Child in Need and Child in Need Review Process Map

Child Protection (CP) Section 47 Enquiry or CP Plan steps down to CIN plan

Child and Young Person's Assessment - TM agrees Child in Need Plan is needed

Court Section 7 Supervision Order

Request for Transfer in from other local authority (Agreed by TM)

Note:-
Court requests or transfer-in requests may need an assessment. This should be considered if applicable before going straight to a CIN Plan

Practice Note

- Where possible and age appropriate, children should attend their CIN meetings.
- If a CIN plan is being thought about from the point of the assessment starting, then book the CIN Meeting early, but not to be held before the assessment is completed.
- If children are attending their meetings they should be properly prepared and assisted to participate and attend. An advocate should be considered.
- CIN Plan should be in plain language, using words that parents and children will recognise (avoid acronyms and jargon).
- At the CIN meeting a CIN Plan visit meeting with the parents/ children must be booked. The purpose of this visit is to go through the CIN Plan and ensure that parents/ children understand the plan, have signed the plan and have a copy of the plan.
- The third CIN Review Meeting will be chaired by the ASWP / TM to reduce risk of drift and delay.
- Early Help should attend the CIN Review Meeting when step down is being considered. It is important that the family consent to the plan and partners and family are aware of the plan moving forward.
- Where the family do not consent to a Step Down Plan then the case may close but it is important that the risk/ need is known and there is a clearly recorded rationale and decision as part of the management oversight and decision making process. Every effort must be made to engage and build a relationship with family to facilitate either a CIN/Early Help Plan.

Allocation of SW
- Allocate to Social Worker (if not already allocated)
- Timescale: within 24hours

Responsiblity: TM

Arrange CIN Meeting
- Arrange CIN meeting
- Invite Parents/ Child/ Partner agencies (inc Family Solutions if step down considered)
- Timescale: 10 working days before CIN Meeting held / immediately following step down ICPC/RCPC

CIN Meeting
- CIN Plan is agreed/ reviewed/updated at the CIN meeting
- Book date of next CIN meeting
- Book date of CIN visit with parents/ child
- Social Worker takes notes of the meeting
- Timescale: within 10 days of assessment being completed, or within 6 weeks of last CIN Review Meeting.

Responsibility:SW

CIN Plan updated
- Update CIN plan
- Workflow CIN plan to TM for quality assurance (QA) and signature
- Timescale: within 2 working days of the CIN meeting

Responsibility: SW

CIN Plan- QA
- QA CIN Plan
- Complete Management Oversight and record on to CCM.
- Workflow back to SW
- Timescale: within 2 working days of being sent CIN plan by SW

Responsibility: TM

CIN Plan Distributed
- Amend CIN plan if requested
- Send out copies to partners (in post/ email)
- Parents and children's copy of CIN Plan must be given at CIN Plan visit
- Timescale: within 5 working days of the CIN Meeting

Responsibility: SW

CIN Plan Visit
- CIN Plan to be discussed with child/ parents at a pre-booked visit
- Parents / child sign CIN Plan
- Timescale: within 5 working days of the CIN meeting

Responsibility: SW

SW Intervention
- Visits to complete direct work and interventions (minimum 20 working days);
- CIN Plan- formulated, reviewed and updated with the child/ family/ parents through direct work;
- Liaison with partner agencies;
- Ensure children are seen alone as part of the direct work;
- Ensure case recordings are up to date;
- Load signed CIN Plan on to ESCR;
- Timescale: Case record 2 working days after visit/intervention

Responsibility: SW

CIN Review Meetings
- Third CIN Review chaired by ASWP / TM
- Timescale: 6 weekly intervals, up to 3 monthly

Case to close to Children's Services

- Agreed by all parties at the CIN Meeting.
- Where family do not consent to a step down plan, then the case will close. There must be a clear management oversight and rationale.
- Case closes

Step Down to Universal Services

- Lead Professional will be the partner agency with most involvement e.g Designated SG Lead/ children's centres
- Agency to be the Lead Professional must action the step down.

Step Down to Early Help Services

- Early Help workers should always be invited to the final CIN Meeting when step-down is being considered.
- Agreed by all parties at the CIN Meeting.

Step Up to Child Protection

Where Child Protection is being considered for children then the threshold must be clearly used and rationale recorded.

CIN Plan continues

- Supervision Orders need to be presented to Legal Gateway Panel for agreement to lapse or extend
- It is not expected that CIN Plans de-escalated from CP will be open for longer than 3 months
- An updated Assessment is required every 12 months, unless there is a significant change for the child.

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