



Child Protection Training Manual

Liquid Logic Children's Systems (LCS)

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DOCUMENT HISTORY

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TABLE OF CONTENTS

1.	SHORTCUTS.....	IV
2.	COURSE OVERVIEW.....	V
3.	NAVIGATING AROUND FORMS/ICONS ON DISPLAY	1
4.	INITIATING THE CP PROCESS FROM THE C&F ASSESSMENT	2
4.1.	MANAGER AUTHORISES C&F ASSESSMENT	5
4.2.	REJECTING AN ASSESSMENT.....	7
5.	STRATEGY DISCUSSION PROCESS (MANAGER ONLY).....	8
5.1.	INITIATING THE STRATEGY DISCUSSION TASK.....	9
5.2.	UPDATING SD MEETING DETAILS	11
5.3.	COMPLETING SD FORM	13
6.	ICPC REQUEST FORM.....	16
6.1.	STARTING ICPC REQUEST FORM	16
6.2.	COMPLETING ICPC REQUEST FORM (SOCIAL WORKER STAGE).....	17
6.3.	COMPLETING ICPC REQUEST FORM (CP ADMIN STAGE).....	20
7.	SECTION 47 ENQUIRY FORM	22
7.1.	STARTING THE S47 ENQUIRY FORM	23
7.2.	COMPLETING S47 ENQUIRY FORM	25
7.3.	AUTHORISING S47 ENQUIRY FORM (MANAGER'S ONLY)	28
8.	CORE GROUP MEETING	30
8.1.	COMPLETING CORE GROUP MEETING.....	32
9.	UPDATE CP PLAN.....	34
9.1.	CREATING AN 'WHAT NEEDS TO BE DONE'	37
9.2.	ADDING AN OUTCOME	38
9.3.	ENTERING THE BY WHOM AND WHEN DETAILS	39
9.4.	SENDING PLAN FOR AUTHORISATION.....	40
9.5.	AUTHORISING CP PLAN (MANAGER).....	41
9.6.	REJECTING CP PLAN (MANAGER)	42
9.7.	FINALISING AN AUTHORISED CP PLAN (SOCIAL WORKER).....	ERROR! BOOKMARK NOT DEFINED.
10.	ENDING CP PLAN.....	44
10.1.	FINAL CP PLAN TASK (AFTER REVIEW CONFERENCE).....	44
10.2.	FINAL CP PLAN TASK (FOLLOWING END BY POST).....	ERROR! BOOKMARK NOT DEFINED.

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)

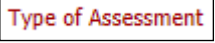
COURSE PREREQUISITES


Viewing Me Learning modules.


3. Navigating Around Forms/Icons On Display


- The current Sidebar bar may be truncated – either hover 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. 


- 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. 

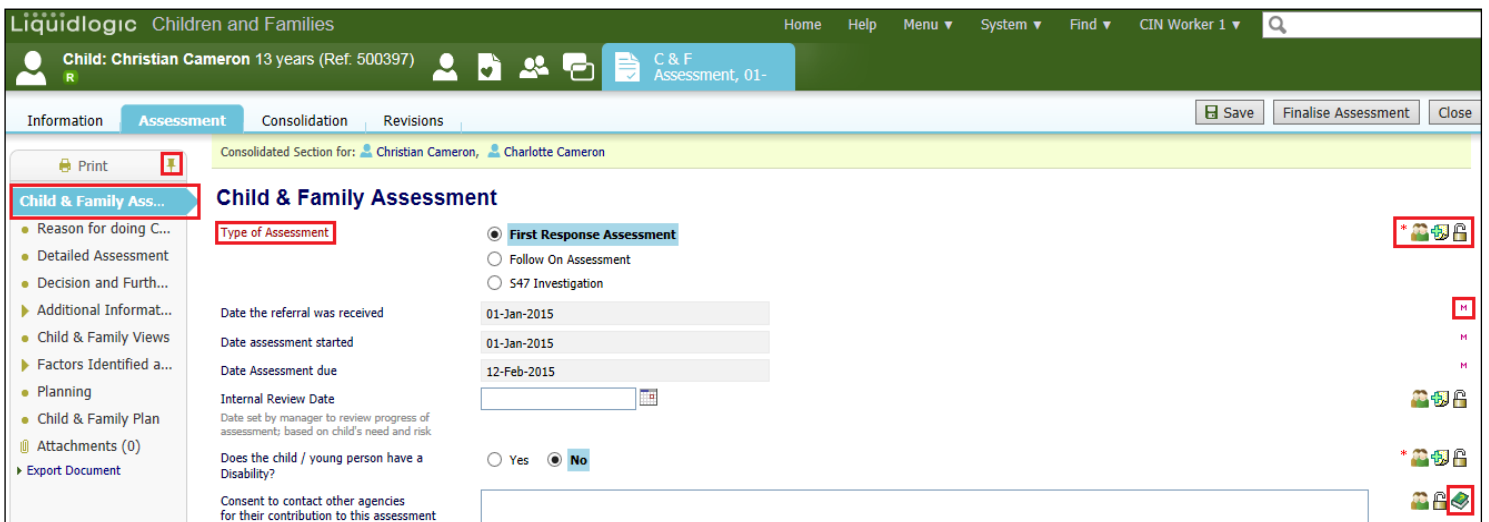
- The “Family Working” icon allows you to unconsolidate a field – enabling you to create separate answers to a question for siblings. You can also re-join the answers. 

- 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 not been locked for security. 



The screenshot shows the 'Liquidlogic Children and Families' interface. The user is logged in as 'CIN Worker 1'. The main form is titled 'Child & Family Assessment' for 'Christian Cameron, 13 years (Ref. 500397)'. The 'Type of Assessment' is set to 'First Response Assessment'. The form includes fields for 'Date the referral was received' (01-Jan-2015), 'Date assessment started' (01-Jan-2015), and 'Date Assessment due' (12-Feb-2015). There are also radio buttons for 'Does the child / young person have a Disability?' (Yes/No) and a text area for 'Consent to contact other agencies'. The sidebar on the left is truncated, and the right side of the form has several icons, including a red asterisk, a family working icon, an 'M' icon, a post-it note icon, a green manual icon, and an open lock icon.

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).

Group By: Date Task Person Address Referral Group	Order By: Start Date Due Date Timeframe Person
Child Protection	
No Due Date	CP Bridgetown, Blake 12 yrs Child Protection - Active Child Protection Plan
No Due Date	CP Bridgetown, Bonnie 10 yrs Child Protection - Active Child Protection Plan
03-Feb-2015	CP Lewis, Lucy 10 yrs Child Protection - Organise Core Group Meeting
03-Mar-2015	CP Bridgetown, Bonnie 10 yrs Child Protection - Organise Core Group Meeting
20-Mar-2015	CP Lewis, Lucy 10 yrs Child Protection - Write Review Report
Section 47 Enquiries	
16-Jan-2015	Sable, Seb 12 yrs Section 47 Enquiries - Please Perform Section 47 Enquiries
16-Jan-2015	Sable, Sophia 10 yrs Section 47 Enquiries - Please Perform Section 47 Enquiries
C & F Assessment	
12-Feb-2015	Sable, Seb 12 yrs C & F Assessment - Please do C & F Assessment for Child
12-Feb-2015	Sable, Sophia 10 yrs C & F Assessment - Please do C & F Assessment for Child

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

Assessment Details

Type of Assessment

C&F Assessment
 Initial Child Protection Conference
 Review Child Protection Conference

- 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.

Factors Identified at the end of assessment

DfE Requirement
For assessments completed from 1 April 2013 onwards, all factors identified at the end of the assessment should be reported. These include factors relevant to the child’s health and development, the parent/carer’s capacity to respond to the child’s needs, other people living in the household and family or environmental factors affecting the child’s development.

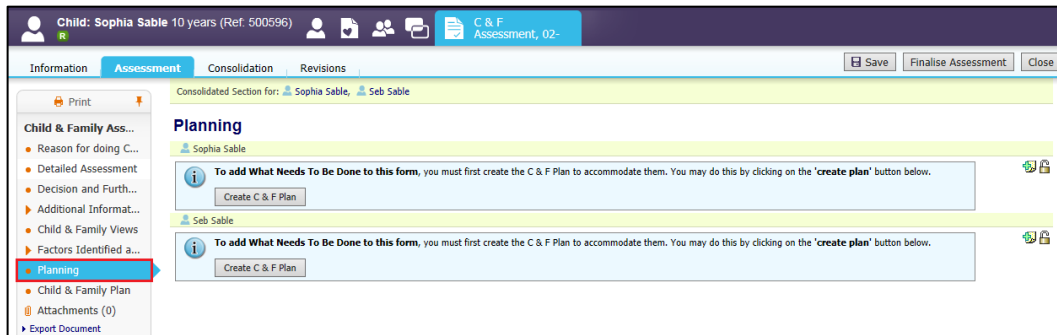
Have all relevant factors been selected? Yes No

At least One factor must be selected

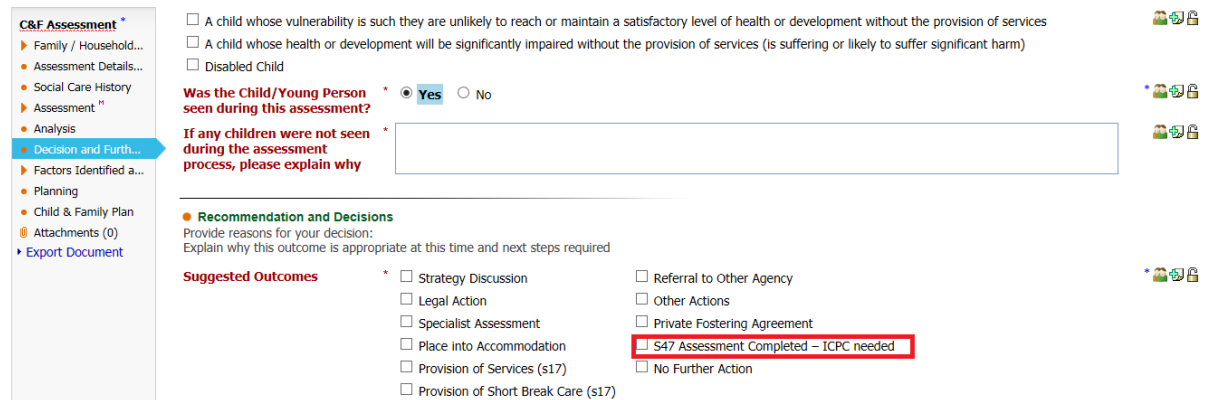
No Factors Identified
Please select **Yes** if there are identified Factors that need to be recorded

21 Have factors been identified? Yes No

- 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)



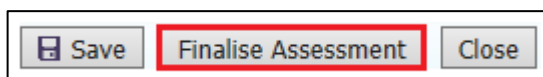
- Once the C&F Assessment has been completed, access the “Decision and Further Action” Section.
- Select the checkbox “S47 Assessment Completed – ICPC Needed” (Only available once the S47 Assessment has been Finalised and Authorised)



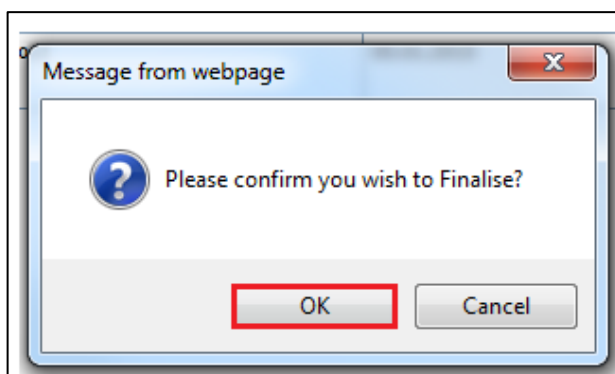
- Complete the “Reason for these Suggested Outcomes” below the Outcome selection above.



- 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.

C & F Assessment

Reason: Level 3/4

Due to the nature of the concerns, substance misuse and DA I recommend a C&F assessment.

Management overview:
C&F assessment required in line with level 4 of the Buckinghamshire County Council threshold document (combination of substance misuse/ domestic abuse.)

Active Task: [Assessment HW Manager 1](#) **Started:** 18-Feb-2016 **Due:** 12-Feb-2015

[C & F Assessment](#) Task Details All Children (2) ▼

Combined Stage for: [Sophia Sable](#), [Seb Sable](#).

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

Record Details:

The Assessment [C & F Assessment](#) (Assigned to Assessment HW Manager 1) [Print]

Service User/s [Sophia Sable](#) 10 yrs [Seb Sable](#) 12 yrs

Assessor [Assessment HW Worker 1](#) (02-Jan-2015 to 18-Feb-2016)

Assigned to Reviewer [Assessment HW Manager 1](#) (18-Feb-2016)

4.1. Manager Authorises C&F Assessment

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

User Assessment HW Manager 1
Assessment Team High Wycombe

Task Trays

All Empty

Group By: Date | Task | Person | Address | Referral Group Order By: Start Date | Due Date | Timeframe | Person

Last Year Person Task Description

12-Feb-2015 Sable, Seb 12 yrs C & F Assessment - Authorise

12-Feb-2015 Sable, Sophia 10 yrs C & F Assessment - Authorise

- Click on the 'Update C&F Assessment'

Full Map Local Map

C & F Assessment

Strategy Discussion

Legal Action

Specialist Assessment

Place into Accommodation

Provision of Services

Private Fostering Assessment

C & F Assessment

Reason: Level 3/4

Due to the nature of the concerns, substance misuse and DA I recommend a C&F assessment.

Management overview:
C&F assessment required in line with level 4 of the Buckinghamshire County Council threshold document (combination of

Active Task: Assessment HW Manager 1 (Reassign) Started: 18-Feb-2016 Due: 12-Feb-2015

C & F Assessment Task Details All Children (2)

Combined Stage for: Sophia Sable, Seb Sable.

Assessment Authorisation Stage: Review the completed Assessment and amend if applicable. Information.

Update C & F Assessment by Assessment HW Worker 1 - Assessment Team High Wycombe (In Progress)

Record Details:

The Assessment C & F Assessment (Assigned to You) [Print]

Service User/s Sophia Sable 10 yrs Seb Sable 12 yrs

Assessor Assessment HW Worker 1 (02-Jan-2015 to 18-Feb-2016)

Assigned to Reviewer Assessment HW Manager 1 (18-Feb-2016)

- 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'

Managers Decision

Authorisation Date

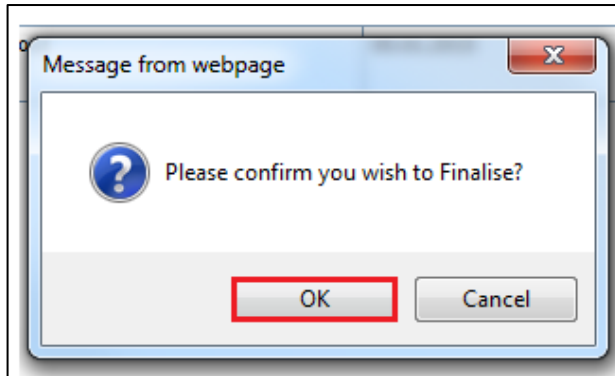
Was this assessment completed in 45 days?

Do you agree with the outcome of this assessment?

Name of Manager:

Manager's Comments

- Click on 'OK'



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

Assessment Authorisation Stage: Review the completed Assessment and amend if applicable. Once satisfied finalise the Assessment and choose to Grant Information.

▶ View C & F Assessment by Assessment HW Worker 1 - Assessment Team High Wycombe (Awaiting Authorisation) ▶ Amend

Record Details:

The Assessment	<input checked="" type="checkbox"/> C & F Assessment (Session Finalised) [Print]
Service User/s	<input checked="" type="checkbox"/> Sophia Sable 10 yrs <input checked="" type="checkbox"/> Seb Sable 12 yrs
Assessor	<input checked="" type="checkbox"/> Assessment HW Worker 1 (02-Jan-2015 to 18-Feb-2016)
Reviewer	<input checked="" type="checkbox"/> Assessment HW Manager 1 (18-Feb-2016 to 18-Feb-2016)

4.2. Rejecting an Assessment

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

Assessment Authorisation Stage: Review the completed Assessment and amend if applicable. Once satisfied finalise the Assessment and choose to Grant Information.

▶ View C & F Assessment by Assessment HW Worker 1 - Assessment Team High Wycombe (Awaiting Authorisation) ▶ Amend

Record Details:

The Assessment	<input checked="" type="checkbox"/> C & F Assessment (Session Finalised) [Print]
Service User/s	<input checked="" type="checkbox"/> Sophia Sable 10 yrs <input checked="" type="checkbox"/> Seb Sable 12 yrs
Assessor	<input checked="" type="checkbox"/> Assessment HW Worker 1 (02-Jan-2015 to 18-Feb-2016)
Reviewer	<input checked="" type="checkbox"/> Assessment HW Manager 1 (18-Feb-2016 to 18-Feb-2016)

- Enter in a valid reason for the rejection.

Request Further Information: You have chosen to request further information for this Assessment. Please provide your reasons and click OK.

▶ View C & F Assessment by Assessment HW Worker 1 - Assessment Team High Wycombe (Awaiting Authorisation) ▶ Amend

Reason for requesting further information:

- Click on "Send Request"

Request Further Information: You have chosen to request further information for this Assessment. Please provide your reasons and click OK.

▶ View C & F Assessment by Assessment HW Worker 1 - Assessment Team High Wycombe (Awaiting Authorisation) ▶ Amend

Reason for requesting further information:

Enter reason for rejection

- Click on "OK"

Please confirm you wish to send this request for further information

5. Strategy Discussion process (manager only)

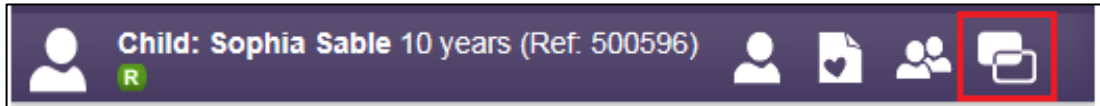
A local authority social worker and their manager, health professionals and a police representative should, as a minimum, be involved in the strategy discussion. All attendees should be sufficiently senior to make decisions on behalf of their agencies.

The Strategy Discussion Form is the record of:

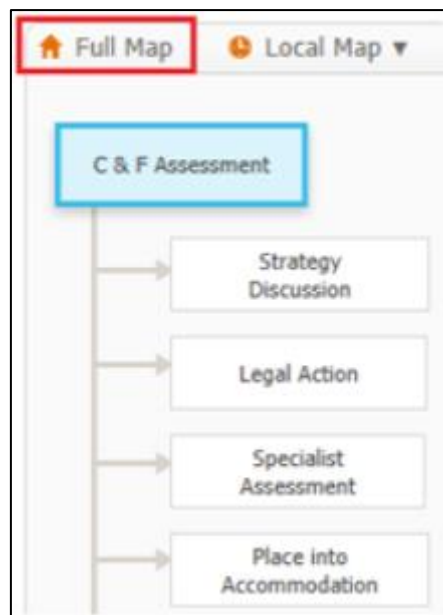
- ❖ *Reasons for concern*
- ❖ *Alleged suspects / offenders*
- ❖ *Known information at a point in time, including information shared by other professionals*
- ❖ *Multi-agency discussion*
- ❖ *Analysis and Risk Assessment*
- ❖ *Decision Making*
- ❖ *Action Plan*

5.1. Initiating the Strategy Discussion Task

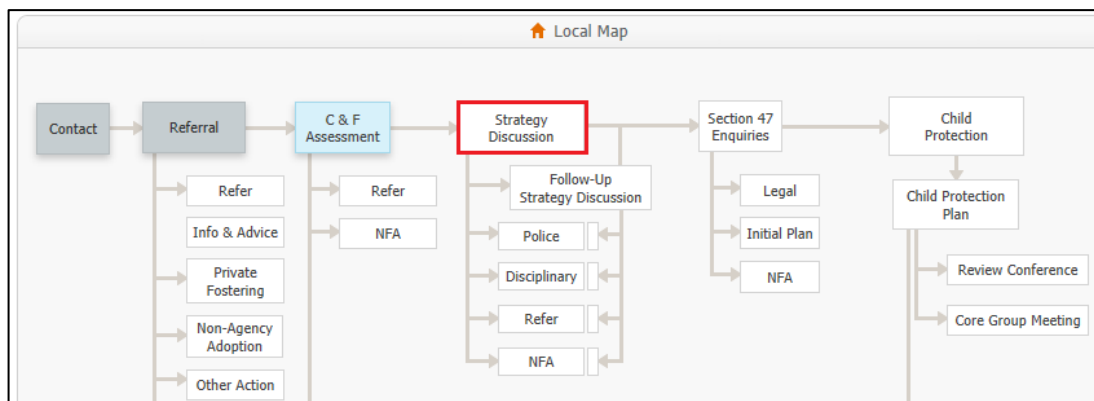
- The Strategy Discussion task is started and completed by the Allocated Social Worker's Team Manager. The Task is started manually.
- Click on the Case Pathway icon in the child's demographics (LCS will automatically include the consolidated sibling).



- 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.

Child: Sophia Sable 10 years (Ref: 500596)

Full Map Local Map

Strategy Discussion → Follow-Up Strategy Discussion

Section 47 Enquiries
Police Investigation
Disciplinary Procedure
Referral to Other Agency
C & F Assessment
No Further Action

Strategy Discussion

This step has not been initiated.

Start Strategy Discussion

Please provide date of initiation:
04.01.2015

Please provide reason for starting manually:
Enter reason for starting manually

Family Pathways - You may use the following table of related persons to start manually Strategy Discussion. Only people already grouped in this pathway can be selected to start this step manually.

Relationship	Name	Age	Info	
<input checked="" type="checkbox"/>	Self	Sophia Sable R	10 years	Automatically included in group
<input checked="" type="checkbox"/>	BROTHER	Seb Sable R	12 years	Create new Strategy Discussion and include in group
<input type="checkbox"/>	MOTHER	Lilly Sable	≈ 42 years	Person not a member of the Group.
<input type="checkbox"/>	FATHER	David Sable	≈ 45 years	Person not a member of the Group.

- Click the "Start Strategy Discussion" button to create the task.

Child: Sophia Sable 10 years (Ref: 500596)

Full Map Local Map

Strategy Discussion → Follow-Up Strategy Discussion

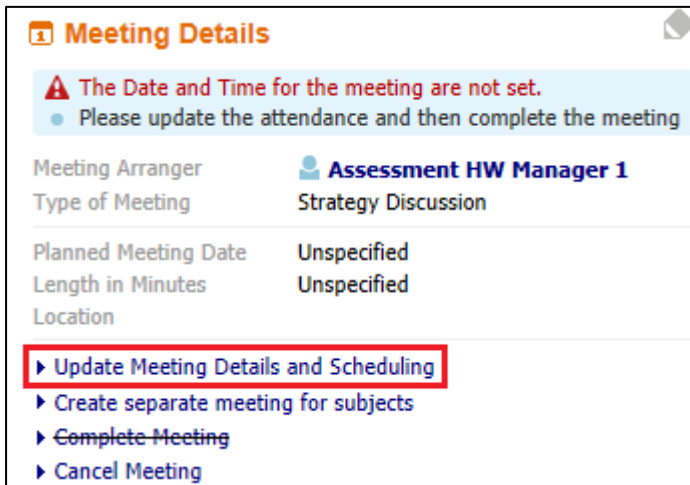
Strategy Discussion

This step has not been initiated.

Start Strategy Discussion

5.2. Updating SD Meeting Details

- Click on “Update Meeting Details and Scheduling”



Meeting Details

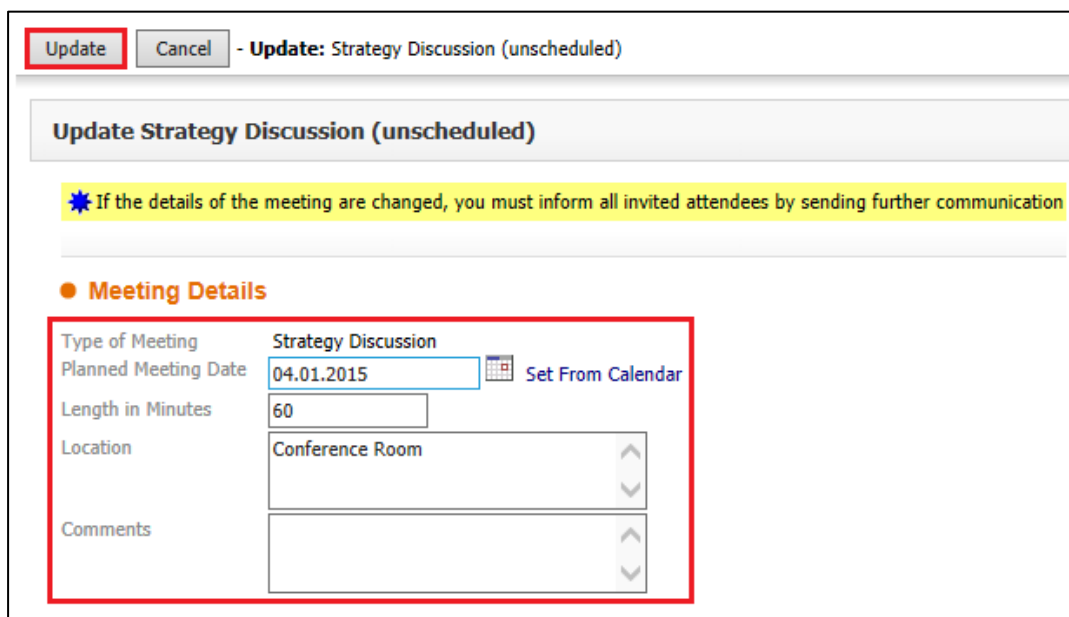
⚠ The Date and Time for the meeting are not set.
• Please update the attendance and then complete the meeting

Meeting Arranger: **Assessment HW Manager 1**
Type of Meeting: Strategy Discussion

Planned Meeting Date: Unspecified
Length in Minutes: Unspecified
Location:

▶ **Update Meeting Details and Scheduling**
▶ Create separate meeting for subjects
▶ Complete Meeting
▶ Cancel Meeting

- 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



Update Cancel - Update: Strategy Discussion (unscheduled)

Update Strategy Discussion (unscheduled)

★ If the details of the meeting are changed, you must inform all invited attendees by sending further communication

● Meeting Details

Type of Meeting: Strategy Discussion
Planned Meeting Date: 04.01.2015
Length in Minutes: 60
Location: Conference Room
Comments:

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

Strategy Discussion

Reason: Enter reason for starting manually

Active Task: **Assessment HW Manager 1** (Reassign) Started: 09-Feb-2016 Due: 04-Jan-2015

Strategy Discussion Task Details All Children (2) ▾

Meeting Subjects: **Sophia Sable** 10 yrs **Seb Sable** 12 yrs

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

Outcomes Form

- Once the meeting has been held, Please **Start the Outcomes Forms**.

Assigned To: **Assessment HW Manager 1** (Reassign)

▶ Meeting Held - Write up Outcomes

- Click the “OK” button

Message from webpage

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

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

 - Complete Strategy Discussion

Update Strategy Discussion planned for 04-Jan-2015

● **Planned Meeting Details**

Planned Meeting Date 04-Jan-2015

● **Actual Meeting Details**

Actual Meeting Date

Delay Reason

5.3. Completing SD Form

- Click on “Record of Strategy Discussion” link

Strategy Discussion
Reason: Enter reason for starting manually
Active Task: **Assessment HW Manager 1** (Reassign) Started: 09-Feb-2016 Due: 04-Jan-2015

Meeting Subjects: **Sophia Sable** 10 yrs **Seb Sable** 12 yrs

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
Actual Meeting Date: 04-Jan-2015

Outcomes Form
• Write the Outcomes Forms.
Active Writer: **Assessment HW Manager 1** (Reassign)
The Record **Record of Strategy Discussion** (Copy Forward) [Print]

- Click the “Start Blank” button.
(Note – only a previous SD will copy forward into this form)

Copy Forward Selected **Start Blank** No Filter applied Update Filter Clear Filter

Copy Forward - Copy answers forward from previous assessments

<input type="checkbox"/>	Created	Record	Started By
Sable, Sophia (10 years)			
<input type="checkbox"/>	1 year 1 month ago	Referral Record (Friday, 2 January 2015)	First Response Manager 1
<input type="checkbox"/>	1 year 1 month ago	Contact Record (Thursday, 1 January 2015)	First Response Worker 1
Sable, Seb (12 years)			
<input type="checkbox"/>	1 year 1 month ago	Referral Record (Friday, 2 January 2015)	First Response Manager 1
<input type="checkbox"/>	1 year 1 month ago	Contact Record (Thursday, 1 January 2015)	First Response Worker 1

- 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:

- Reason for Strategy Meeting & Alleged Abuse Category

Record of Strategy Discussion

- Meeting Details...
- Family Composition
- Child Protection Hi...
- Record of Strategy...**
- Signatures
- Attachments (0)

Reason for Strategy Meeting
Reason for Strategy Meeting

Alleged Abuse Category

Neglect Sexual Abuse
 Physical Abuse Emotional Abuse

○ Agency Information & Feedback

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

○ Is the threshold for S47 met?

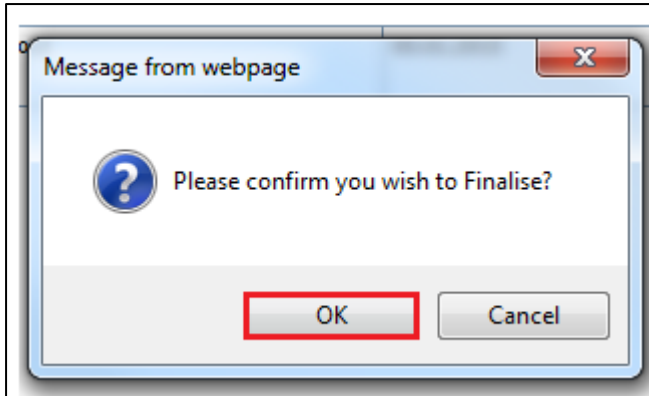
○ Further Action

- 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

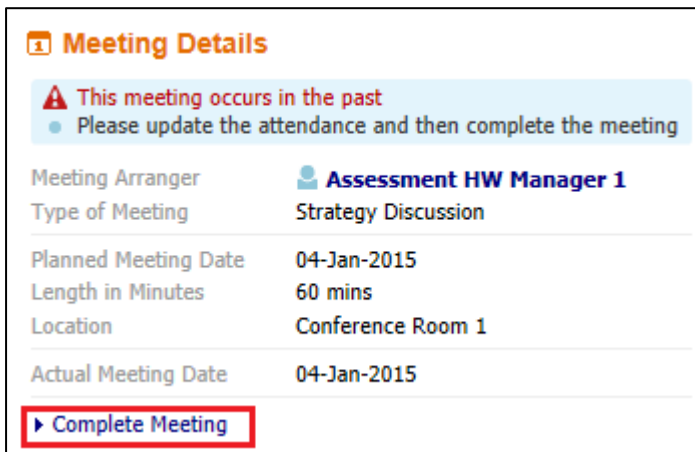
- Click the “Finalise Record” button (top right-hand corner of the screen)



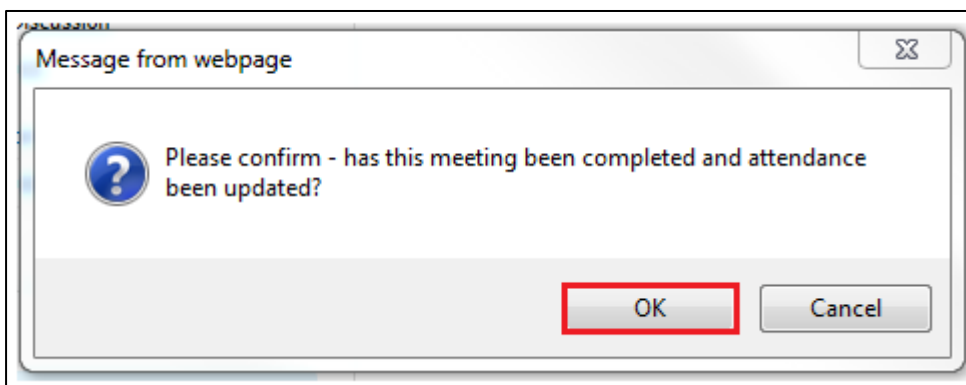
- Click the “Ok” button



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



- Click on the “Ok” button



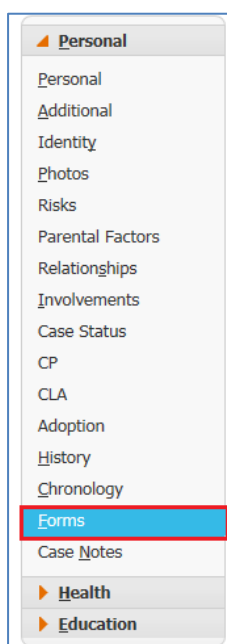
6. ICPC Request Form

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

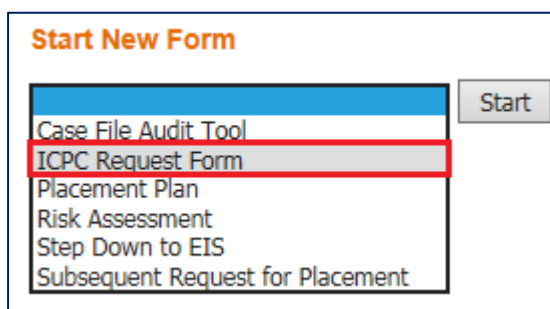
(Note – This form is split into three stages, 'Social Worker Stage', 'Team Manager Stage' and 'CP Admin Stage')

6.1. Starting ICPC Request Form

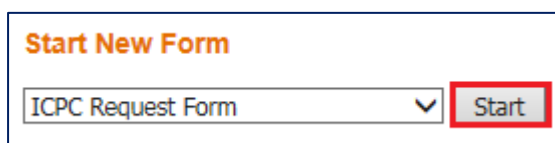
- From the 'Demographics' click on the 'Forms' Section



- 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.

Subjects of Grouped Assessment	Comment
<input checked="" type="checkbox"/> Houghton, Kaidée-Rai (8 years)	
<input type="checkbox"/> Bull, Paddy (15 years)	Start Assessment
<input type="checkbox"/> Houghton, Keegan (12 years)	Start Assessment
<input type="checkbox"/> Houghton, Torri-Lei (11 years)	Start Assessment

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

Liúúidlogic LCS

Child: Kaidee-Rai Houghton 6 years (Ref: 571049)

ICPC Request Form, 02-Mar-

Information Assessment Consolidation Delegate Revisions

Print

ICPC Request Form...

Conference Attend... Attachments (0)

Stages Social Worker

Allocated Case Worker: Yvonne Arthur

Involvement Start Date: 23-Feb-2022

Social Worker Telephone: [Field]

CPA Consultation Held With: Click here to select a user...

Date Consultation held: [Field]

TEAM MANAGER: Mrs Charlotte Hughes

Involvement Start Date: 23-Feb-2022

Strategy Discussion Information

Date of latest Strategy Discussion/Meeting: 23-May-2017 12:00

Date form submitted by Social Worker: [Field]

Reason for Conference

As will be stated on the Invitation Letter

The child(ren) is/are thought to be at risk of Physical abuse

The child(ren) is/are thought to be at risk of Neglect

The child(ren) is/are thought to be at risk of Sexual abuse

The child(ren) is/are thought to be at risk of Emotional abuse

Reason why conference is being requested

MUST INCLUDE whether these children or siblings have been subject to CP Plan previously. If so, has consideration been given to the need for a Legal Planning Meeting?

- Next click on the 'Conference Attendees' heading

Print

ICPC Request Form M

Conference Attendees

- Children
- Other Household / Significant People Invited
- Agencies Invited

Attachments (0)

Stage: Social Worker

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

Print

ICPC Request Form M

Conference Attendees

- Children
- Other Household / Significant People Invited
- Agencies Invited

Attachments (0)

Stage: Social Worker

Child: Kaidee-Rai Houghton 8 years (Ref: 571049)

Information **Assessment** Consolidation Delegate Revisions

Print

ICPC Request Form...
 Conference Attend...
Children
 Other Househol...
 Agencies Invited...
 Attachments (0)
 Stage: Social Worker

Children

Invite to Conference Yes No

Child's Name Kaidee-Rai Houghton

Child's Address 20 Windrush Court
Aylesbury

DOB 05-Aug-2013

Gender FEMALE

Is this an Unborn Child, UASC or Non-British Citizen? Yes No

NHS Number

- 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.

Name	Gender	Date of Birth	
	▼		<input type="checkbox"/> <input checked="" type="checkbox"/>

- This will add a new row underneath the current row

Name	Gender	Date of Birth	
	▼		<input type="checkbox"/> <input checked="" type="checkbox"/>
	▼		<input type="checkbox"/> <input checked="" type="checkbox"/>

- 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

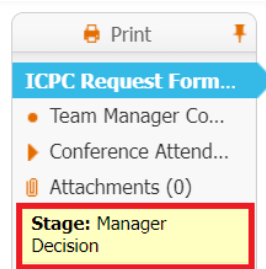
Save **Send to Manager** Cancel ReAssign Close

6.3. Completing ICPC Request Form (Managers Stage)

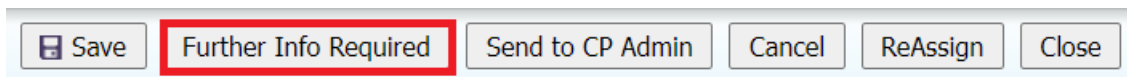
- The following task will appear in your line manager's Worktray

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'

Information **Assessment** Consolidation Delegate Revisions

Print

ICPC Request Form...

- Team Manager Co...
- Conference Attend...
- Attachments (0)

Stage: Manager Decision

Team Manager Comments

Comments

Include record of further discussion where appropriate

Agreement with social care manager's decision to request an ICPC? Yes No

Agreed By [Click here to select a user...](#)

Team Managers Name

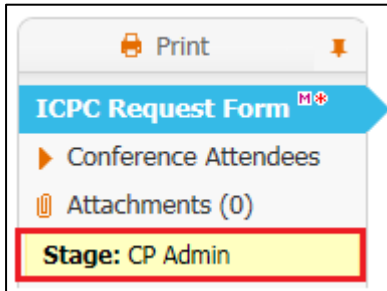
Date Agreed

6.4. Completing ICPC Request Form (CP Admin Stage)

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



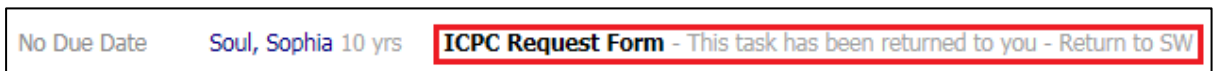
- The Form will show that it is at the 'CP Admin' Stage, this is the third and final stage of the form.



- 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



- If the Form is 'returned to the SW' then 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).

Group By:	Date	Task	Person	Address	Referral Group	Order By:	Start Date	Due Date	Timeframe	Person
Child Protection										
No Due Date	CP		Bridgetown, Blake	12 yrs						Child Protection - Active Child Protection Plan
No Due Date	CP		Bridgetown, Bonnie	10 yrs						Child Protection - Active Child Protection Plan
03-Feb-2015	CP		Lewis, Lucy	10 yrs						Child Protection - Organise Core Group Meeting
03-Mar-2015	CP		Bridgetown, Bonnie	10 yrs						Child Protection - Organise Core Group Meeting
20-Mar-2015	CP		Lewis, Lucy	10 yrs						Child Protection - Write Review Report
Section 47 Enquiries										
16-Jan-2015			Sable, Seb	12 yrs						Section 47 Enquiries - Please Perform Section 47 Enquiries
16-Jan-2015			Sable, Sophia	10 yrs						Section 47 Enquiries - Please Perform Section 47 Enquiries

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

Section 47 Enquiries

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

Active Task: Assessment HW Worker 1 (Reassign) **Started:** 12-Feb-2016 **Due:** 16-Jan-2015

Task Comment:

Section 47 Enquiries Task Details All Children (2) ▼

Record of Section 47 Enquiries

The Record [Record of Outcome of S47 enquiries \(Copy Forward\)](#) [Print]

Service User/s Sophia Sable 10 yrs Seb Sable 12 yrs

Assigned to Assessor Assessment HW Worker 1 (04-Jan-2015)

Record Summary

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

Reason for Assessment/Record

Reason For: Sophia Sable, Seb Sable

Threshold has been met for Section 47 enquiries single agency.

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

No Filter applied

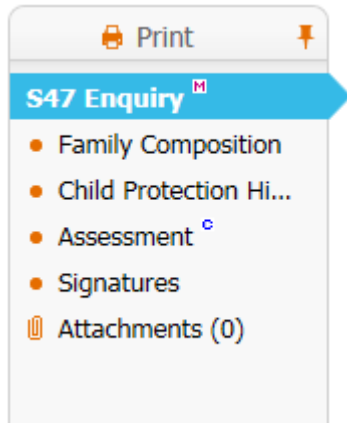
Copy Forward - Copy answers forward from previous assessments

<input checked="" type="checkbox"/>	Created	Record	Started By
<i>Sable, Sophia (10 years)</i>			
<input checked="" type="checkbox"/>	1 year 1 month ago	Record of Strategy Discussion (Sunday, 4 January 2015)	Assessment HW Manager 1
<input type="checkbox"/>	1 year 1 month ago	Referral Record (Friday, 2 January 2015)	First Response Manager 1
<input type="checkbox"/>	1 year 1 month ago	Contact Record (Thursday, 1 January 2015)	First Response Worker 1
<i>Sable, Seb (12 years)</i>			
<input checked="" type="checkbox"/>	1 year 1 month ago	Record of Strategy Discussion (Sunday, 4 January 2015)	Assessment HW Manager 1
<input type="checkbox"/>	1 year 1 month ago	Referral Record (Friday, 2 January 2015)	First Response Manager 1
<input type="checkbox"/>	1 year 1 month ago	Contact Record (Thursday, 1 January 2015)	First Response Worker 1

- 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:
 - Reason for S47

A screenshot of the 'Assessment' tab in the S47 Enquiry form. The 'Assessment' menu item is highlighted in the left sidebar. The main content area is titled 'Assessment' and contains two sections:

- Reason for Section 47**: A section with a red asterisk and a large text input field. To the right of the field are icons for copy, paste, and delete.
- Alleged Abuse Category**: A section with a red asterisk and four checkboxes: 'Neglect', 'Sexual Abuse', 'Physical Abuse', and 'Emotional Abuse'. To the right of these checkboxes are icons for copy, paste, and delete.

- Actions and Agency Checks

A screenshot of the 'Actions and Agency Checks' section in the S47 Enquiry form. The 'Assessment' menu item is highlighted in the left sidebar. The main content area is titled 'Actions and Agency Checks' and contains two tables:

- Update on Actions from Strategy Discussion**: A table with columns: 'Action', 'Who', 'When', and 'Findings'. The 'Findings' column has a red asterisk and a small calendar icon. To the right of the table are icons for copy, paste, and delete.
- Agency Checks**: A table with columns: 'Name of Agency', 'Name of Worker', 'Date Contacted', and 'Findings'. The 'Date Contacted' column has a small calendar icon. The 'Findings' column has a red asterisk. To the right of the table are icons for copy, paste, and delete.

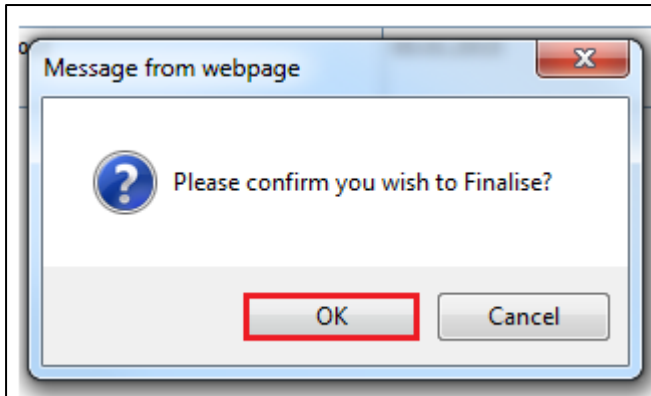
○ Child and Parent Views

○ Analysis

○ 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

The screenshot shows the 'Task Trays' interface for 'User Assessment HW Manager 1'. The 'Worktray' contains 2 tasks. The table below shows the tasks:

Date	Person	Task Description
16-Jan-2015	Sable, Seb 12 yrs	Section 47 Enquiries - Authorise
16-Jan-2015	Sable, Sophia 10 yrs	Section 47 Enquiries - Authorise

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

The screenshot shows the 'Section 47 Enquiries' form. The 'Reason' is 'Threshold has been met for Section 47 enquiries single agency.' The 'Active Task' is 'Assessment HW Manager 1 (Reassign)' with a 'Started' date of 18-Feb-2016 and a 'Due' date of 16-Jan-2015. The 'Update Record of Outcome of S47 enquiries by Assessment HW Worker 1 - Assessment Team High Wycombe (In Progress)' link is highlighted in red.

Record Authorisation Stage: Review the completed Record and amend if applicable. Once satisfied finalise the Record and choose to Grant Authorisation or to Request Further Information.

Record of Section 47 Enquiries

The Record **Record of Outcome of S47 enquiries** (Assigned to You) [Print]

Service User/s: Seb Sable 12 yrs, Sophia Sable 10 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: Seb Sable, Sophia Sable

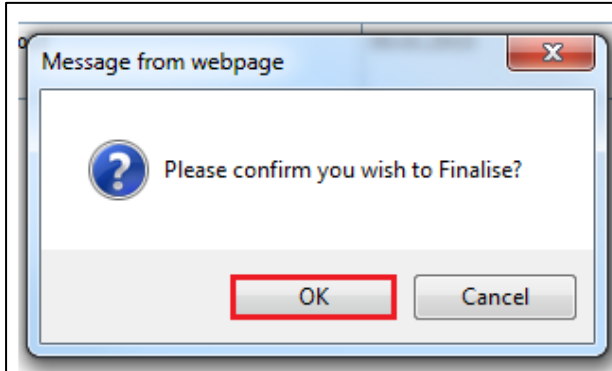
Threshold has been met for Section 47 enquiries single agency.

- 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

Section 47 Enquiries

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

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

Section 47 Enquiries Task Details All Children (2) ▾

Combined Stage for: Seb Sable, Sophia Sable.

Record Authorisation Stage: Review the completed Record and amend if applicable. Once satisfied finalise the Record and choose to Grant Authorisation or to Request Further Information.

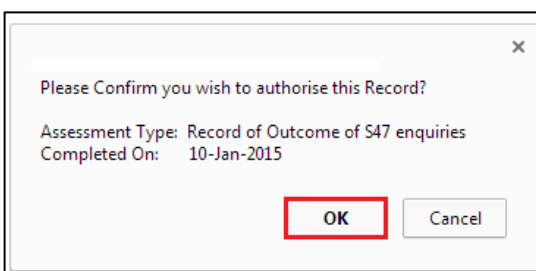
Authorise Request Further Information

▶ View Record of Outcome of S47 enquiries by Assessment HW Worker 1 - Assessment Team High Wycombe (Awaiting Authorisation) ▶ Amend

Record of Section 47 Enquiries

The Record	<input checked="" type="checkbox"/> Record of Outcome of S47 enquiries (Session Finalised) [Print]
Service User/s	Seb Sable 12 yrs Sophia Sable 10 yrs
Assessor	Assessment HW Worker 1 (04-Jan-2015 to 18-Feb-2016)
Reviewer	Assessment HW Manager 1 (18-Feb-2016 to 18-Feb-2016)

- 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).

The screenshot shows a user interface for 'Task Trays'. The user is 'Assessment HW Worker 1' from the 'Assessment Team High Wycombe'. The interface has a sidebar with 'Worktray' containing 9 items. The main area shows a list of tasks grouped by 'Referral Group'. The first group is 'Bridgetown, Blake (12 years), Bridgetown, Bonnie (10 years) [Referral Group]' with three tasks: 'Child Protection - Active Child Protection Plan' (twice) and 'Child Protection - Organise Core Group Meeting'. The second group is 'Lewis, Lucas (12 years), Lewis, Lucy (10 years) [Referral Group]' with one task: 'Child Protection - Organise Core Group Meeting'. This task is highlighted with a red box.

- Click on “Update Meeting Details and Scheduling”

The screenshot shows the 'Meeting Details' form. At the top, there is a warning: 'This meeting occurs in the past' with a sub-point 'Please update the attendance and then complete the meeting'. Below this, the meeting details are listed: Meeting Arranger is 'Assessment HW Worker 3', Type of Meeting is 'Core Group Meeting', Statutory Due Date is '06-Feb-2015', Planned Meeting Date is '03-Feb-2015', Length in Minutes is 'Unspecified', and Location is blank. At the bottom, there are four action buttons: 'Update Meeting Details and Scheduling' (highlighted with a red box), 'Create separate meeting for subjects', 'Complete Meeting', and 'Export meeting event'.

- 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

The screenshot shows the 'Update Core Group Meeting' dialog box. At the top, there are 'Update' and 'Cancel' buttons, with the 'Update' button highlighted in red. The title is 'Update: Core Group Meeting planned for 03-Feb-2015'. Below the title, there is a message: 'Update Core Group Meeting planned for 03-Feb-2015' and a warning: 'If the details of the meeting are changed, you must inform all invited attendees by sending further communication'. The 'Meeting Details' section is highlighted with a red box and contains the following fields: Type of Meeting (Core Group Meeting), Statutory Due Date (06-Feb-2015), Planned Meeting Date (03-Feb-2015, with a 'Set From Calendar' button), Length in Minutes (0), Location (a dropdown menu), and Comments (a text area).

- Click 'Complete Meeting'

Meeting Details

⚠ This meeting occurs in the past

- Please update the attendance and then complete the meeting

Meeting Arranger	Assessment HW Worker 3
Type of Meeting	Core Group Meeting

Statutory Due Date	06-Feb-2015
Planned Meeting Date	03-Feb-2015
Length in Minutes	Unspecified
Location	

- ▶ Update Meeting Details and Scheduling
- ▶ Create separate meeting for subjects
- ▶ Complete Meeting**
- ▶ Export meeting event

- Click the 'Ok' button

Message from webpage

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

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

- Complete Core Group Meeting

Update Core Group Meeting planned for 03-Feb-2015

● **Planned Meeting Details**

Statutory Due Date	06-Feb-2015
Planned Meeting Date	03-Feb-2015

● **Actual Meeting Details**

Actual Meeting Date	<input type="text"/>
Delay Reason	<input type="text"/>

8.1. Completing Core Group Meeting

- Click on 'Write up Meeting Notes'

Core Group Meeting
Initiator: CP Admin 3 **Started:** 23-Jan-2015

Core Group Meeting History All Children (2) ▼

Meeting Subjects: Lucy Lale 10 yrs Lucas Lale 12 yrs

Meeting Details

- This meeting has been completed

Meeting Arranger: Assessment HW Worker 3
 Type of Meeting: Core Group Meeting

Statutory Due Date: 06-Feb-2015
 Planned Meeting Date: 03-Feb-2015
 Length in Minutes: Unspecified
 Location:
 Actual Meeting Date: 03-Feb-2015

Meeting Notes

- Please **Start the Meeting Notes.**

Active Writer: Assessment HW Worker 3 (Reassign)
▶ Write up Meeting Notes

- Click the "Start Blank" button.

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

Copy Forward Selected Start Blank Update Filter Clear Filter

Copy Forward - Copy answers forward from previous assessments

Created	Notes	Started By
Lale, Lucy (10 years)		
<input type="checkbox"/> 1 year ago	Initial Child Protection Conference Minutes (Wednesday, 28 January 2015)	CP Admin 3
<input type="checkbox"/> 1 year ago	Child Protection Initial Conference Outcome (Friday, 23 January 2015)	CP Admin 3
<input type="checkbox"/> 1 year 1 month ago	Initial Child Protection Conference Report (Wednesday, 21 January 2015)	Assessment HW Worker 3

Copy Sideways - Copy answers across from related service users

Created	Notes	Started By
Lale, Lucas (12 years)		
<input type="checkbox"/> 1 year ago	Child Protection Initial Conference Outcome (Friday, 23 January 2015)	CP Admin 3
<input type="checkbox"/> 1 year 1 month ago	Initial Child Protection Conference Report (Wednesday, 21 January 2015)	Assessment HW Worker 3

- Enter the date that the minutes were completed

Meeting Notes - Mi...

- Meeting Minutes
- Attachments (0)

Core Group Meeting Summary

Date Referral Received: 25-Sep-2018

Meeting Planned Date: 16-Jan-2020

Meeting Due Date: 10-Jan-2020

Meeting Actual Date: 16-Jan-2020

Meeting Location: test

Core Group Completed:

- Record the Core Group Members, and Meeting Minutes

Meeting Minutes

Core Group Members

Name	Relationship to Child	Agency	Attended	Apologies Received	Minutes Distributed?

Minutes/Notes
Please provide the details of the discussion in as much detail as possible, focusing on the outcomes and arguments.

- Once completed click on the 'Finalise Notes' button

Save Finalise Notes Close

- Click the 'Ok' Button

Message from webpage

?

Please confirm you wish to Finalise?

OK Cancel

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

Meeting Details

- This meeting has been completed

Meeting Arranger: Assessment HW Worker 3
Type of Meeting: Core Group Meeting
Statutory Due Date: 06-Feb-2015
Planned Meeting Date: 03-Feb-2015
Length in Minutes: Unspecified
Location:
Actual Meeting Date: 03-Feb-2015

Meeting Notes

Written By: Assessment HW Worker 3
The Notes: Core Group Meeting Minutes (Completed) [Print]

Close meeting process, all tasks are complete

- Click the 'Ok' button

Message from webpage

?

Are you sure you want to close this meeting? Please make sure that the meeting notes have been distributed to all attendees, as once the meeting is closed this information cannot be updated

OK Cancel

9. Update CP Plan

- Click on the “Child Protection – Update Child Protection Plan” task

Group By: Date Task Person Address Referral Group		Order By: Start Date Due Date Timeframe Person	
BeCALL, Blake (12 years), BeCALL, Bonnie (10 years) [Referral Group] Description			
No Due Date	CP	BeCALL, Blake 12 yrs	Child Protection - Active Child Protection Plan
No Due Date	CP	BeCALL, Bonnie 10 yrs	Child Protection - Active Child Protection Plan
03-Mar-2015			Child Protection - Organise Core Group Meeting
Lale, Lucas (12 years), Lale, Lucy (10 years) [Referral Group] Task Description			
03-Feb-2015	CP	Lale, Lucas 12 yrs	Child Protection - Update Child Protection Plan
03-Feb-2015	CP	Lale, Lucy 10 yrs	Child Protection - Update Child Protection Plan
20-Feb-2015			Child Protection - Write Review Report
03-Mar-2015			Child Protection - Organise Core Group Meeting

- Click ‘Update Part One Form’

Finalise Plan Revision
Send for Authorisation

Plan Details

Plan Summary

Plan Details

Plan Revision: Child Protection Plan v2.0
 Key Worker: Assessment HW Worker 3
 Status: Draft

Effective From: 03-Feb-2015
 Effective To:

Created By: Assessment HW Worker 3
 Creation Date: 23-Feb-2016 14:30

Forms: Child Protection Plan v2.0

[Update Part One Form](#)

[Update Part Two Form](#)

Actions

[Print View](#)

[Print View Landscape](#)

- Complete the ‘Guidance on Completing Plan’ section

Consolidated Section for: Lucy Lale

Print

Child Protection Pl...

Guidance on Comp...

Attachments (0)

Guidance on Completing Plan

The plan should draw on the areas of strength and competencies of the child/young person, parents/

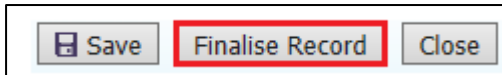
- o the identified developmental needs of the child/young person;
- o parents'/carers' difficulties or problems which are having an impact on their capacity to respond to
- o wider family and environmental factors which are having a negative impact on the child/young pers

The plan should be specific about the actions to be taken, identify who is responsible for each action, the agreed time scales. The plan should include actions to be taken by the child/young person and hi

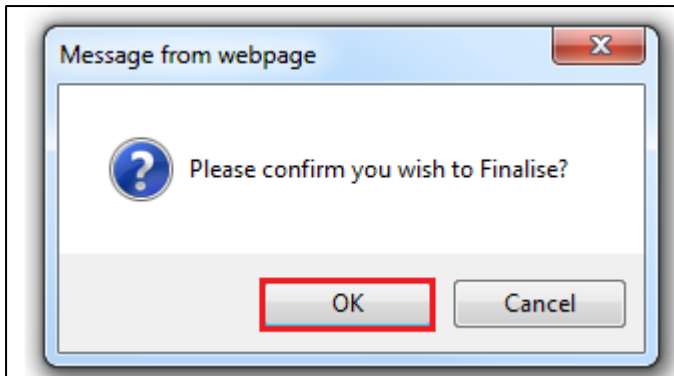
The last page of this plan records which family members and agencies are party to the plan and the c family members/carers and the social worker.

Overall Aim of the Plan and Timescales for providing Services/Carrying out Actions.

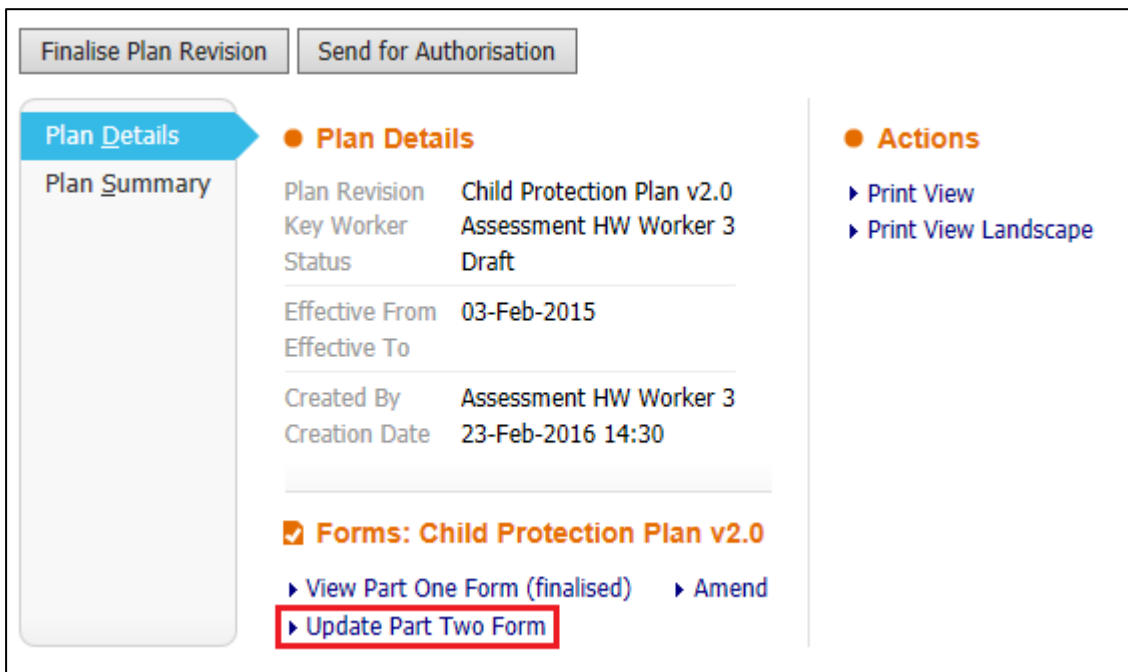
- Once completed click the 'Finalise Record' button



- Click the 'Ok' Button

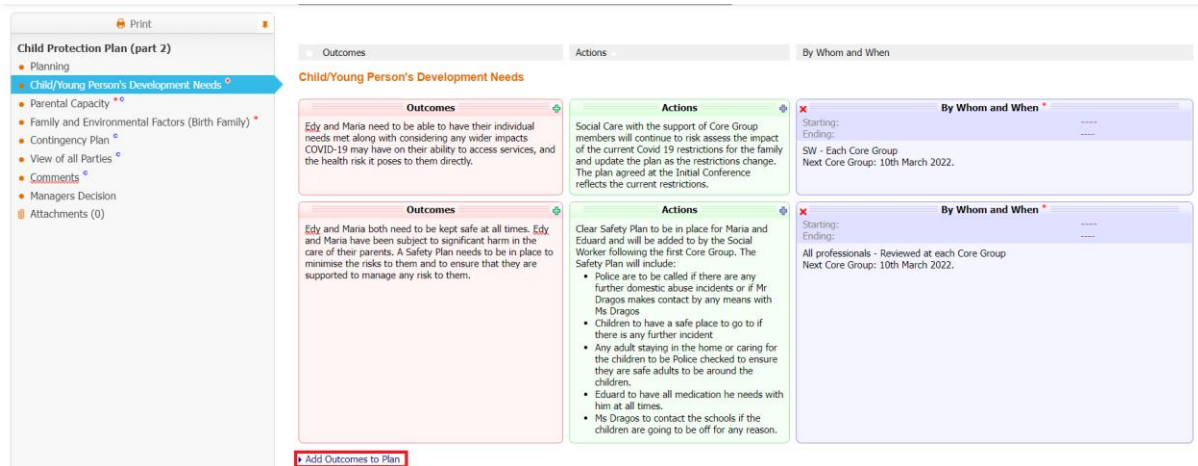


- Click on 'Update Part Two Form'

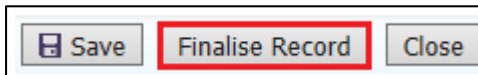


- The Outline CP Plan created by the CP Admin team will copy forward. Update the CP Plan based on the discussion following the 'Core Group Meeting' or from a 'Review CP Conference'

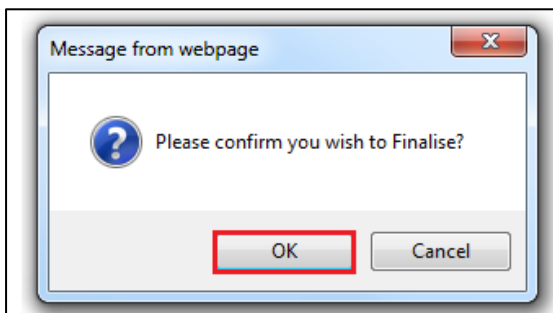
- Either click on 'Add Outcomes to plan' to create a new Outcome or click on one of the existing Plan items to edit them.



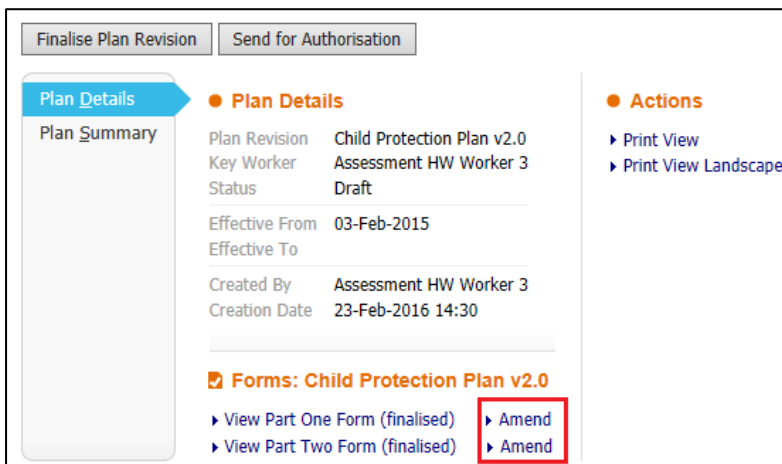
- Once the Plan has been updated click the 'Finalise Record' button



- Click the 'OK' Button



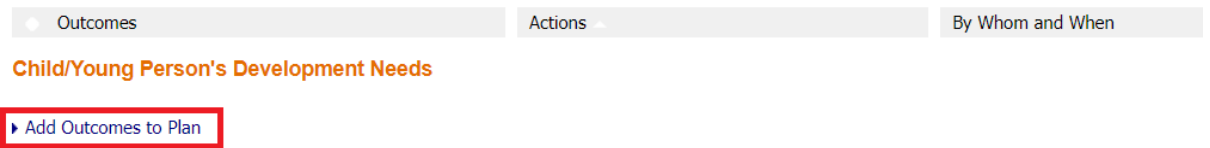
- After Finalising both Parts 1 and 2 if you need to make changes then click on the 'Amend' link



- 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.



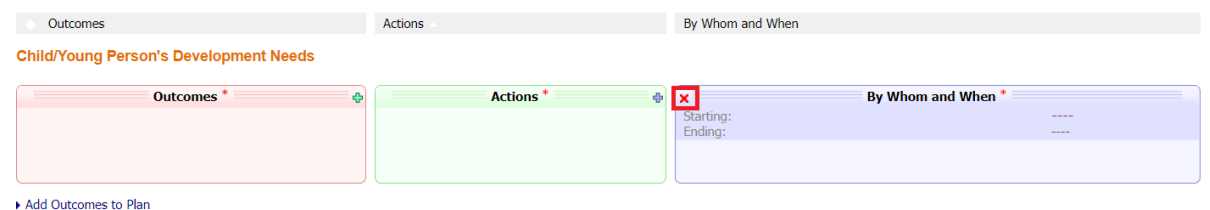
- Click the green + sign to create a box for the 'Actions'



- 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

Outcomes Actions By Whom and When

Child/Young Person's Development Needs

Outcomes +

Add Outcomes to Plan

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

Outcomes Actions By Whom and When

Child/Young Person's Development Needs

Outcomes +

Actions +

Add Outcomes to Plan

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

Outcomes Actions By Whom and When

Child/Young Person's Development Needs

Outcomes +

Actions B I U S • A A A X

Add Outcomes to Plan

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

Outcomes Actions By Whom and When

Child/Young Person's Development Needs

Outcomes +

Actions +

Actions +

Add Outcomes to Plan

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

Outcomes Actions By Whom and When

Child/Young Person's Development Needs

Outcomes +

Actions +

Actions +

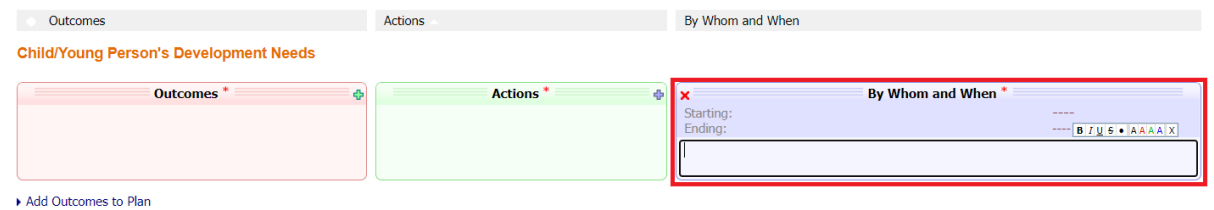
Add Outcomes to Plan

9.3. Entering the By Whom and When details

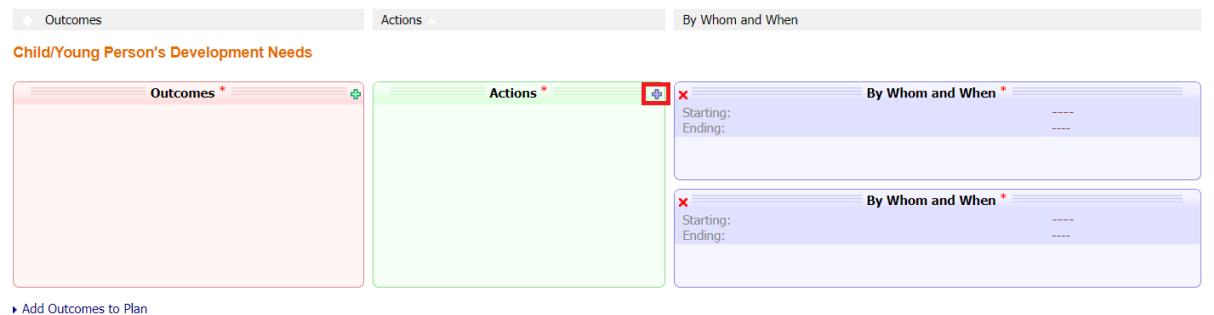
- Click on the Purple + in the top right-hand corner of the 'Actions' box



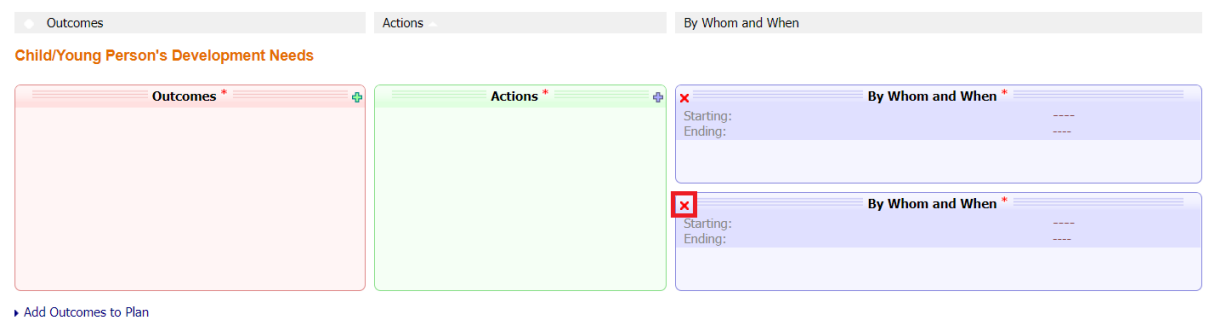
- This will create a new box under the 'By Whom and When' heading, that is linked to the 'Actions'. Click in the 'Box' to record the 'By Whom and When' details.



- If multiple 'By Whom and When' details are needed, click on the Purple + in the top right-hand corner of the 'Outcome' box again

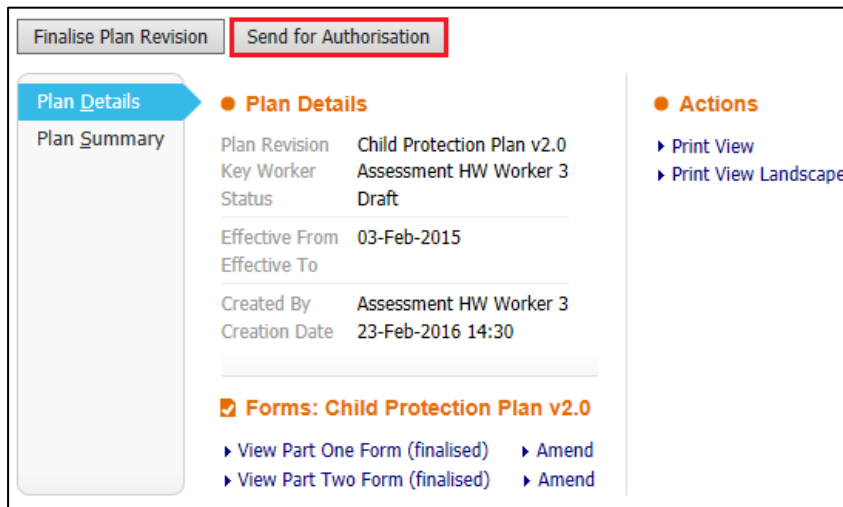


- To remove a 'By Whom and When' section click on the Red X in the top left-hand corner of the box



9.4. Sending Plan for Authorisation

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



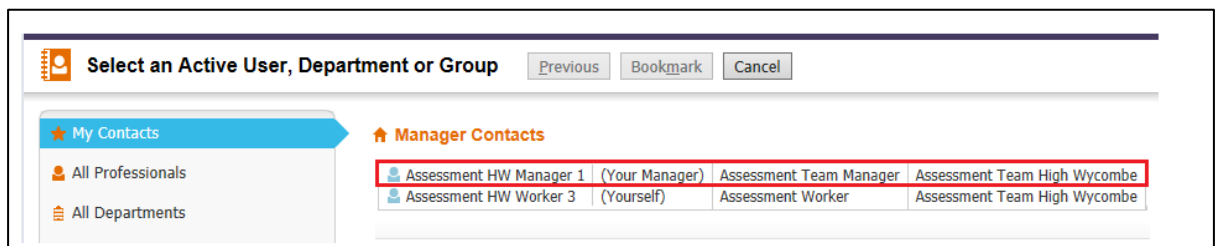
The screenshot shows a software interface with two tabs: 'Finalise Plan Revision' and 'Send for Authorisation'. The 'Send for Authorisation' tab is selected and highlighted with a red box. Below the tabs is a sidebar with 'Plan Details' and 'Plan Summary'. The main area is divided into 'Plan Details' and 'Actions'. The 'Plan Details' section includes fields for Plan Revision (Child Protection Plan v2.0), Key Worker (Assessment HW Worker 3), Status (Draft), Effective From (03-Feb-2015), Effective To, Created By (Assessment HW Worker 3), and Creation Date (23-Feb-2016 14:30). The 'Actions' section includes 'Print View' and 'Print View Landscape'. Below this is a section for 'Forms: Child Protection Plan v2.0' with links to 'View Part One Form (finalised)', 'View Part Two Form (finalised)', and 'Amend' buttons.

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



The screenshot shows a dialog box titled 'Update Child Protection Plan v2.0 for Child: Lucas Lale (Current)'. At the top are 'Update' and 'Cancel' buttons. Below the title bar is a large button labeled 'Update Child Protection Plan v2.0 for Child: Lucas Lale (Current)'. Underneath, it asks 'Who will authorise this plan?' and provides a link 'Click here to select a user...' which is highlighted with a red box.

- Select your manager from the address book, or search for the manager that will be authorising the plan.



The screenshot shows a dialog box titled 'Select an Active User, Department or Group'. It has 'Previous', 'Bookmark', and 'Cancel' buttons. The main area is divided into 'My Contacts' and 'Manager Contacts'. The 'Manager Contacts' section contains a table with the following entries:

Assessment HW Manager 1	(Your Manager)	Assessment Team Manager	Assessment Team High Wycombe
Assessment HW Worker 3	(Yourself)	Assessment Worker	Assessment Team High Wycombe

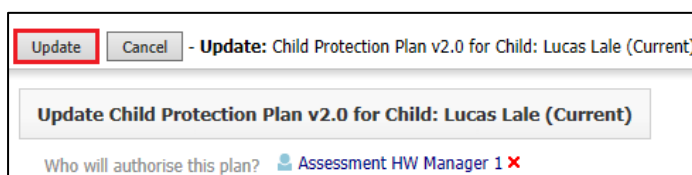
The first row is highlighted with a red box.

- Click the 'Confirm' button to select that person



The screenshot shows the same dialog box as above, but with the 'Confirm' button highlighted in red.

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



The screenshot shows the dialog box from the previous step, but now the 'Update' button is highlighted in red. The text 'Who will authorise this plan?' is followed by 'Assessment HW Manager 1' and a red 'X' icon.

9.5. Authorising CP Plan (Manager)

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

Group By: Date | Task | Person | Address | Referral Group Order By: Start Date | Due Date | Timeframe | Person

Worktray 2

Manager Tray

Date	Referral Group	Task Description
03-Feb-2015	Lale, Lucas (12 years)	Child Protection - Update Child Protection Plan - Authorise Plan
03-Feb-2015	Lale, Lucy (10 years)	Child Protection - Update Child Protection Plan - Authorise Plan

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

Grant Authorisation Deny Authorisation

Plan Details

Plan Summary

Plan Details

Plan Revision Child Protection Plan v2.0
Key Worker Assessment HW Worker 3
Status Draft

Effective From 03-Feb-2015
Effective To

Created By Assessment HW Worker 3
Creation Date 23-Feb-2016 14:30

Forms: Child Protection Plan v2.0

▶ View Part One Form (finalised) ▶ Amend
▶ View Part Two Form (finalised) ▶ Amend

Authorisation

Plan Authoriser Assessment HW Manager 1
Authorisation State Authorisation Requested
Authorisation Date

Actions

▶ Print View

- 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.

Grant Authorisation Deny Authorisation

Plan Details

Plan Summary

Plan Details

Plan Revision Child Protection Plan v2.0
Key Worker Assessment HW Worker 3
Status Draft

Effective From 03-Feb-2015
Effective To

Created By Assessment HW Worker 3
Creation Date 23-Feb-2016 14:30

Forms: Child Protection Plan v2.0

▶ View Part One Form (finalised) ▶ Amend
▶ View Part Two Form (finalised) ▶ Amend

Authorisation

Plan Authoriser Assessment HW Manager 1
Authorisation State Authorisation Requested
Authorisation Date

Actions

▶ Print View

9.6. Rejecting CP Plan (Manager)

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

Group By: Date Task Person Address Referral Group	Order By: Start Date Due Date Timeframe Person
Lale, Lucas (12 years), Lale, Lucy (10 years) [Referral Group] Task Description	
03-Feb-2015 CP Lale, Lucas 12 yrs	Child Protection - Update Child Protection Plan - Authorise Plan
03-Feb-2015 CP Lale, Lucy 10 yrs	Child Protection - Update Child Protection Plan - Authorise Plan

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

Grant Authorisation Deny Authorisation

Plan Details

Plan Summary

Plan Details

Plan Revision Child Protection Plan v2.0
Key Worker Assessment HW Worker 3
Status Draft

Effective From 03-Feb-2015
Effective To

Created By Assessment HW Worker 3
Creation Date 23-Feb-2016 14:30

Forms: Child Protection Plan v2.0

▶ View Part One Form (finalised) ▶ Amend
▶ View Part Two Form (finalised) ▶ Amend

Authorisation

Plan Authoriser Assessment HW Manager 1
Authorisation State Authorisation Requested
Authorisation Date

Actions

▶ Print View

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

Grant Authorisation **Deny Authorisation**

Plan Details

Plan Summary

Plan Details

Plan Revision Child Protection Plan v2.0
Key Worker Assessment HW Worker 3
Status Draft

Effective From 03-Feb-2015
Effective To

Created By Assessment HW Worker 3
Creation Date 23-Feb-2016 14:30

Forms: Child Protection Plan v2.0

▶ View Part One Form (finalised) ▶ Amend
▶ View Part Two Form (finalised) ▶ Amend

Authorisation

Plan Authoriser Assessment HW Manager 1
Authorisation State Authorisation Requested
Authorisation Date

Actions

▶ Print View

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

Update **Cancel** - **Update: Child Protection Plan v2.0 for Child: Lucy Lale (Current), Child: Lucas Lale (Current)**

Update Child Protection Plan v2.0 for Child: Lucy Lale (Current), Child: Lucas Lale (Current)

● **Deny Authorisation for Plan**

Date of Decision 23-Feb-2016 15:46

Reason for Denial

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

Lale, Lucas (12 years), Lale, Lucy (10 years) [Referral Group]		Task Description
03-Feb-2015	CP Lale, Lucas 12 yrs	Child Protection - Update Child Protection Plan - Authorisation Denied - Enter Reason for rejection...
03-Feb-2015	CP Lale, Lucy 10 yrs	Child Protection - Update Child Protection Plan - Authorisation Denied - Enter 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

The screenshot shows a user interface for 'Task Trays'. The user is 'Assessment HW Worker 1' from 'Assessment Team High Wycombe'. The interface displays a list of tasks grouped by 'Referral Group'. The selected group is 'Bridgetown, Blake (12 years), Bridgetown, Bonnie (10 years)'. The tasks listed are:

Due Date	Status	Child Name	Task Name
No Due Date	<input checked="" type="checkbox"/>	Bridgetown, Blake 12 yrs	Child Protection - Active Child Protection Plan
No Due Date	<input checked="" type="checkbox"/>	Bridgetown, Bonnie 10 yrs	Child Protection - Active Child Protection Plan
03-Mar-2015	<input checked="" type="checkbox"/>		Child Protection - Organise Core Group Meeting
24-Apr-2015	<input checked="" type="checkbox"/>	Bridgetown, Blake 12 yrs	Child Protection - Complete Child Protection Plan
24-Apr-2015	<input checked="" type="checkbox"/>	Bridgetown, Bonnie 10 yrs	Child Protection - Complete Child Protection Plan

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

The screenshot shows the 'Child Protection - End the Child Protection Plan' task details. The task is assigned to 'Assessment HW Worker 1' and started on 29-Feb-2016, with a due date of 24-Apr-2015. The task is for 'All Children (2)'. The 'Outcomes' section is highlighted in red and lists the following options:

Outcome	Action	Assigned to
Provide Services (CIN)	Start	(Assigned to Yourself)
Provision of Short Break Care (s17)	Start	(Assigned to Yourself)
Referral to Other Agency	Start	(Assigned to Yourself)
No Further Action	Start	(Assigned to Yourself)
C & F Assessment	Restart	(Assigned to Yourself)
Update Final CP Plan	Restart	(Assigned to Yourself)

Additional information on the right side of the page:

- Date of Initiation or Completion:** 24-Apr-2015
- Reason for Decision:** CPR CRITERIA NO LONGER MET

- Click the 'Confirm' button

The screenshot shows the 'Child Protection - End the Child Protection Plan' task details page. The 'Confirm' button is highlighted in red. The page displays the following information:

- Task Title:** Child Protection - End the Child Protection Plan
- Active Task:** Assessment HW Worker 1 (Reassign)
- Started:** 29-Feb-2016
- Due:** 24-Apr-2015
- Combined Stage for:** Blake Bridgetown, Bonnie Bridgetown.
- Buttons:** Confirm, Cancel
- Confirmation Message:** Provide Services (CIN) - You must confirm the following Date & Reason are correct before continuing with this action.
- Selected Outcomes:**
 - Blake Bridgetown Provide Services (CIN) (Assigned to Yourself)
 - Bonnie Bridgetown Provide Services (CIN) (Assigned to Yourself)
- Date of Initiation or Completion:** 24-Apr-2015
- Reason for Decision:** CPR CRITERIA NO LONGER MET