

To: All CSs staff

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Our Ref: GH/dh

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Dear Colleagues

**Re: Child in Need Planning and Review Process and Flow Chart**

I hope you are keeping well as we head towards the holiday period when I hope you manage to have some rest and relaxation following a challenging year.

Before we move into the holiday period, I would like to update you about some further learning and development that has been informed by the on-going programme of improvement activity related to our Accelerated Improvement Planning priorities.

The Leadership Team has been reviewing our current Child in Need practice and has agreed that some changes are required in terms of the timescales for when Child in Need Reviews should take place and the role of Team Managers. As many of you will know this has been a challenging issue for us and was something that concerned Ofsted in the 2017 inspection when too many children were experiencing drift and delay. Fortunately, child in need planning and review has improved since 2017 but there are further improvements that need to be made now.

Please find attached some practice guidance and a flow chart which sets out the revised arrangements and process that we are seeking to adopt. Whilst much of the current process remains the same we have changed the length of time between reviews so that following the initial review, four weeks after the plan has been put in place, the expectation is that we will now review plans every three months.

Team Managers are expected to chair child in need review meetings at key points in the process to increase the management oversight and scrutiny, support the allocated social worker, engage the professional network and meet with parents and carers. Team managers will chair the initial review four weeks after the child in need plan has been put in place as well as the fourth review meeting at ten months.

Please familiarise yourself with the documents that are attached and save them to your desktop for quick and easy reference so that you can refer to them as part of your everyday practice. These details will also be added to our Tri-X procedures. Please discuss this within your team meetings with your colleagues and in supervision with your line manager.

Thank you for your continued hard work and commitment – it is really appreciated.

Kind regards



Gail Hancock  
Interim Director for Children's Safeguarding & Care