



North Yorkshire LSCB Standards and Criteria

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1. Introduction

Standards and criteria are relevant to quality assurance. They are also of use to practitioners working with children and their families as a framework. These standards and criteria will change over time and with the implementation of the Munro report are likely to be revised later in 2012.

Key

Standard - a “broad objective” describing the quality of service expected or aspired to. Performance can be assessed against this level.

Criteria - a way to demonstrate compliance with the standard.

ICPC - Initial Child Protection Conference

RCPC - Review Child Protection Conference

TCPC - Transfer Child Protection Conference

CIN - Child in Need

CSC - Children’s Social Care

CPP - Child Protection Plan

IRO - Independent Reviewing Officer

NYAS - North Yorkshire Advocacy service

ABE - Achieving Best Evidence

2. Strategy Meetings

Strategy Meetings are multi agency meetings called by Children's Social Care (CSC) to plan an effective course of action for a child where there are child protection concerns.

STANDARD	CRITERIA
1	<p>Strategy meetings are convened whenever there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm.</p>
2	<p>The need for a Strategy meeting will be identified:</p> <ul style="list-style-type: none"> • during an initial assessment • at the point of referral, • during the interagency checks and information gathering stage, or • during a core assessment. • Also where an allegation of harm to another child (i.e. strategy meeting on the alleged perpetrator).
3	<p>Any strategy discussion is required to be followed up with a strategy meeting.</p> <ul style="list-style-type: none"> • Strategy discussions are held only where there is an extreme risk of harm or out of hours. • A full Strategy Meeting should then be held at the earliest convenient time.
4	<p>Membership is appropriate to the needs of the child or their situation</p> <ul style="list-style-type: none"> • Convened by Children's Social Care (CSC) • Essential quoracy is CSC and Police • CSC will invite all other agencies which hold or need to be given relevant information about the child (e.g. schools and health services, youth justice and integrated services). • Agencies invited to attend will ensure relevant staff will attend or an informed representative in their absence. <p>Strategy meetings are held within agreed timescales.</p> <p>Strategy meetings should be convened within three working days of child protection concerns being identified, except in the following circumstances:</p> <p>On the same day as the receipt of the referral where a serious risk of harm to the child (e.g. serious physical injury or serious neglect) is alleged or where the allegation is of penetrative sexual abuse.</p> <p>Within one working day where immediate action is required by either agency.</p> <p>Within five working days (but sooner if there is a need to provide immediate protection to a child) where concerns are particularly complex (e.g. organised abuse / allegations against staff).</p>

2. Strategy Meetings *(continued)*

STANDARD	CRITERIA
<p>5 Strategy meetings will have an agenda, noting all areas laid out in the LSCB child protection procedures</p>	<p>5.1 Share relevant information noting how to obtain further information that is required.</p> <p>5.2 Decide whether a s47 enquiry should be undertaken. If agreed, then decide;</p> <ul style="list-style-type: none"> • The conduct and timing, if initiated of any criminal investigation; • The scope of the enquiry, including siblings and other children at possible risk of harm; • Name of social worker who will visit the child and timescale; • Whether an ABE interview will take place with the child; • How the child's wishes and feelings will be ascertained; • The need for medical treatment/ examination; • Who other than the family should be interviewed, by whom, when, and for what purpose; • what other actions may be needed to protect the child or provide interim services and support; • What information may be shared, with whom and when; • Any implications for disciplinary action, e.g. use of evidence statements; • Any legal action required; • Whether a core assessment should be initiated, or continued if it has already begun.
<p>6 Strategy meetings will formulate SMART action plans</p>	<p>Action plans will include timescales, agency and individual responsibility for each agreed action, including the timing of police investigations and relevant methods of evidence gathering.</p> <p>The plan should reflect the requirement to convene an Initial Child Protection Conference within 15 working days of the start of the enquiry.</p> <p>The mechanism and date for reviewing the completion of agreed actions (i.e. further strategy meetings in complex cases);</p>
<p>7 The outcome of the S47 enquiry will be shared with the relevant multi agency professionals, including members of the strategy meeting.</p>	<p>Outcomes will be shared in a number of ways:</p> <p>(a) Reconvened strategy meetings where;</p> <ul style="list-style-type: none"> • the circumstances are particularly complex or unknown; • enquiries have been delayed for whatever reasons; <p>(b) Through an Initial Child Protection Conference</p> <p>(c) By phone/email where the above does not apply</p> <p>Any significant change to the outcome of the S47 enquiry must be endorsed by the original strategy meeting members.</p>

3. Child Protection Conferences

Child Protection Conferences brings together family members (and the child where appropriate), supporters/advocates and those professionals most involved with the child and family to plan and review how best to reduce risk to an individual child.

STANDARD	CRITERIA
<p>1 ICPC will be held whenever a child is judged to suffer, or be at risk of suffering, significant harm.</p>	<p>When one or more of the following criteria is met:</p> <ul style="list-style-type: none"> • Harm caused by person whom child lives or has significant contact; • Harm due to failure on part of parent/carer; • Harm for an unborn child; • Where person posing a risk has joined or plans to join the family; • When an EPO has been obtained; • Where application for a court order has been refused but agencies consider risk remains; • Where child with CPP moves to the authority; • Where CPP was not made/discontinued due to an agreed plan to protect the child, but plan has significantly changed; • Child has died as a result of parenting/care received and there are other children in the family.
<p>2 Conferences are convened within timescales.</p>	<p>2.1 ICPC takes places within 15 working days of:</p> <ul style="list-style-type: none"> • Strategy Meeting (where S47 enquiries initiated) • Notification from another authority that a child has moved to North Yorkshire • Where EPO in place, in time to agree the next steps <p>2.2 First RCPC takes places within three months of the ICPC</p> <p>2.3 Further RCPCs are held at intervals of not more than six months (unless a pre-birth conference - standard 13)</p>
<p>3 All Child Protection Conferences will be chaired by an Independent Reviewing Officer (IRO)</p>	<ul style="list-style-type: none"> • IROs must be social work professionals with GSCC registration • IROs should have management experience within CSC • The IRO is independent of case management • The same IRO should chair all subsequent conferences for a child
<p>4 Membership of Conferences is appropriate to the child's case</p>	<ul style="list-style-type: none"> • Conferences are requested by a Service Manager • Requests by involved professionals for a conference will normally be agreed • Location and timing of conferences will be planned to ensure maximum attendance from most critical attendees <hr/> <ul style="list-style-type: none"> • Members should have either professional expertise to contribute or knowledge of the child/family • Professionals who cannot attend should submit a written report and arrange a well-briefed agency representative to attend and speak to the report • A professional observer must have agreement of the IRO and the child/parents or carer <hr/> <p>Babies and young children are not permitted to enter to conference room and CSC will support alternative arrangements for child care.</p>

3. Child Protection Conferences *(continued)*

	STANDARD	CRITERIA
5	Conferences will be quorate	<ul style="list-style-type: none"> • As a minimum attendance there should be CSC and at least two other professional groups or agencies that have direct contact with the child. • Exceptionally the IRO can decide to proceed with an inquorate conference, creating an interim protection plan and setting another early conference date
6	Parents will be involved in the Conference processes	<ul style="list-style-type: none"> • The Social Worker ensures parents have sufficient information – including child care and travel – to make a meaningful contribution and share their report with the parents before the conference (Standard 9). • Written information about the conference system and the complaints procedure will be supplied • Parents may bring a supporter or Solicitor to the Conference • All equalities issues will be taken into account • The IRO will meet the parents before the Conference to confirm the above
7	Children may be involved in the Conference processes	<ul style="list-style-type: none"> • The child must be given opportunity to contribute to the Conference, subject to their age and understanding – this may involve attendance • The Social Worker ensures children have sufficient information to make a meaningful contribution. • Written information about the conference/NYAS and complaints procedure will be provided for older children • Children who attend may bring a supporter or an advocate to the Conference • All equalities issues will be taken into account • The IRO will decide the nature and extent of attendance of a child • The IRO will meet the child if they attend before the Conference to confirm the above • If the child does not attend, the Social Worker will convey the child's wishes
8	Family members may be excluded from a Conference	<ul style="list-style-type: none"> • Explicit consideration should be given to the potential for conflict between family members and the need for children and adults to speak without other family members present • Representation for an exclusion must be made to the IRO in advance of the meeting • Exclusion should be for a minimum duration • Exclusion may be for only one section of the meeting • If excluded for the whole meeting, the IRO must write to the parent and explain how they can have their views heard, how they will be told the outcome and about the Complaints Procedure. • The IRO will provide edited minutes for the excluded parent

3. Child Protection Conferences *(continued)*

	STANDARD	CRITERIA
9	Agencies will all provide written reports to the Conference	<p>9.1 All professionals' reports should be made available to the IRO at least two working days before an ICPC and ten working days before a RCPC.</p> <p>9.2 All reports should be shared by the authors (or a representative) with the parents (and child if appropriate) at least two working days before the ICPC and ten working days before a RCPC.</p> <p>9.3 All reports should comply with the standards for LSCB reports to child protection conferences (Standard).</p> <p>Reports from the Social Worker should be written in line with the template on ICS.</p>
10	All Conferences within North Yorkshire will follow a set format	<p>All Conferences will follow either an ICPC or RCPC agenda, which will be available in written form at the meeting. This will ensure that the conference elicits;</p> <ul style="list-style-type: none"> • Reasons why the conference is being convened • Summary of the incident/s of concern • All available evidence obtained through S47 enquiries and assessment • Written contributions from agencies and family members • The views of all agencies represented at the conference • The views of expressed by family members <p>The chairperson will decide if the child should be subject to a Child Protection Plan having taken into account the views of other professionals (threshold in standard 10).</p>
11	Outline Child Protection Plans are made when thresholds of concern for a child are met	<p>11.1 Threshold for making a CPP:</p> <ul style="list-style-type: none"> • The child can be shown to have suffered ill-treatment or impairment of health or development as a result of physical, emotional or sexual abuse or neglect, and professional judgment is that further ill-treatment or impairment are likely or; • Professional judgment, substantiated by the findings of enquiries in this individual case or by research evidence, is that the child is likely to suffer ill-treatment or the impairment of health or development as a result of physical, emotional or sexual abuse or neglect. <p>11.2</p> <ul style="list-style-type: none"> • The conference minutes will record clearly the dissent to any decision and the reasons why

3. Child Protection Conferences *(continued)*

	STANDARD	CRITERIA
12	Where a Child Protection Plan is decided on	<p>12.1 The Conference will allocate a Social Worker for each child with a CPP</p> <p>12.2 The Conference will identify a multi-agency core group to develop and deliver the CPP</p> <p>12.3</p> <ul style="list-style-type: none"> • The IRO (with discussion) will determine the category for abuse or neglect that best reflects the concerns for the child • The category used should reflect the primary concern – either sexual, physical, neglect or emotional abuse • Exceptionally more than one category may be used – these will be audited quarterly by the IRO Manager
13	Where a Child Protection Plan is not made, plans to support the child must be considered by the conference.	<ul style="list-style-type: none"> • The Core Assessment will be continued after the conference (with appropriate consents in place) • The need for a Child in Need Plan must be considered and if agreed, the IRO will set the date of the CIN Meeting and outline a CIN Plan with conference members to hold until this time.
14	Administrative and complaint arrangements for Child Protection Conferences will be clear	<p>14.1</p> <p>The outline plan, signed by the IRO, with the decision letter should be sent to parents/child/agencies within one working day of the Conference</p> <p>Conference minutes will be sent out within 15 working days of the conference</p> <p>The minutes are confidential and require consent of the IRO or the IRO Manager to be passed to third parties</p> <p>14.2 The Resolution of a Professional Disagreement Procedure (Section 15, LSCB Procedures) will be followed where there are difficulties</p> <p>14.3 Complaints about the Child Protection Conference process should be made in line with the LSCB Complaints Procedure (Section 15, LSCB Procedures)</p>
15	Pre-Birth Child Protection Conferences will safeguard unborn children	<ul style="list-style-type: none"> • Must be held by 30 week of pregnancy • Midwifery Services must be represented in the meeting • The Social Work report must include the pre-birth assessment with conclusions and actions for the future (LSCB Practice Guidance) • A CPP will be made where there is risk of significant harm • The CPP will set out actions to be taken immediately after the baby's birth with any intention to seek a Court Order as part of the plan • Where removal of the baby from the care of parents is the plan, a separate planning meeting will be convened by CSC to detail the steps to be taken (LSCB Procedures) • A RCPC will be held within 15 working days of the birth or within three months of the Pre-Birth Conference (whichever is soonest).

3. Child Protection Conferences *(continued)*

STANDARD	CRITERIA
16	<p>Transfer Child Protection Conferences will be held in line with Working Together 2010</p> <ul style="list-style-type: none"> • Will be held within 15 working days from the date the child moved into the area (or finding this information out). • The Social Worker from the originating authority, with significant contributors to the CPP, will be invited to the TCPC • Receiving agencies must ensure they have obtained relevant information from their counterparts in the originating authorities



4. Reports to Child Protection Conferences

Every invited professional to a child protection conference has a responsibility to attend and give all relevant information by submitting a written report to the IRO Team.

STANDARD	CRITERIA
<p>1 All reports by professionals will be submitted to the IRO Team in line with agreed timescales.</p>	<p>Reports should be made available to the IRO at least two working days before an ICPC and ten working days before a RCPC.</p> <p>Reports are required whether or not the professional is able to attend the conference.</p>
<p>2 All professional reports will be shared with the parents or carers (and the child if appropriate) within timescales.</p>	<ul style="list-style-type: none"> • Reports should be shared by the authors or an agreed representative. • Reports will be shared at least two working days before the ICPC and ten working days before a RCPC.
<p>3 Reports from professionals, where possible, will be written to a standard format.</p> <p>(Appendix 10, LSCB Procedures provides templates for guidance)</p>	<p>Reports will outline the following:</p> <ul style="list-style-type: none"> • Name and job title of the author - email address (for minutes and plans) • Family structure and address (to include significant others) • Length of involvement with the child/family • Dates of visits to the family by the service, if applicable, including any failed appointments. • Details of the incident leading to the Child Protection Conference (if initial conference) • Significant events since the time of the last conference (if a review conference). • Update of the agreed actions for the agency within the CPP (if a review conference). <p>Description of:</p> <ul style="list-style-type: none"> • The child's developmental needs • The parenting capacity of the parents/ carers • Are there any other adults that are involved in the children's lives? • Family and environmental factors <p>Additional information, including any recent involvement or any concerns you have.</p> <p>Whether the report has been shared with the family and if not, the reasons why.</p>
<p>4 Reports and other documents will be securely transmitted</p>	<p>All professionals should comply with their agencies policies for the secure transmission of data – whether written or electronic.</p>

4. Reports to Child Protection Conferences *(continued)*

STANDARD	CRITERIA
5	<p>Reports will be presented in a format understood by the parents, and where applicable, the child.</p> <p>Reports will be translated into different languages where English is not the parents or child's first language.</p> <p>Agencies are responsible for the translation of reports into different formats. This should be completed in line with the individual agency's communication policy.</p> <p>Any difficulties in the formatting of reports should be reported to the IRO at the time. Where difficulties remain, the managing professional resolution procedure will be followed (Section 15, LSCB Procedures).</p>
6	<p>Reports from the Social Worker should be written in line with the template on ICS.</p>



5. Child Protection Conference Documents/Minutes

Outline Child Protection Plans and Conference minutes will be sent to all families and professionals.

STANDARD	CRITERIA
<p>1 A chair's letter will be sent following each conference to outline the decisions that were made.</p>	<p>The chairs letter will be:</p> <ul style="list-style-type: none"> • sent to all parents, (children where appropriate) and professionals; • sent within one working day of the conference; • sent by first class post (unless another option is requested by the family/agency) <p>The chair's letter will include:</p> <p>The outcome of the Conference; and if agreed the</p> <ul style="list-style-type: none"> • outline Child Protection Plan; • date and time of the Core Group; • date and time of any RCPC; • outline CIN Plan – where CPP not made.
<p>2 Conference minutes will be distributed by the IRO Team in line with agreed timescales.</p>	<p>The conference minutes will be:</p> <ul style="list-style-type: none"> • sent to all parents, (children where appropriate) and professionals; • sent within 15 working days of the conference; • sent by first class post (unless another option is requested by the family/agency) • presented in a format understood by the parents, and where applicable, the child (see Standard 5 above)
<p>3 Minutes will follow a template published on the LSCB website.</p>	<p>Minutes will clearly record:</p> <ul style="list-style-type: none"> • Attendance and apologies • Information e.g., address and family structure • Reason for the conference (to include concerns for the child) • Outcome of the S47 investigation/core assessment or outcomes of previous conferences • Additional information from any agency • Summary of discussion - includes parents and carers views, children's views, wider family network (if appropriate), comments from all participants • Chairperson's summary (analysis includes risks and protective factors) • Discussion and analysis • Decision made - including any dissent to these decisions and the category of risk if a CPP is made • Child Protection Plan (CPP See Standards) <p>Dissent should be clearly recorded with reasons.</p> <p>Minutes will be signed and dated by the Chairperson as a true record of the meeting.</p>

5. Child Protection Conference Documents/Minutes *(continued)*

	STANDARD	CRITERIA
4	Amendments may be made to the minutes the minutes.	<p>Parents and agencies should contact the Safeguarding Unit within ten working days of receipt of the minutes where there are inaccuracies.</p> <p>The Chairperson may decide to make amendments at this time and will contact the family and agencies with a letter to this effect within fifteen working days of the minutes being sent out.</p> <p>The Chairperson may decide to hold the comments to the time of the next RCPC where they will be recorded at the start of the meeting.</p> <p>Disagreement with the decision of the Chairperson should be taken through the Complaints/ Problem Resolution Protocol (S15, LSCB Procedures).</p>
5	The Conference minutes are confidential.	<p>The Conference minutes are confidential and should not be passed by professionals to third parties without consent of the Chairperson.</p> <p>Minutes should be stored securely by agencies in line with individual policies.</p>



6. Child Protection Plans (CPP) and Core Groups

Child Protection Plans

Outline how agencies, professionals and families should work together to ensure that an individual child will be safeguarded from harm in the future.

STANDARD	CRITERIA
1	<p>Outline Child Protection Plans are made when thresholds of concern for a child are met.</p> <p>Threshold for making a CPP:</p> <ul style="list-style-type: none"> • The child can be shown to have suffered ill-treatment or impairment of health or development as a result of physical, emotional or sexual abuse or neglect, and professional judgment is that further ill-treatment or impairment are likely or; • Professional judgment, substantiated by the findings of enquiries in this individual case or by research evidence, is that the child is likely to suffer ill-treatment or the impairment of health or development as a result of physical, emotional or sexual abuse or neglect. • Where consensus cannot be reached the chair will decide giving the reasons for the decision.
2	<p>CPP's outline the concerns for the child.</p> <p>CPP to state which category of abuse or neglect is appropriate (in most cases only one category should be used).</p>
3	<p>CPP states who will be involved in the plan and how.</p> <ul style="list-style-type: none"> • Identify the lead social worker. • Identify the members of a Core Group of professionals and family members who will develop and implement the CPP. • Establish how the child, their parents and wider family members should be involved in the ongoing assessment, planning and implementation process, and the support, advice and advocacy available to them; • Plans to be signed by all agencies represented at the core group, the parents and where appropriate, the child.
4	<p>The CPP will outline visits that should be made to see the child.</p> <ul style="list-style-type: none"> • The lead social worker (or their delegate) will visit the child at least every two weeks (in line with the CSC practice guidance). • Professionals will visit the child in accordance with their agency child protection policy.
5	<p>CPP outlines the assessments required.</p> <ul style="list-style-type: none"> • Outline what further action is required to complete the core assessment, • State what other specialist assessments of the child and family are required.
6	<p>CPP outlines outcomes for the child clearly.</p> <ul style="list-style-type: none"> • Identify the outcomes that should be achieved, i.e., the ways in which the child is to be protected. • Identify what needs to change in order to achieve the planned outcomes.
7	<p>CPP states what actions are required to achieve the outcomes.</p> <ul style="list-style-type: none"> • Clarify who will have responsibility for what actions – including actions by family members. • Specify timescales for each action. • Outline ways of monitoring and evaluating progress against the planned outcomes set out in the plan.

6. Child Protection Plans (CPP) and Core Groups *(continued)*

	STANDARD	CRITERIA
8	A contingency plan is made.	Include a contingency plan if agreed objectives and actions are not completed and/or circumstances change.
9	CPP contains review dates.	<ul style="list-style-type: none"> The date of the first Child Protection Review Conference is set and under what circumstances it might be necessary to convene the conference before that date, The date of the first Core Group is set.
<p>Core Group The core group is responsible for developing the child protection plan as a detailed working tool, and implementing it, within the outline plan agreed at the initial child protection conference.</p>		
10	Membership is appropriate to the needs of the child and their case.	Chaired by the lead social worker or their DSM <ul style="list-style-type: none"> Attendees include lead social worker, the child(if appropriate) family members professionals who have direct contact with the family specialists invited to provide advice or consultation
11	A Core Groups are held within agreed timescales.	<ul style="list-style-type: none"> The core group should meet within 10 days of the initial child protection conference (ICPC) Thereafter meet sufficiently regularly to achieve the objectives set out in the plan at a minimum of once every six weeks.
12	The core group should address the areas of significant concern identified within the outline child protection plan and produce specific objectives that to achieve lasting change.	The core group should monitor the progress of the plan against the specified objectives. Core Groups should be informed when any new referral is received for the child or for a member of their family. In some cases a new referral may require the Core Group to reconvene to consider the information or the child's review conference to be brought forward.
13	Accountability.	<ul style="list-style-type: none"> Agencies should be accountable for the decisions; recommendations and plans made at conferences. All agencies should comply with the LSCB standards relating to child protection conferences and reviews. There should be written notes of the Core Group meeting, to include decisions, agreed actions and refinements to the Child Protection Plan. The notes are to be distributed to Core Group members, relevant family members and the Chair of the Conference. All information relating to the child/young person should be recorded within ICS on their case file. Where agency representatives, either in the initial conference, core group, or review, agree tasks the respective agency is responsible for ensuring that the action is carried out within the timescales agreed. Issues arising from an agencies inability to complete an agreed task should be notified to the lead social worker. Any professional resolution required should follow the LSCB agreed process and should be monitored.

7. Child in Need Meetings

A Child in Need (CIN) is defined in S17, Children Act 1989 where:

- the child is unlikely to achieve or maintain a reasonable standard of health or development without the provision of services by a local authority; or
- their health or development is likely to be significantly impaired, or further impaired, without the provision of such services; or
- they are disabled.

STANDARD	CRITERIA
1	<p>CIN meetings are convened for all children and young people who meet the threshold of a CIN.</p> <p>The definition of a CIN (s17, Children Act 1989) is applied.</p> <p>If a Child Protection Conference does not make a Child Protection Plan for a child it will formulate a CIN Plan that addresses the areas of concerns and set a date for a CIN Meeting where the plan will be developed.</p>
2	<p>CIN meetings are held within agreed timescales.</p> <ul style="list-style-type: none"> • The CIN Meeting should be held within 28 days of the completion of the initial assessment; • The first review of the CIN Plan should be held within three months of the original meeting to initiate a Core Assessment*; • Second and subsequent reviews should then take place every six months (unless circumstances arise that require earlier reviews). • All CIN Plans open for more than 6 months will have a Core Assessment completed.
3	<p>Membership is appropriate to the needs of the child and their situation.</p> <p>CIN Meetings are:</p> <ul style="list-style-type: none"> • Convened by Children's Social Care (CSC). • Chaired by the Social Worker who completed the Initial Assessment (or the relevant Deputy Service Manager). • Attended by all agencies which have direct and relevant involvement with the child and family (e.g. schools, CSC and health services). • Those who hold relevant information that can be shared in the meeting.
4	<p>Involvement of the child and the family.</p> <p>Children and families should be invited and prepared for attendance at meetings (unless the young person objects to parental involvement)</p> <p>Where children and/or parents do not wish to attend, efforts should be made to ascertain their wishes and represent these at the meeting.</p> <p>In all circumstances the views of all children should be ascertained using whatever medium is appropriate.</p>
5	<p>CIN meetings will address key issues for the child or young person.</p> <p>The Initial Assessment will be available to the CIN Meeting with copies distributed to appropriate members of the family and all involved professionals.</p> <p>The chair will facilitate a clear analysis of the needs, difficulties and concerns that have led to the need for a CIN Meeting.</p>

7. Child in Need Meetings *(continued)*

	STANDARD	CRITERIA
6	Outcomes of CIN Meetings are clear and developed by those attending.	<p>Development of a CIN Plan that addresses the needs, difficulties and concerns in relation to the child.</p> <p>Each action will outline clearly the services to be provided, their intended outcomes for the child, those who have responsibility and the expected timescales.</p> <p>The coordination and review of the CIN plan, the core assessment and the membership of any future review meetings will be decided at the initial meeting.</p>
7	Clear recording of CIN Meetings and Plans.	<p>The Plan will be recorded in ICS by CSC.</p> <p>Record of the CIN Meeting will be sent to all involved agencies within 10 working days of the meeting.</p> <p>Copies of the CIN plan will be sent to the parents and child (where appropriate) and all involved professionals within 10 working days of the meeting.</p> <p>All plans will be accessible and comply with best equalities practice.</p>
8	There is clear resolution when the plan cannot be progressed or outcomes achieved for the child.	<p>If the plan is not actioned or has failed to meet the child's needs, the chair of the meeting must be informed and a decision taken whether to reconvene the meeting before the planned review date.</p>



8. Initial Assessment Standards

The Initial Assessment is a brief assessment of each child referred to Children's Social Care where it is necessary to determine whether the child is in need, the nature of the service required and whether a more detailed Core Assessment should be undertaken.	
STANDARD	CRITERIA
<p>Standard 1 Initial assessments will follow the process outlined in LSCB Procedures (2009) Section 5.</p>	<ol style="list-style-type: none"> 1. Initial assessments will be undertaken for all children referred to children's social care for a service (unless it is decided to undertake a core assessment from the outset). 2. Initial assessments will be completed within 7 working days from the date of referral. 3. Initial assessments will be signed off by the relevant Children's Social Care Deputy Service Manager/Service Manager.
<p>Standard 2 A qualified social worker will take lead responsibility for the completion of an assessment.</p>	<p>A qualified social worker will coordinate the completion of an initial assessment.</p>
<p>Standard 3 Each assessment will be discussed with the family, with a realistic work plan and within the timescale.</p>	<p>Parents, children and young people will receive written information before the initial assessment informing about:</p> <ul style="list-style-type: none"> • the assessment process • the process for making a complaint, commendation or comment • their social care records • consent for information sharing.
<p>Standard 4 Children and families communication needs will be addressed.</p>	<p>Communication will be facilitated in the language or format of the family.</p> <ul style="list-style-type: none"> • Leaflets and all written reports will be translated • Translators will be used (not friends and family) • Use of advocates to enable communication i.e. disabled child/parent
<p>Standard 5 Children and young people will participate in their assessment. All children will be seen in their home situation, seen alone and the purpose of the assessment explained to them.</p>	<ul style="list-style-type: none"> • Social workers will communicate directly with the child or young person and where appropriate, see the child on their own. • Children's views will be recorded clearly.
<p>Standard 6 Parents will participate in the child's assessment.</p>	<ol style="list-style-type: none"> 1. Parents' views will be recorded. 2. Participation will be promoted e.g., advocates will be involved for parents with a learning disability/ mental health need.

8. Initial Assessment Standards *(continued)*

STANDARD	CRITERIA
<p>Standard 7 Information gathered will be relevant, proportionate and factual.</p>	<p>Information will include all of the following:</p> <ul style="list-style-type: none"> • Information and comment from agencies known to the child • Information and comment from agencies known to the parents • Family knowledge and views of the parents, child or young person and other significant people in the family's life.
<p>Standard 8 Analysis of information will be structured in the three domains* and judgements will be informed by a professional knowledge base. *(Assessment Framework for Children and their Families).</p>	<ul style="list-style-type: none"> • Summaries will be recorded of information gathered in the three domains - child's developmental needs, parenting capacity, family and environmental factors. • Conclusions will be drawn from the summaries as defined above. • Judgements will be informed by a professional knowledge base and referenced.
<p>Standard 9 Feedback will be given to those involved in the process.</p>	<ul style="list-style-type: none"> • Parent(s) and child/young person will receive feedback verbally and also in writing. • The comments of parent(s) and child/young people will then be recorded. • Agencies and individuals involved in the assessment will receive the summary, subject to consent and information about the plan if one is made.
<p>Standard 10 Recommendations from the initial assessment will be outcome focussed and SMART.</p>	<ul style="list-style-type: none"> • Strengths and risks identified • Define what needs to happen to achieve desired outcomes, by when and whom.
<p>Standard 11. Where children continue to receive a service from Children's Social Care decide on the need for a more in depth assessment or plan to review the assessment.</p>	<p>The date and time of the review will be recorded or decision to continue with a core assessment.</p>

9. Standards for Core Assessment

A core assessment is an in-depth assessment to understand the child's developmental or welfare needs and circumstances and the parents' capacity to respond to those needs, including the parents' capacity to ensure that the child is safe from harm now and in the future.

STANDARD	CRITERIA
<p>Standard 1 Core assessments will follow the process outlined in LSCB Procedures (2009) Section 5.</p>	<ol style="list-style-type: none"> 1. A core assessments will be undertaken for all child protection cases and before children become looked after by the local authority. 2. Core assessments will be undertaken for all children and young people in need where the case remains open beyond four months. They should also be completed for children with complex needs. 3. Core assessments will be completed within 35 working days from completion of the 7 day initial assessment. 4. Core assessments will be signed off by the relevant Children's Social Care Deputy Service Manager /Service Manager.
<p>Standard 2 A qualified social worker will take lead responsibility for the completion of an assessment.</p>	<p>A qualified social worker will coordinate the completion of a core assessment.</p>
<p>Standard 3 Each assessment will be planned with the family, with a realistic work plan and timescale.</p>	<p>Parents, children and young people will receive written information before the core assessment informing about:</p> <ul style="list-style-type: none"> • the assessment process • the process for making a complaint, commendation or comment • their social care records • consent for information sharing <ol style="list-style-type: none"> 2. A Planning Meeting will be held to plan the process. 3. Parents and young people will be invited to the Planning Meeting 4. A written agreement will be drawn up with parents and young people outlining the process.
<p>Standard 4 Children and families communication needs will be addressed.</p>	<p>Communication will be facilitated in the language or format of the family.</p> <ul style="list-style-type: none"> • Leaflets and all written reports will be translated • Translators will be used (not friends and family) • Use of advocates to enable communication i.e. for a disabled child/ parent.
<p>Standard 5 Children and young people will participate in their assessment. All children will be seen in their home situation, seen alone and purpose of the assessment explained to them.</p>	<ul style="list-style-type: none"> • Social workers will communicate directly with the child or young person – by seeing children, observing children, engaging children, talking to children, activities with children. • Children's views will be recorded clearly.

9. Standards for Core Assessment *(continued)*

STANDARD	CRITERIA
<p>Standard 6 Parents/carers and significant family members will participate in the child's assessment.</p>	<ul style="list-style-type: none"> • Parents/carers and significant family members views will be recorded. <p>Participation will be promoted e.g., advocates will be involved for parents/carers with a learning disability/ mental health need.</p>
<p>Standard 7 Information gathered will be relevant, proportionate and factual.</p>	<p>Information will include all of the following:</p> <ul style="list-style-type: none"> • Multi agency contributions from agencies known to the child • Multi agency contributions from agencies known to the parents and shared with the family • Family knowledge and views of the parents, child or young person and other significant people in the family's life. • A chronology, ecomap and genogram.
<p>Standard 8 Analysis of information will be structured in the three domains* and judgements will be informed by evidence based professional knowledge. *(Assessment Framework for Children and their Families).</p>	<ul style="list-style-type: none"> • Summaries and analyses will be recorded by all agencies contributing to the core assessment on their involvement. • Summaries will be recorded of information gathered in the three domains - child's developmental needs, parenting capacity, family and environmental factors. <ul style="list-style-type: none"> • Strengths and needs will be identified in each domain. • Conclusions will be drawn from the summaries as defined above. • Judgements will be informed by professional evidence based knowledge and referenced.
<p>Standard 9 Feedback will be given to those involved in the process.</p>	<ol style="list-style-type: none"> 1. Parent(s) and child/young person will receive feedback verbally and also in writing. 2. The comments of parent(s) and child/young people will then be recorded. 3. Agencies and individuals involved in the assessment will receive the summary, analysis and plan as a minimum, subject to consent.
<p>Standard 10 Recommendations from the core assessment will be outcome focussed and SMART.</p>	<ol style="list-style-type: none"> 1. Strengths and risks identified 2. Define what needs to change to achieve desired outcomes 3. Agree and decide who will support the family to achieve the desired outcomes 4. Plans for mentoring and reviewing will be put in place.
<p>Standard 11 Review of the core assessment where children continue to receive a service from Children's Social Care.</p>	<p>The date and time of the review will be recorded as a decision in a core assessment.</p>