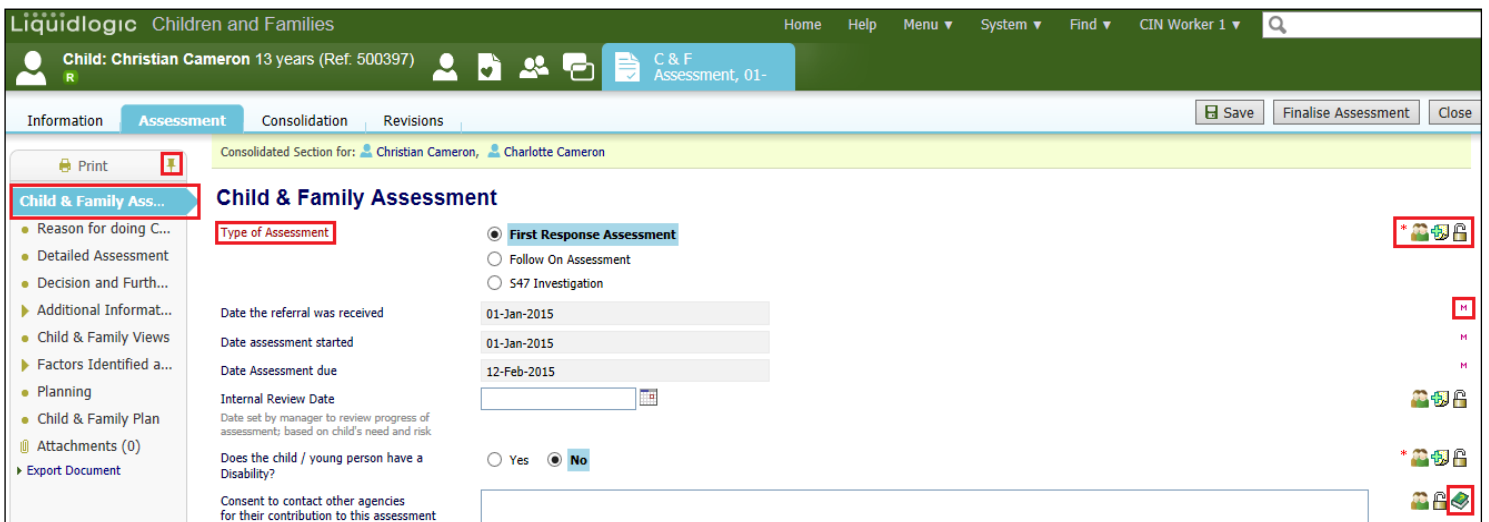
- The "Family Working" icon allows you to unconsolidate a field – enabling you to create separate answers to a question for siblings. You can also re-join the answers.

- An "M" means the field is not editable and has been automatically merged.

- A "post it note" allows you to enter a comment (which doesn't print out, they cannot be deleted once the form is saved).

- A "green manual" allows you to read the help guidance. Hoover the mouse to read the instructions or click on the icon to view on a separate screen. Click on "Return to Form" at the top of the page to return to the original screen.

- The "Open Lock" means that question has <u>not</u> been locked for security.

4. Initiating the CP process from the C&F Assessment

- In the example below, the work has been grouped by "Task" so that the "C&F Assessments" are grouped together. Our example shows a consolidated assessment for 2 siblings.

- The C&F Assessment should only be started once the 'Section 47 Enquiry Form' has been completed.

- Click on the "C&F Assessment – Please do C&F Assessment for Child" for either child (LCS will automatically include the consolidated sibling).

- Select the 'Initial Child Protection Conference' option from the 'Type of Assessment' question

- Complete all sections of the C&F Assessment

- At least **TWO** 'Factors' must be selected for each child included in the assessment. If this hasn't been completed, you will be prompted to answer Q5a & Q6a in order to save your assessment.

- Do not complete the "Planning" section as the C&F Plan will not be carried forward if the child is made CP (The C&F Plan is normally triggered if CIN is the outcome)
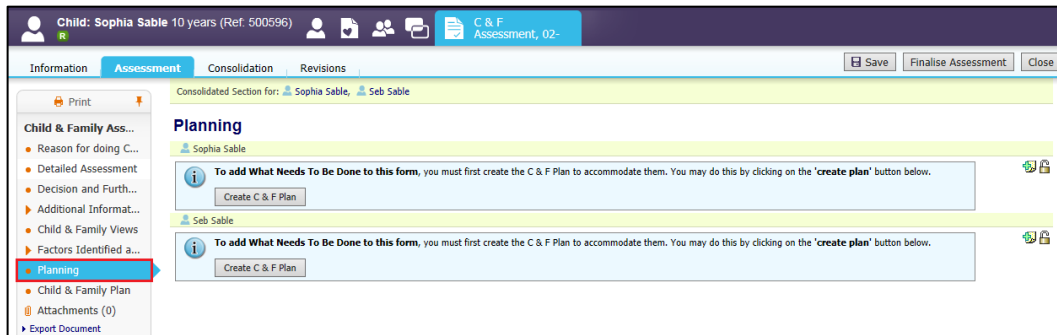
- Once the C&F Assessment has been completed, access the "Decision and Further Action" Section.

- Select the checkbox "S47 Assessment Completed – ICPC Needed" (Only available once the S47 Assessment has been Finalised and Authorised)
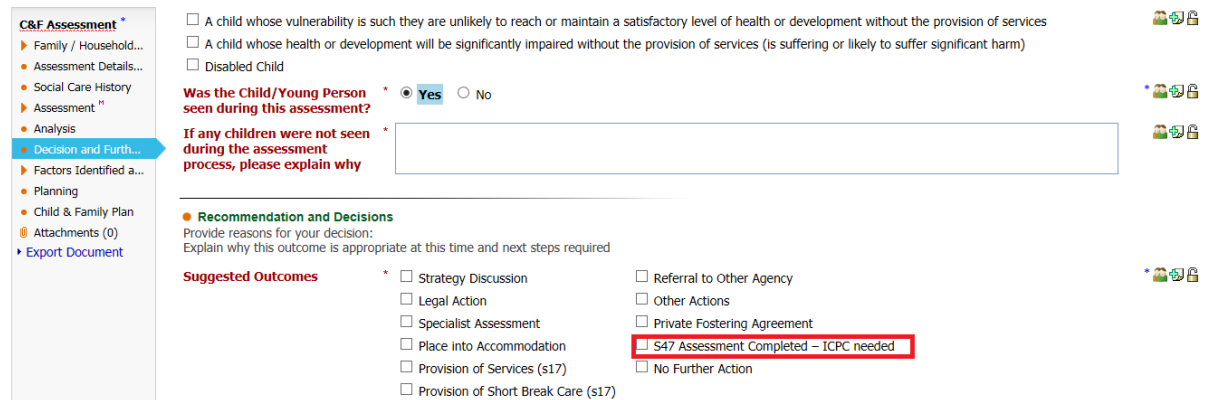
- Complete the "Reason for these Suggested Outcomes" below the Outcome selection above.

- Click on "Finalise Assessment"
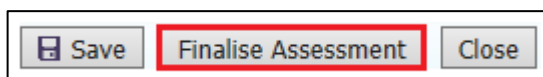
- At the pop-up prompt, click on "OK"

- The screen will display as below – indicating that the task to authorise has been sent to the relevant Manager.

4.1. Manager Authorises C&F Assessment

- The authorising Manager clicks on the task 'C&F Assessment – Authorise' from their Worktray.

- Click on the 'Update C&F Assessment'

- Read through the C&F Assessment then click on the 'Decision & Further Action' Section.

- Please ensure the **correct outcome** has been selected in the "Decision & Further Action" section.

- Enter in the "Authorisation Date", fill in all sections, then 'Finalise Assessment'
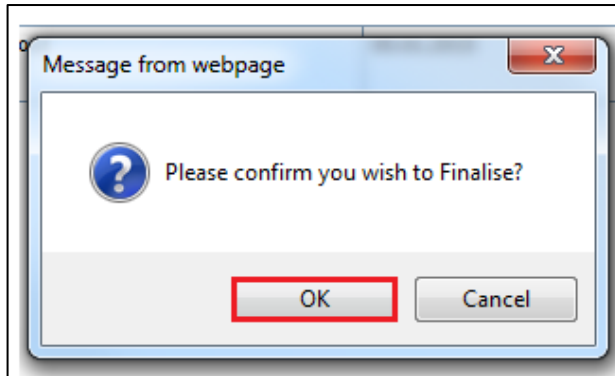
- Click on 'OK'

- If you choose to authorise the C&F Assessment, click on 'Authorise'

4.2. Rejecting an Assessment

- If you wish to return the C&F Assessment back to the worker, click on 'Request Further Information'.

- Enter in a valid reason for the rejection.

- Click on "Send Request"

- Click on "OK"

5.   Strategy Discussion process (manager only)

A local authority social worker and their manager, health professionals and a police representative should, as a minimum, be involved in the strategy discussion. All attendees should be sufficiently senior to make decisions on behalf of their agencies.

The Strategy Discussion Form is the record of:

❖ *Reasons for concern*
❖ *Alleged suspects / offenders*
❖ *Known information at a point in time, including information shared by other professionals*
❖ *Multi-agency discussion*
❖ *Analysis and Risk Assessment*
❖ *Decision Making*
❖ *Action Plan*

5.1. Initiating the Strategy Discussion Task

- The Strategy Discussion task is started and completed by the Allocated Social Worker's Team Manager. The Task is started manually.

- Click on the Case Pathway icon in the child's demographics (LCS will automatically include the consolidated sibling).
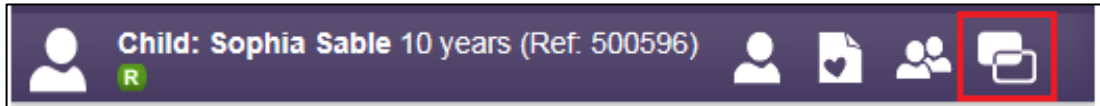
- Click on the "Full Map" link to show the Full Pathway Map
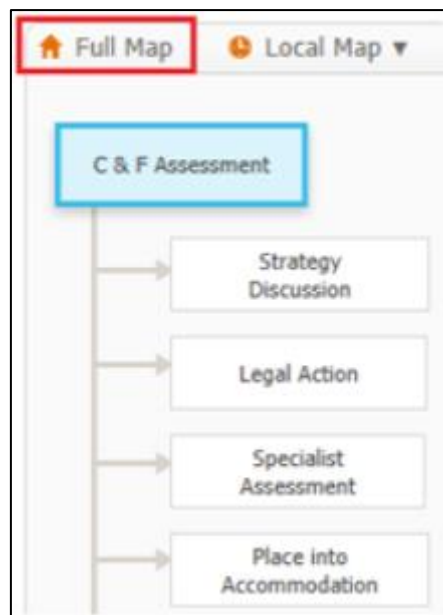
- Click on the Strategy Discussion task from the Pathway Map
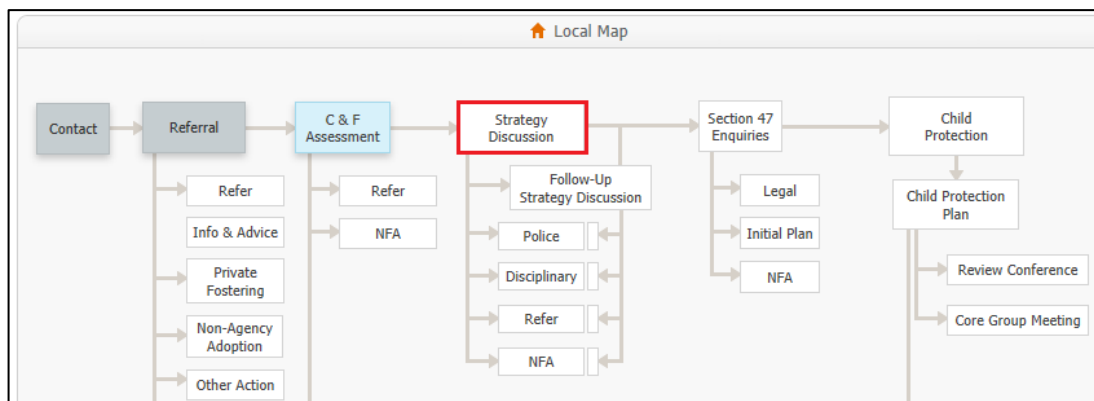
- Enter the date the SD is to be started, and a" Reason" why this task is being started manually. Note that you can also select any other siblings that this SD also applies to or remove if needed.

- Click the "Start Strategy Discussion" button to create the task.
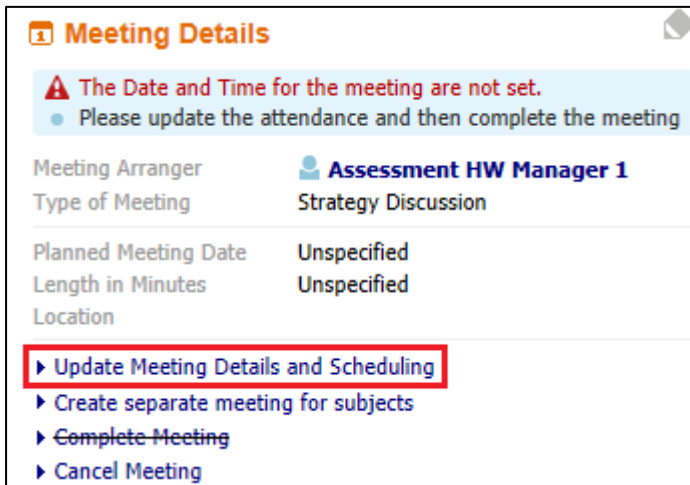
5.2. Updating SD Meeting Details

- Click on "Update Meeting Details and Scheduling"

- Enter the "Planned Meeting Date", "Length in Minutes" and "Location" into the relevant sections

- Once all the details have been entered, click on the Update button to save the information

- Click on "Meeting Held – Write up Outcomes" to start the SD Form

- Click the "Ok" button

- Enter the "Actual Meeting Date" the SD took place
- Click the "Update" button

5.3. Completing SD Form

- Click on "Record of Strategy Discussion" link

- Click the "Start Blank" button.

(Note – only a previous SD will copy forward into this form)

- The following sections of the SD will "Copy Forward" into the S47 Enquiry form.

- Once you've double checked the Meeting Details, Family Composition, and Child Protection History you will progress to the Record of Strategy Discussion tab.

- You will fill in the Introductions section as needed, then complete the remaining sections below:

  o Reason for Strategy Meeting & Alleged Abuse Category

○ Agency Information & Feedback

○ Summary of Protective Factors, Risk Factors, and Grey Areas

○ Is the threshold for S47 met?

○ Further Action

- Is an ICPC Request Form needed, you can tick yes if you haven't already started one.

- Select the 'Outcome' from the Strategy Discussion, if progressing to CP, select Start Section 47 Enquiries
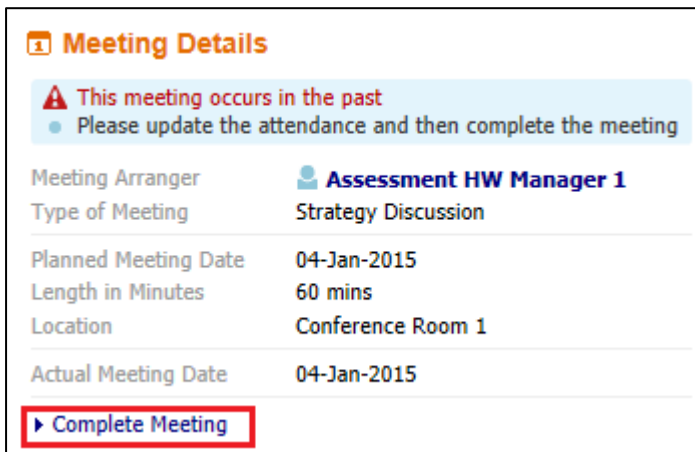
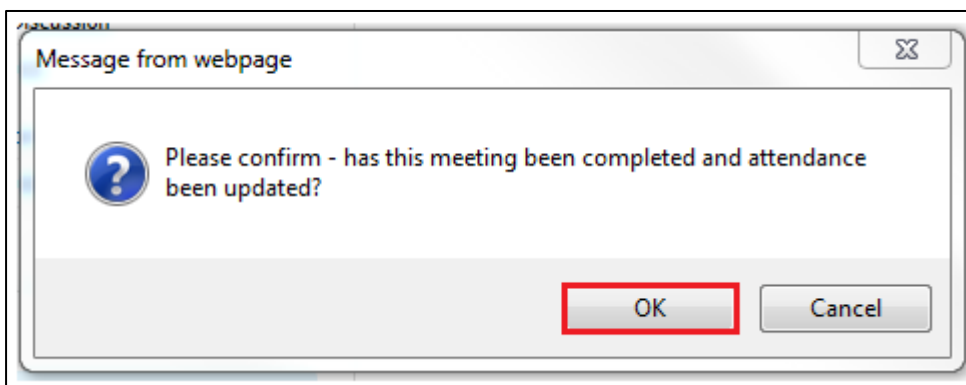- Click the "Finalise Record" button (top right-hand corner of the screen)
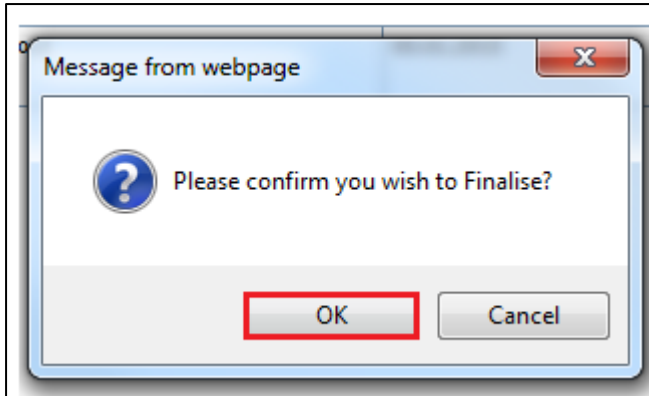
- Click the "Ok" button

- Click on the "Complete Meeting" link to close off the SD Task

Meeting Details

⚠ This meeting occurs in the past
  • Please update the attendance and then complete the meeting

Meeting Arranger	👤 Assessment HW Manager 1
Type of Meeting	Strategy Discussion
Planned Meeting Date	04-Jan-2015
Length in Minutes	60 mins
Location	Conference Room 1
Actual Meeting Date	04-Jan-2015

▸ Complete Meeting

- Click on the "Ok" button

Message from webpage

Please confirm - has this meeting been completed and attendance been updated?

OK   Cancel

6.   ICPC Request Form

The 'ICPC Request Form' is a standalone form and will need to be started form the Forms Tab. This should be completed immediately, but within a maximum of 5 working days after the 'Strategy Discussion' has taken place.

(**Note** – This form is split into three stages, 'Social Worker Stage', 'Team Manager Stage' and 'CP Admin Stage')

6.1.   Starting ICPC Request Form

- From the 'Demographics' click on the 'Forms' Section
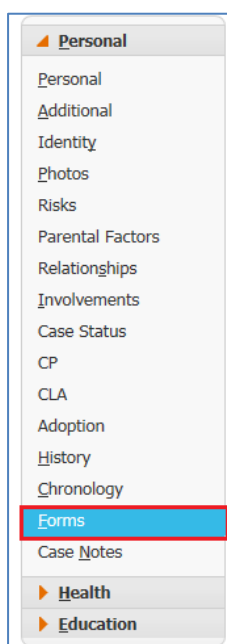
- Under the heading 'Start New Form' click on the drop-down box, and select 'ICPC Request Form'
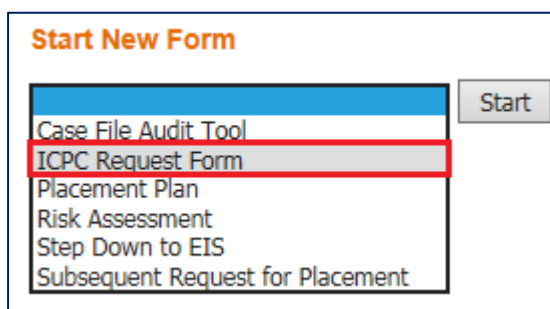
- Click the 'Start' Button
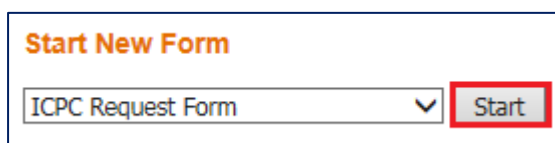
- Click 'Start Blank'

  (**Note** – Only a previous 'ICPC Request Form' will copy information into this form)

- If there is more than one child, you have the option to add and consolidate by clicking "Start Assessment". This must be completed for each child.

6.2.   Completing ICPC Request Form (Social Worker Stage)

- When the form is first started it is at the 'Social Worker' Stage. You can see which stage the Form is at by looking at the yellow banner underneath the 'Attachment' section.

- Select the 'ICPC Request Form' section and answer all the question

- Next click on the 'Conference Attendees' heading

- Enter all details for each of the attendees in the relevant sections

- NHS numbers are required and will need to be added to the ICPC if it isn't on the child's LCS record. If one of the children is an Unborn baby, please use the mother's NHS number.

- Please remember to remove mother's NHS number as soon as the child's born and replace it with their NHS number.

- Click on the 'Green +' to add a new row for each additional person or organisation that needs to be added.

- This will add a new row underneath the current row

- If you need to remove a row click on the 'Red X'

- Once all attendees have been added click on the 'Send to Manager' button

6.3.   Completing ICPC Request Form (Managers Stage)

- The following task will appear in your line manager's Worktray

No Due Date	Houghton, Kaidee-Rai 8 yrs	**ICPC Request Form** - Please complete the Manager Decision

- The Form will show that it is at 'Manager's stage', this is the second stage of the form.
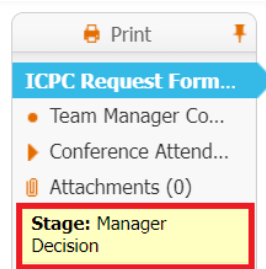
- Your manager will go through the form to ensure the correct information has been provided. If they decide that not enough information has been added, they will send back to the social worker to amend.
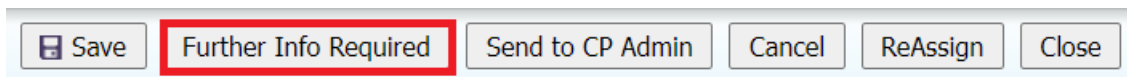
- Your manager will then fill in their section before sending to 'CP Admin'

6.4. Completing ICPC Request Form (CP Admin Stage)

- The following task will appear in the 'CP Admin Worktray'

No Due Date	Soul, Sophia 10 yrs	**ICPC Request Form** - Please complete the CP Admin

- The Form will show that it is at the 'CP Admin' Stage, this is the third and final stage of the form.
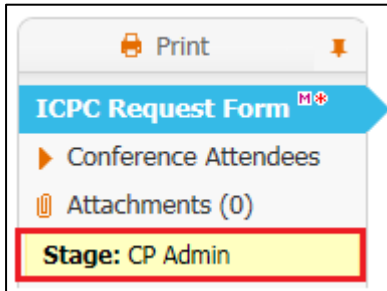
- The CP Admin team will either finalise the form or send it back to the Social Worker if more information is needed.

- If the 'Return to SW' button is clicked the following task will be sent to the SW's worktray

No Due Date	Soul, Sophia 10 yrs	**ICPC Request Form** - This task has been returned to you - Return to SW
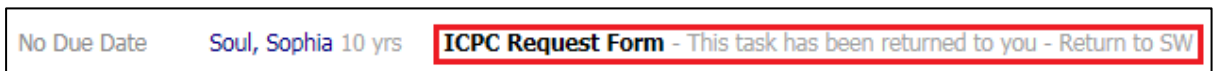
- If the Form is 'returned to the SW' them the CP Admin will need to also send an email to say why it is being returned and what changes need to be made.

- If there are no amendments to be made and all information is correct, then click on the 'Finalise Request' button to complete the Form.

7.   Section 47 Enquiry Form

Local authority social workers have a statutory duty to lead assessments under section 47 of the Children Act 1989. The police, health professionals, teachers and other relevant professionals should help the local authority in undertaking its enquiries

The S47 Enquiries Form provides a record of:

> ❖ *Further information obtained as a result of enquiries*
> ❖ *The findings from the actions agreed at the strategy meeting*
> ❖ *Analysis and Risk Assessment*
> ❖ *Decision Making*
> ❖ *Interim Safety Plan*

The Interim Safety Plan is used where there is a decision to progress to an Initial Child Protection Conference. The Interim Safety Plan should explain what plans are in place to keep the child / young person safe until that ICPC takes place.

7.1. Starting the S47 Enquiry Form

- The S47 Enquiry Form should be completed before the C&F Assessment is started.

- Click on the "Section 47 Enquiries – Please Perform Section 47 Enquiries" for either child (LCS will automatically include the consolidated sibling).

- Click on the 'Record of Outcome of S47 enquiries (copy forward)' link

- The previously completed 'Record of Strategy Discussion' form is pre-selected.

- Click the 'Copy Forward Selected' button

7.2. Completing S47 Enquiry Form

- The Stand Alone Form 'Initial Child Protection Conference Request Form' should be started at this stage (see Section 6)

- The previously completed answers from the Strategy Discussion will be pre-populated into the S47. These can be identified by the ^c that appears at the end of each section
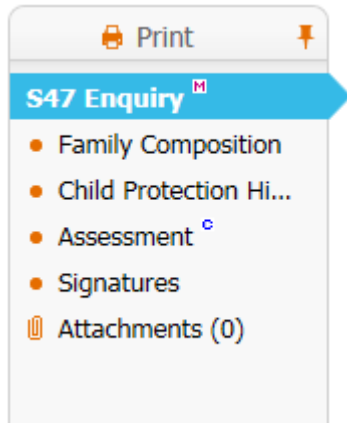
- Check the 'Copy Forwarded' sections and amend any details as necessary, and add in any new information gathered

- Complete all sections within the Assessment Tab – all sections are mandatory and will need to be completed:

  o Reason for S47

  o Actions and Agency Checks

o Child and Parent Views

o Analysis

o Section 47 Outcome/Decision & Interim Safety Plan

- Once all sections have been completed and the correct 'Outcome' selected click on the 'Finalise Record' button (top right-hand corner of the screen)

- Click the "Ok" button
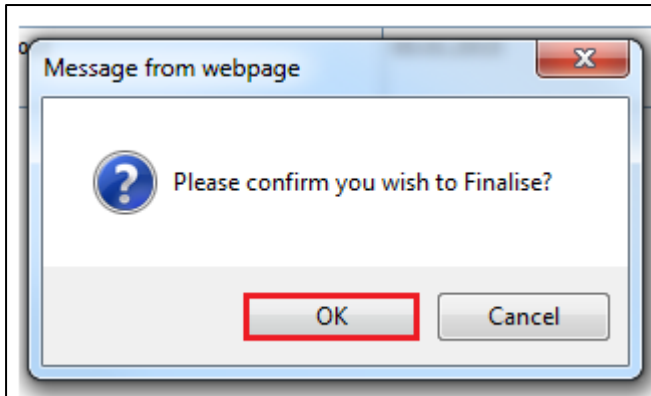
- The 'Section 47 Enquiries' form has now been sent to the Team Manager for Authorisation

Section 47 Enquiries

Reason: Threshold has been met for Section 47 enquiries single agency.

Active Task: 👤 Assessment HW Manager 1   **Started:** 18-Feb-2016   **Due:** 16-Jan-2015

| Section 47 Enquiries | Task Details | All Children (2) ▼ |

Combined Stage for: 👤 Sophia Sable, 👤 Seb Sable.

- **This Record has been sent to Assessment HW Manager 1 for authorisation.**

☑ **Record of Section 47 Enquiries**

The Record	☑ Record of Outcome of S47 enquiries (Assigned to Assessment HW Manager 1) [Print]
Service User/s	👤 Sophia **Sable** 10 yrs 👤 Seb **Sable** 12 yrs
Assessor	👤 Assessment HW Worker 1 (04-Jan-2015 to 18-Feb-2016)
Assigned to Reviewer	👤 Assessment HW Manager 1 (18-Feb-2016)

☑ **Record Summary**

Date Referral Started	01-Jan-2015
S47 Enquiries Commenced	04-Jan-2015
S47 Enquiries Due	16-Jan-2015
S47 Enquiries Completed	10-Jan-2015

Reason for Assessment/Record

Reason For: 👤 Sophia Sable, 👤 Seb Sable

Threshold has been met for Section 47 enquiries single agency.

7.3. Authorising S47 Enquiry Form (Manager's Only)

- Pick-up the 'Section 47 Enquiries – Authorise' task from your work tray

- Click on the 'Update Record of Outcome of S47 enquiries' link to open the form

- Read the completed assessment form.

- When ready click on the 'Finalise Record' button (top right-hand corner of the screen)

- Click the "Ok" button
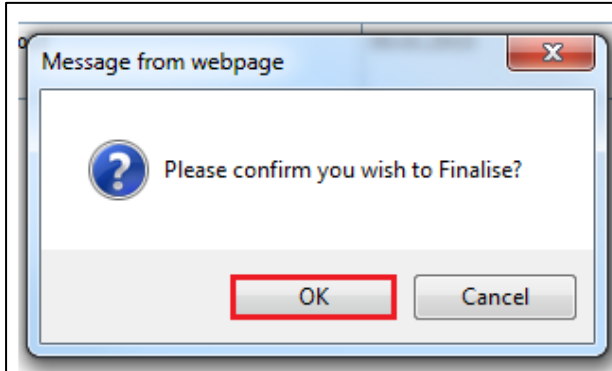
- Once the Assessment has been 'Finalised' it can either be 'Authorised' or 'Further Information' can be requested.

- Selecting 'Authorise' will complete the S47 Enquiry Form and initiate the Child Protection Pathway as well as triggering the Initial Child Protection Conference task.

- Selecting 'Request Further Information' will return the S47 Enquiry for the Social Worker to re-amend and re-submit for authorisation

- Click 'Authorise' and the click on the 'Ok' button
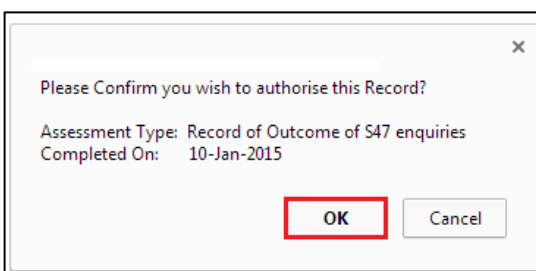
8. Core Group Meeting

- Click on the "Child Protection – Organise Core Group Meeting" (LCS will automatically include the consolidated sibling, although the task will only show for the youngest sibling in your work tray).

- Click on "Update Meeting Details and Scheduling"

- Enter the "Planned Meeting Date", "Length in Minutes" and "Location" into the relevant sections

- Once all the details have been entered, click on the Update button to save the information

- Click 'Complete Meeting'

- Click the 'Ok' button

- Enter the "Actual Meeting Date" the Core Group took place

- Click the "Update" button

8.1. Completing Core Group Meeting

- Click on 'Write up Meeting Notes'

- Click the "Start Blank" button.

(Note – only a previous Core Group Minutes will copy forward into this form)

- Enter the date that the minutes were completed

- Record the Core Group Members, and Meeting Minutes

- Once completed click on the 'Finalise Notes' button

- Click the 'Ok' Button

- Click on the 'Close meeting process, all tasks are complete' link

- Click the 'Ok' button

9. Update CP Plan

- Click on the "Child Protection – Update Child Protection Plan" task

- Click 'Update Part One Form'

- Complete the 'Guidance on Completing Plan' section

- Once completed click the 'Finalise Record' button
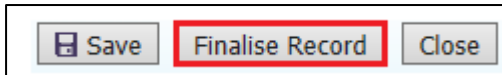
- Click the 'Ok' Button
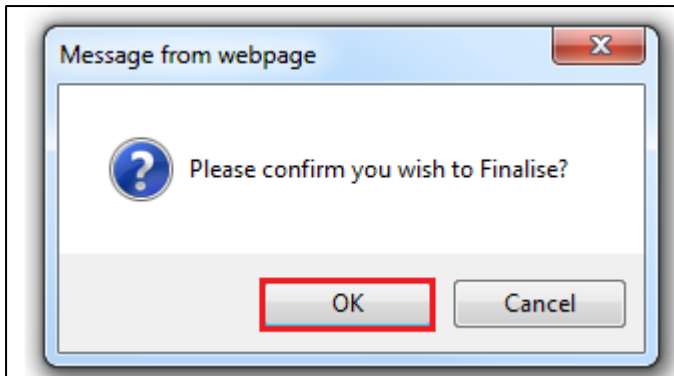
- Click on 'Update Part Two Form'
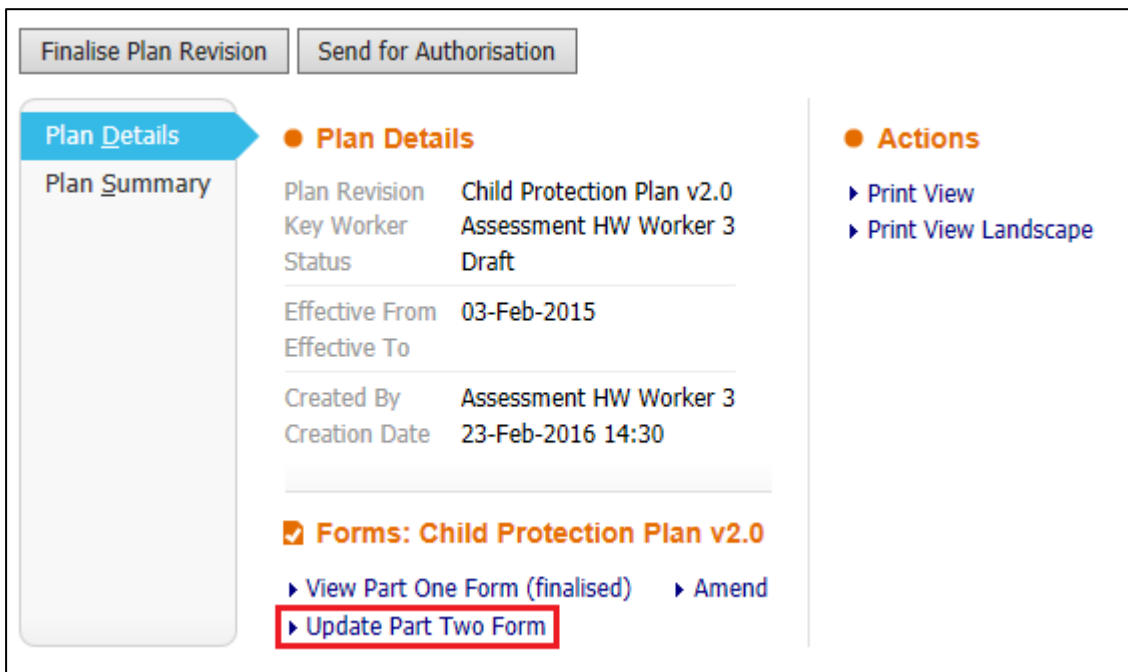
- The Outline CP Plan created by the CP Admin team will copy forward. Update the CP Plan based on the discussion following the 'Core Group Meeting' or from a 'Review CP Conference'

- Either click on 'Add Outcomes to plan' to create a new Outcome or click on one of the existing Plan items to edit them.
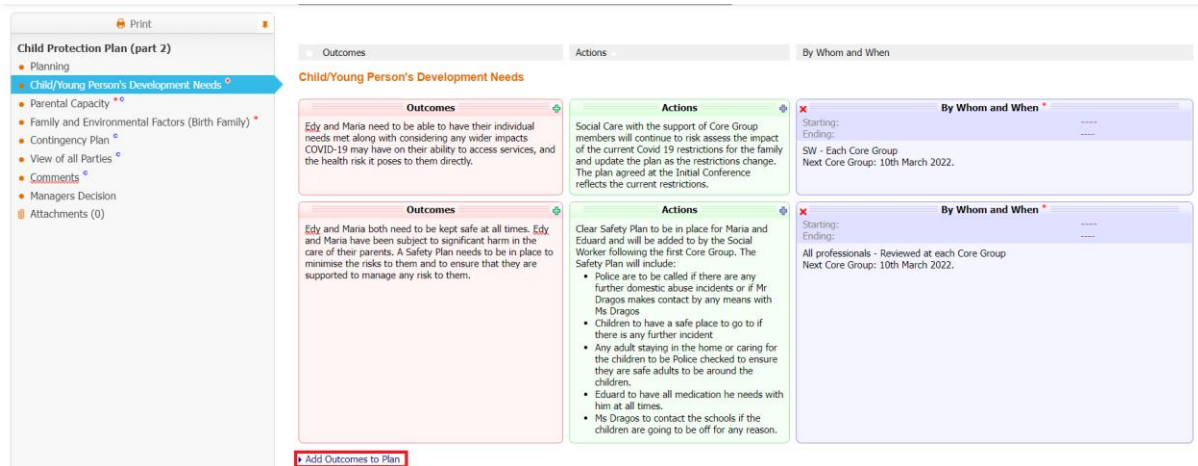
- Once the Plan has been updated click the 'Finalise Record' button
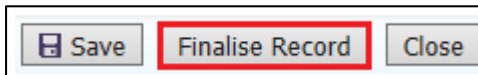
- Click the 'Ok' Button
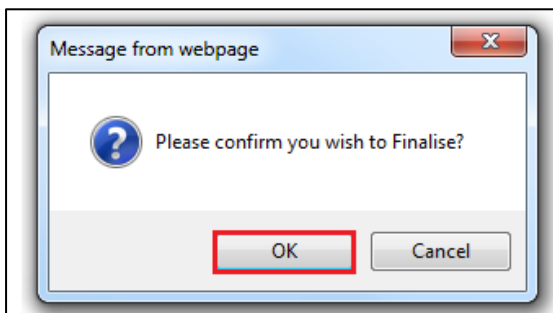
- After Finalising both Parts 1 and 2 if you need to make changes then click on the 'Amend' link
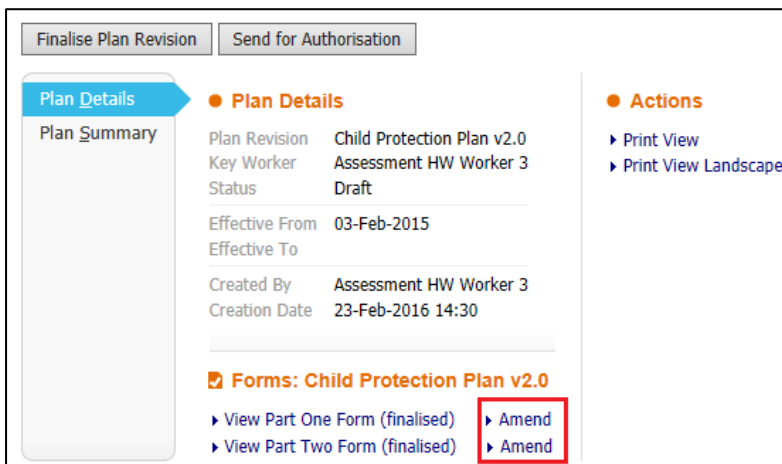
- This will re-open that part for updating. It will then need to be 'Finalised' once the work has been completed.

9.1.   Creating the 'Outcomes'

- Click on 'Add Outcomes to Plan' to create a new Outcomes box.
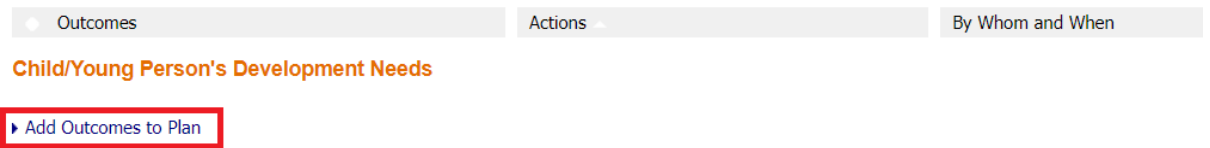
- Click the green + sign to create a box for the 'Actions'

- Click the purple + sign to create a box for the 'By whom and when'

- To remove the boxes, click on the Red X in the top left-hand corner of each box.
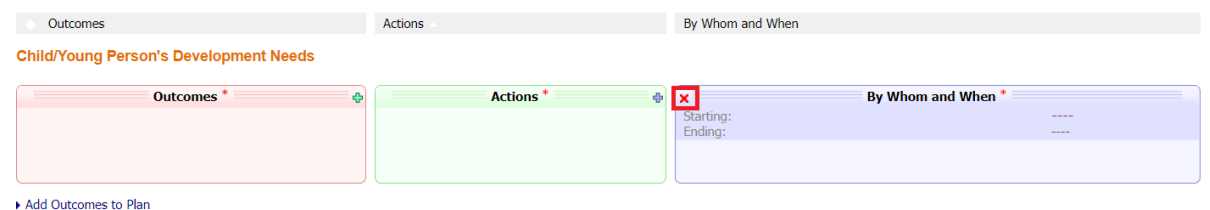
9.2.   Adding an Outcome

- Click on the Green + in the top right-hand corner of the 'Outcome' box

- This will create a new box under the 'Actions' heading, that is linked to 'Outcomes'

- Click in the 'Box' to record the 'Action'

- If multiple 'Actions' are needed, click on the Green + in the top right-hand corner of the 'Outcomes' box again

- To remove an 'Action' click on the Red X in the top left-hand corner of the box

9.3. Entering the By Whom and When details

- Click on the Purple + in the top right-hand corner of the 'Actions' box

- This will create a new box under the 'By Whom and When' heading, that is linked to the 'Actions'. Click in the 'Box' to record the 'By Whom and When' details.
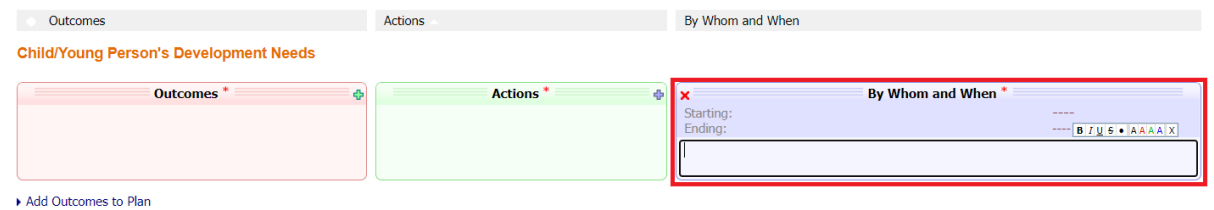
- If multiple 'By Whom and When' details are needed, click on the Purple + in the top right-hand corner of the 'Outcome' box again
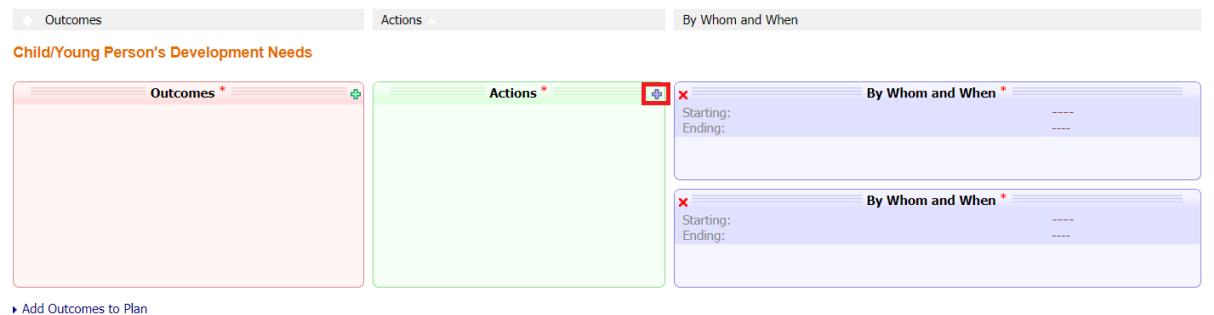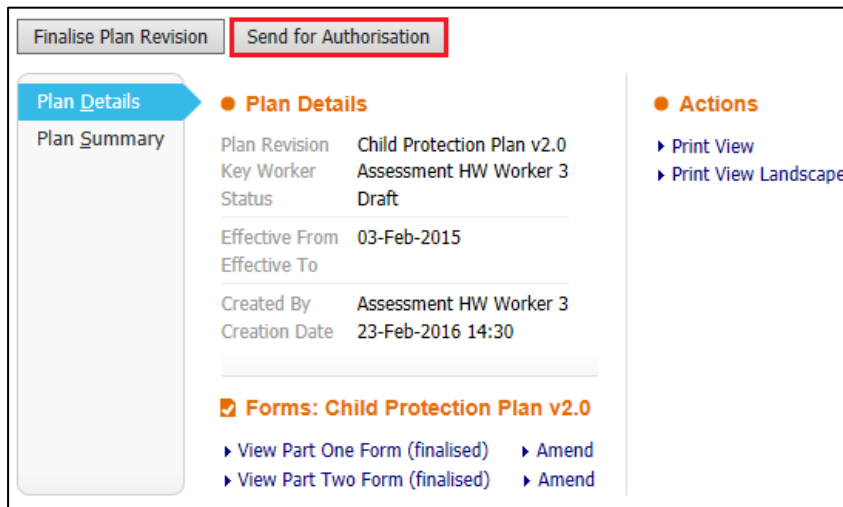
- To remove a 'By Whom and When' section click on the Red X in the top left-hand corner of the box
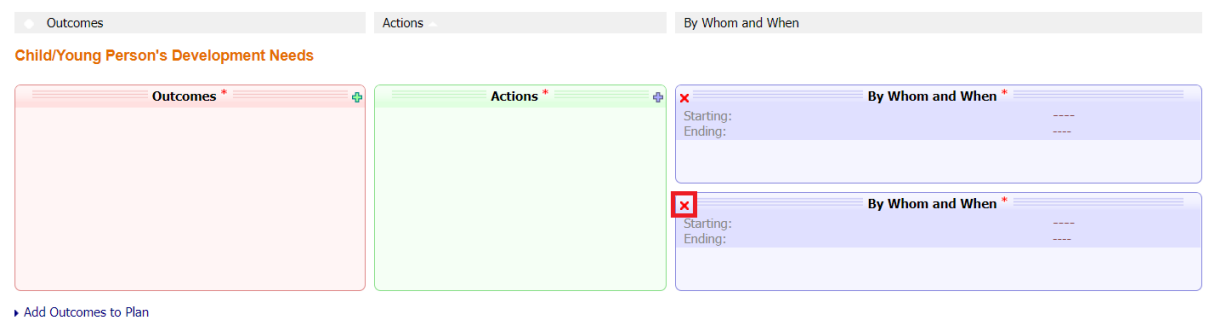
9.4.   Sending Plan for Authorisation

- After the both parts 1 & 2 have been finalised click on the 'Send for Authorisation' button

- Click on the 'Click here to select a user…' link

- Select your manager from the address book, or search for the manager that will be authorising the plan.
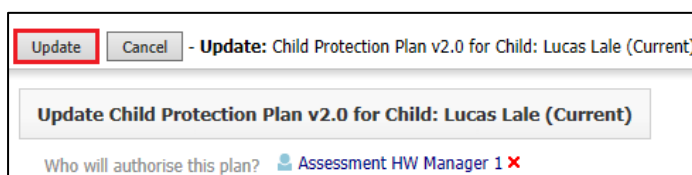
- Click the 'Confirm' button to select that person

- Click the 'Update' button – this will send the Plan to the selected manager.

9.5.   Authorising CP Plan (Manager)

- Click on the 'Child Protection – Update Child Protection Plan – Authorise Plan' task

- Click on the links 'View Part One Form', and 'View Part Two Form' to read the sections

- If some amendments are needed then click on the 'Amend' link to re-open the sections for editing.

- To Authorise the Plan, click on the 'Grant Authorisation' button.

9.6. Rejecting CP Plan (Manager)

- Click on the 'Child Protection – Update Child Protection Plan – Authorise Plan' task

- Click on the links 'View Part One Form', and 'View Part Two Form' to read the sections

- To Reject the Plan, click on the 'Deny Authorisation' button.

- Enter a 'Reason for Denial' and then click on the 'Update' button

- The task will be returned to the Social Worker, with the reason for Rejection

9.7 Ending CP Plan

Final CP Plan Task (After Review Conference)

- Click on the 'Child Protection – Complete Child Protection Plan' task from in your work tray

- Select the correct 'Outcome' following the end of the CP Plan.

- Click the 'Confirm' button