

Crib Sheet: Journey of the Child, Statutory Duties and Timescales

Journey of the Child	Statutory Duty	Timescale
Referral progressed to a statutory assessment to be completed	Child and Family Assessment (S17)	C&F assessment to be completed within 20 working days (and where necessary Team Managers can extend the timescale to up to 35 working days (this includes review and authorisation by management) although it is acknowledged that the statutory timescale is 45 working days.
	Child and Family Assessment (S47)	C&F assessment to be completed within 15 working days from initiation of S47 enquiries if the outcome is for the case to proceed to an ICPC. The completed C&F assessment must be shared with parents and CP Chair at least 2 working days before the ICPC.
	S47 Enquiries	S47 enquiries should be concluded within 5 working days from initiation and a decision made on whether or not the case is proceeding to an ICPC.
	ICPC as an outcome of S47 Enquiries	SQAS need to be informed of the outcome by day 5 from initiation of S47 enquiries. The completed invite list for the ICPC to be sent to SQAS that same day.
	ICPC	An ICPC must be held within 15 working days from initiation of S47 enquiries. The completed C&F assessment must be shared with parents and CP Chair at least 2 working days before ICPC.
Child subject of a CIN Plan	First CIN Meeting	The first CIN Meeting must be held within 10 working days from completion/finalisation of the Child and Family Assessment.
	CIN Review Meetings	Following the first CIN Meeting, all subsequent CIN Review Meetings should be held at least once every 6 weeks from the date of the previous CIN Review Meeting.
	CIN Visits	Children in Need should be visited, seen and spoken with at least once every 20 working days . Although, the expectation is that children in need are seen more frequently than this and for the visits to be aligned with the risk assessment.
Child subject of a CP Plan	First Core Group Meeting	The first core group meeting must be held within 10 working days of the ICPC and the date/time/venue should be agreed at the ICPC.
	Core Group Meetings	Following the first core group meeting, subsequent core group meetings should be held at least once every 6 weeks (i.e., 30 working days).
	CP Visits	Child subject of CP Plans should be visited by a social worker and seen at least once every 10 working days (more frequently where needed and in line with risk assessment) and spoken with alone on at least alternate visits (i.e. every 20 working days). The CP visit needs to be undertaken within the family home at least once every 20 working days when the child's bedroom is seen .

	First RCPC	The first RCPC must be held within 3 months from the date of the ICPC.
	Second and subsequent RCPCs	The second and subsequent RCPC must be held within 6 months of the previous RCPC
	Pre-Meeting SW Reports for RCPC	Pre-Meeting reports should be completed and finalised (including review and authorisation of management) at least 6 working days prior to an RCPC and shared with the parents at least 5 working days before RCPC.
Looked After Child (LAC)	LAC Visits	Within one week of the start of any placement. At intervals of not more than 6 weeks for the first year of any placement. Thereafter, at intervals of no more than 6 weeks (3 months if the placement is an approved long-term match and intended to last until the child is 18).
	Placement Planning Meeting	A Placement Planning Meeting should be held within 5 working days of the placement.
	First PEP Meeting	The first PEP Meeting must be held within 20 working days of a child entering care.
	IHA	IHA must happen within 20 working days from when the child became looked after.
	Second and subsequent PEP Meetings	Second and subsequent PEP meetings must be held at least once every academic term .
	RHA	Children under 5 years old must have an RHA every 6 months . Children aged 5-17 years old must have an RHA every 12 months .
	First LAC Review	The first LAC review must be held within 20 working days .
	Second and Subsequent LAC Reviews	Second LAC review must be held no more than 3 months from the first LAC review. Third and subsequent LAC reviews must be held no more than 6 months from the previous LAC review.
	Pre-Meeting SW Reports for LAC reviews	Pre-Meeting report for the first LAC review should be completed at least 3 working days before the first LAC review and shared with the parents and child at least 2 days before the LAC review. Pre-Meeting reports for second and subsequent LAC reviews should be completed at least 6 working days prior to the second and subsequent LAC reviews and shared with the parents and child at least 5 working days before.

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