

Practice Standards – Timescales at a Glance

Section 47	<p>Strategy discussion held within 48 hours.</p> <p>S47 enquiries completed within (to ICPC) 15 days.</p> <p>Children will be visited no later than 2 working days.</p>
Assessments	<p>Early Help Conversation / Assessment (30 days)</p> <p>Maximum of 45 days (Swindon target is 30 days).</p> <p>Managers review of progress within 8 days and 20 days.</p> <p>Sign off within 45 days.</p>
Visits	<ul style="list-style-type: none"> ➤ Early Intervention – first contact within 5 days, child / young person seen minimum of every 3 weeks ➤ Child in Need (CIN) – at a minimum 4 weekly. ➤ Child Protection – within 48 hours and at a minimum every 10 days. ➤ Children we Care For – on the day the child moves to the home and within 5 days from commencement of the placement. 6 weekly unless formally agreed permanent placement, then every 12 weeks. ➤ Adoptive placements - within 5 days and then weekly until the first review. Thereafter, minimum of 4 weekly until adoption agreed. ➤ Privately fostered children – within 7 days from the date of notification. Intervals of no more than 6 weekly for the first 12 months. Intervals of no more than 12 weekly thereafter. ➤ Interim Care Order (placed at home with parents) – Weekly until the first review, then 4 weekly until the Final Care Order. ➤ Care Order (placed at home with parents) -within the first week then 6 weekly. ➤ Children reported missing - visit within 72 hours of child's return. ➤ Children in more than one placement - visited in each living situation 12 weekly. ➤ Young People aged 18-25 –minimum 8 weekly.
Planning	<ul style="list-style-type: none"> ➤ Early Intervention – plan / TAF within 15 working days of step down from social care, TAF reviews every 4-6 weeks ➤ CIN – Review at intervals agreed by the manager, at least every 12 weeks. ➤ Initial Child Protection Conference to be held 15 days following the strategy meeting. Reports for conference need to be shared with parents 3 days prior to ICPC. Reports should be sent to QA unit 2 days prior to ICPC. ➤ Review Child Protection Conference to be held 3 months following ICPC and then 6 monthly thereafter. Where there is a significant incident or increased risk, the chair must be informed within 24 hours. Reports to be shared with parents 2 days prior to conference. Core groups to be held 4 weekly. ➤ Children We Care For – First review within 20 working days, 2nd review after 3 months and then 6 monthly thereafter. Permanence plan at 2nd review. QA unit should be informed within 24 hours of the child becoming cared for. ➤ Care leavers – Pathway plan is reviewed within 12 weeks and thereafter at a minimum of 6 monthly.
Recording	<ul style="list-style-type: none"> ➤ Case summaries to be updated at least every 12 weeks. ➤ Child Protection visit and safeguarding matters, within 24 hours ➤ Significant events to be recorded within 48 hours ➤ General case recording/chronology entries must be recorded within 5 working days. ➤ Child Protection Conferences – decisions & actions uploaded and shared 24 hours ➤ Minutes from the conference should be on the child's file within 20 days of ICPC/RCPC ➤ Children we Care For review recommendations to be recorded on file by IRO within 5 days, full record within 15 days and sent to all within 20 days. Where a child's plan is discharged, the child's file must be updated within 48 hours. ➤ Children we Care For – visits to be recorded within 48 hours ➤ Children we Care For – Review of arrangements & care plan signed off and shared a week before the review.
Missing Child & Young Person Return Home Interview process	<ul style="list-style-type: none"> ➤ Open Case - Allocated worker: ➤ Arrange RHI and carry out within 72 hours. ➤ Once completed, line manager to add oversight. ➤ If there are concerns about exploitation then a CERAF should be completed and sent to: CERAF@swindon.gov.uk ➤ If risk level of missing episode is high, child will be discussed at the Swindon Missing Meeting. Allocated workers will be invited to attend the meeting. Plan for prevention and disruption of further missing made. ➤ Social Work Teams/Contact Swindon should consider a Strategy Discussion when: 3 or more missing episodes in 90 days ASAP & within 24 hours Missing for more than 24 hours ASAP & within 24 hours Anyone under 13 years old ASAP & within 24 hours