**GUIDANCE**

**THE UPDATING OF SINGLE (CHILDREN AND FAMILIES) ASSESSMENTS FOR CHILDREN SUBJECT TO CHILD IN NEED AND CHILD PROTECTION PLANS.**

***This guidance is to be used by Social Workers and Managers to determine when a single (children and families) assessment requires updating for children who are subject to CIN and CP plans.***

All children subject to Child in Need or Child Protection will have an up to date plan which is specific to their individual needs and is regularly reviewed and updated in line with Child in Need/Child Protection procedures. Alongside the plan an up to date single (children and families) assessment is required which reflects the current circumstances and needs of the child/children. Each individual child is required to have their own assessment specific to their individual needs.

The single assessment should be updated as follows -

* Annually as a minimum to ensure the single assessment reflects the current circumstances of the child.
* If there is a significant change in circumstances, for example new safeguarding concerns or a decision to rehabilitate the child home following a period of being Looked After.

In order to update a single (children and families) assessment, Social Workers must create a new single (children and families) assessment and use the copy forward function in order to allow updated information to be reflected including the current Social Worker and Team Manager.

Updated single assessments must be completed within a maximum of 45 working days, however will be reviewed by the manager at the usual checkpoints.

 The updated single assessment must be quality assured by an Advanced Practitioner or Team Manager prior to it being authorised by the Team Manager.