



North Yorkshire Safeguarding Children Partnership

Standards and Criteria

North Yorkshire Safeguarding Children Partnership

Standards & Criteria

Title	Standards and Criteria
Version	4.3
Date	6 January 2020
Edited By	Jonathan Giordano, NYSCP Policy & Development Officer

Update and Approval Process			
Version	Group/Person	Date	Comments
4.0	NYSCP Executive	02/11/2016	Approved by Executive
4.1	Learning and Improvement Subgroup	Jan 2017	Approved
4.2	Learning and Improvement Subgroup	July 2018	Learning and Improvement Subgroup
4.3	NYSCP Policy & Development Officer	January 2020	Minor amendments made to reflect Board to Partnership transition

Issue Date	January 2020
Next Review Date	January 2022
Reviewing Officer	NYSCP Policy and Development Officer

1.Contents

1. Contents.....	3
2. Introduction.....	4
3. Key terminology.....	4
4. Strategy Discussions.....	5
5. Child Protection Conferences.....	7
6. Reports to Child Protection Conferences.....	13
7. Child Protection Conference Documents/Minutes.....	15
8. Child Protection Plans.....	17
9. Core Group.....	20
10. Child in Need Meetings.....	22
11. Assessment Standards.....	25
12. Notifiable Incidents Involving Children.....	27
13. Private Fostering.....	28

2.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. The standards reflect the requirements set out in Working Together to Safeguard Children (2018) and will change over time.

3.Key terminology

Terminology	Definition
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
CFS	Children and Families Service
CPP	Child Protection Plan
IRO	Independent Reviewing Officer
NYAS	North Yorkshire Advocacy service
ABE	Achieving Best Evidence

4. Strategy Discussions

Strategy discussions 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
<p>1 Strategy discussions are convened whenever there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm.</p>	<p>The need for a strategy discussion will be identified:</p> <ul style="list-style-type: none"> ▪ At the point of referral ▪ During an assessment ▪ During the inter-agency checks and information gathering stage <p>In line with best practice strategy discussions are more effective when carried out face to face and should always be convened where possible. However, this should not delay a strategy discussion taking place at the earliest opportunity, e.g. by conference call.</p>
<p>2 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 attendance – The Local Authority social worker, their manager, health professionals and a Police representative should, as a minimum be involved in the strategy discussion. However it is recognized that on occasion there may be a need for an urgent strategy discussion to take place which must at a minimum include CSC and the Police. This should only be in exceptional circumstance. ▪ CSC will invite all other agencies which hold or need to be given relevant information about the child – The professional or agency that made the referral, the child's school or nursery and any other health services.
<p>3 Strategy discussions are held within agreed timescales</p>	<p>After agencies have taken whatever steps necessary to protect the child or young person, an immediate strategy discussion between Children's Social Care, the Police, Health and other agencies as appropriate should take place. Where there are immediate safeguarding concerns the strategy should be held within one working day.</p>
<p>4 Strategy discussions will have an agenda, noting all requirements laid out in the NYSCP child protection procedures</p>	<p>Share relevant information and take appropriate action to obtain further information that is required</p> <p>Decide whether a Section 47 enquiry should be undertaken. If agreed, then agree:</p>

		<ul style="list-style-type: none"> ▪ What other actions may be needed to protect the child or provide interim services and support ▪ The need for medical treatment/examination ▪ 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 a timescale for any visits ▪ Whether an ABE interview will take place with the child ▪ How the child's wishes and feelings will be ascertained ▪ Who other than the family should be interviewed, by whom, when and for what purpose ▪ What information may be shared, with whom and when ▪ Any implication for disciplinary action, e.g. use of evidence statement ▪ Any legal actions required ▪ Whether an assessment should be initiated or continued if it has already begun ▪ How the parents will be involved <p>Section 47 enquiries should be completed within 5 working days of the decision to initiate the enquiry.</p>
5	Strategy discussions will formulate SMART actions and outcomes	<p>Action 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 mechanism and date for reviewing the completion of agreed actions (i.e. further strategy meetings in complex cases).</p>
6	The outcome of the Section 47 enquiry will be shared with the relevant multi-agency professionals including members of the strategy discussion.	<p>Outcomes will be shared in a number of ways:</p> <p>(a) Reconvene strategy discussions where:</p> <ul style="list-style-type: none"> ▪ The circumstances are particularly complex or unknown ▪ Enquiries have been delayed <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 Section 47 enquiry must be endorsed by the original strategy discussion members.</p>

5. Child Protection Conferences

Child Protection Conferences bring 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 Initial Child Protection Conference (ICPC) will be held whenever a child is likely to suffer significant harm.</p>	<p>ICPCs will be held where the concerns of Section 47 enquiries are substantiated and the child has or is likely to suffer significant harm.</p> <p>Requests by involved professionals for a conference will normally be agreed.</p> <p>If Children’s Social Care decides not to proceed with a child protection conference then other professionals involved with the child and family have the right to request that Children’s Social Care convene a conference, if they have serious concerns that a child’s welfare may not be adequately safeguarded. Where concerns remain, agencies should follow the NYSCP Professional Resolutions Practice Guidance.</p>
<p>2 Conferences are convened within timescales.</p>	<p>ICPC takes place within 15 working days of:</p> <ul style="list-style-type: none"> ▪ Strategy discussion (where Section 47 enquiries initiated) ▪ Notification from another authority that a child has moved to North Yorkshire <p>Where an Emergency Protection Order (EPO) is in place a strategy meeting will be convened to consider making Section 47 enquiries in order to establish the child’s safeguarding needs.</p> <p>First Review Child Protection Conference (RCPC) takes place within three months of the ICPC</p> <p>Further RCPCs are held at intervals of not more than six months (unless a pre-birth conference)</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>All Child Protection Conferences held in North Yorkshire use the “Signs of Safety” approach which is intended to clearly identify risks and dangers to the child and to build safety within the family.</p>

4	Membership of conferences is appropriate to the child's case	<ul style="list-style-type: none"> ▪ Conferences are requested by a Children's Social Care Team 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 ▪ Members should have sufficient professional expertise and/or knowledge of the child/family to provide a report to the meeting and to contribute effectively the discussion ▪ 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 <p>CSC will support alternative arrangements for child care to support parents/carers in their attendance.</p>
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 – this should be noted in the conference minutes
6	Parents will be involved in the conference process	<ul style="list-style-type: none"> ▪ The Social Worker should ensure parents have sufficient information to make a meaningful contribution to the meeting. Professionals are expected to share their report with parents before the conference (see standard 9 for timescales) ▪ Written information about the conference system and the complaints procedure will be supplied to parents in advance of the meeting ▪ Parents may bring a supporter or solicitor to the conference ▪ All equality issues will be taken into account ▪ The IRO will meet the parents before the Conference to confirm the above
7	Involvement of family members in the conference process	<ul style="list-style-type: none"> ▪ The chair will meet with the child and parents in advance of the meeting to ensure they understand the purpose and the process

		<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
8	Children may be involved in the conference process	<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 should ensure that children have sufficient information and opportunity 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 equality 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.
9	Agencies will all provide written reports to the conference	<p>All reports should be made available to the Chair two working days before the ICPC and five working days before a RCPC.</p> <p>All reports should be shared by the authors (or a representative) with parents (and child if appropriate) at least two working days before the ICPC and five working days before an RCPC.</p> <p>All reports should comply with the standards for NYSCP reports to child protection conferences.</p>

		Reports from the Social Worker should be written in line with the template on the Children's Social Care case management system.
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 Section 47 enquiries and assessment ▪ Written contributions from agencies and family members ▪ The views of all agencies represented at the conference ▪ The views expressed by family members <p>Child Protection Conferences are held in a Signs of Safety, Strengthening Families format. This is intended to bring young people and their families to the heart of discussions regarding plans for the safety and welfare of children and young people.</p> <p>Family members should be fully involved in the conference process wherever possible.</p> <p>The professional members of the meeting will decide if the child should be subject to a Child Protection Plan having taken into account the views of other professionals. However, the chairperson is authorised to override the decision if they feel it is inappropriate or unsafe. In these circumstances an RCPC will be arranged to take place as soon as possible to review the decision.</p>
11	Outline Child Protection Plans are made when thresholds for concern for a child are met	The Conference minutes will record clearly the dissent to any decision and the reasons why.
12	Where a Child Protection Plan (CPP) is decided on	<p>A Social Worker will be allocated for each child with a CPP.</p> <p>The Conference will identify a multi-agency core group to develop and deliver the CPP.</p> <ul style="list-style-type: none"> ▪ The IRO (in consultation) will determine the category or abuse or neglect that best reflects the concern for the child ▪ The category used should reflect the primary concern – either sexual, physical, neglect or emotional abuse

		<ul style="list-style-type: none"> ▪ Exceptionally more than one category may be used – these will be audited 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 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>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>The Professional Resolutions Practice Guidance will be followed where there are any professional disagreements</p>
15	Pre-Birth Child Protection Conferences will consider unborn children	<ul style="list-style-type: none"> ▪ Must be held within 15 days of a strategy meeting decision that an unborn child is at risk ▪ 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 (guidance in respect of pre-birth assessments can be found on the NYSCP website) ▪ 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 ▪ An RCPC will be held within one month of the child's birth or within three months of the date of the Pre-Birth Conference, whichever is sooner
16	Transfer Child Protection Conferences (TCPC)	<ul style="list-style-type: none"> ▪ The TCPC will be held within 15 working days of being notified of the move ▪ The Social Worker from the originating authority, with significant contributions to the CPP, will be invited to the TCPC

		<ul style="list-style-type: none">▪ Receiving agencies must ensure they have obtained relevant information from their counterparts in the originating authorities▪ Only after this event may the original local authority discontinue its child protection plan
--	--	--

6. Reports to Child Protection Conferences

	Standard	Criteria
1	All reports by professionals will be submitted to the IRO Team in line with agreed timescales	<p>Reports should be made available to the IRO at least two working days before an ICPC and five working days before an RCPC</p> <p>Reports are required <u>whether or not</u> the professional is able to attend the conference.</p>
2	All professional reports will be shared with the parents or carers (and the child if appropriate)	All reports should be shared by the authors (or a representative) with parents (and child if appropriate) at least two working days before the ICPC and five working days before an RCPC.
3	Reports from professionals, where possible, will be written to a standard format, a form to support this is available on the NYSCP website	<p>In North Yorkshire, reports for Child Protection Conferences use the 'Signs of Safety' format. Report to conference will include:</p> <ul style="list-style-type: none"> ▪ Name, job title, work place base and contact details ▪ Date of report ▪ Date shared with family and if not shared with the family, the reasons for this ▪ Details of children/young people, including ethnicity and first language ▪ Details of the family, relationship, ethnicity, first language and parental responsibility ▪ What has changed since the time of the previous Child Protection Conference with regard to the risks to the safety and welfare of this child/these children? ▪ What is going well with regard to achieving the goals for safety set out in the child protection plan? ▪ What concerns with regard to significant harm remain? What else needs to happen to reduce the risk of significant harm to this child/these children? <p>The Social Worker's report should where appropriate include the initial family network (safety planning) plan that has been developed with the family.</p> <p>Reports should take into account the following:</p> <ul style="list-style-type: none"> ▪ What is working well with regards to the child (ren)'s family and environmental factors? ▪ What is currently working well in the care and circumstances of the child (ren)?

		<ul style="list-style-type: none"> ▪ What are you most worried may happen to the child (ren) in the future if there is no change in their care or circumstances? ▪ What needs to happen for the child (ren) to ensure the child does not suffer significant harm? ▪ What could your agency do to help to build safety for the child (ren)? ▪ What has the child (ren) said to you or your agency about their experience? ▪ What has been the impact on the child (ren)? ▪ What do they want to change? ▪ What are the parent's or carers saying to you or your agency about the concerns that have been raised?
4	Reports and other documents will be securely transmitted	All professionals should comply with their agency policies for the secure transmission of data – whether written or electronic.
5	Reports will be presented in a format understood by the parents and where applicable, the child	<p>Reports will be translated into different languages where English is not the parent's or child's first language.</p> <p>Agencies are responsible for 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 NYSCP Professional Resolutions Practice Guidance should be followed.</p>
6	Reports from the Social Worker	Reports should be written in line with the template on the CSC case management system.

7. 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 chair's letter will be:</p> <ul style="list-style-type: none"> ▪ Sent to all those invited to the child protection conference including parents, carers, children where applicable 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 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 records will be distributed by the IRO Team in line with agreed timescales</p>	<p>The conference records will be:</p> <ul style="list-style-type: none"> ▪ Sent to parents, carers where applicable, 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
<p>3 Conference Records will follow a template</p>	<p>Conference record will set out the following:</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 Section 47 investigation/assessment or outcomes of previous conferences ▪ Additional information from the children and their family and any agency representative

		<ul style="list-style-type: none"> ▪ Summary of discussion – includes parent’s and carer’s views, children’s views, wider family network (if applicable) and comments from all participants ▪ Chairperson’s summary (analysis includes risk and protective factors) ▪ Discussion and analysis ▪ Decision made – including any dissent to these decisions and the category of risk if a CPP is made ▪ The Child Protection Plan or Child In Need Plan <p>Any dissent should be clearly recorded with reasons</p> <p>The record will be signed and dated by the Chairperson as a true record of the meeting.</p>
4	Amendments may be made to the minutes	<p>Parents and agencies should contact the IRO team 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 NYSCP Professional Resolutions Practice.</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>

8. 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
<p>1 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, 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 impairment of health or development as a result of physical, emotional or sexual abuse or neglect <p>Where consensus cannot be reached the Chair will decide, giving the reasons for the decision.</p>
<p>2 CPPs 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>
<p>3 CPP states who will be involved in the plan and how</p>	<ul style="list-style-type: none"> ▪ Identify the lead Social Worker ▪ Identify 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 on-going 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
<p>4 The CPP will outline visits that should be made to see the child</p>	<ul style="list-style-type: none"> ▪ The lead Social Worker 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 ▪ Any decisions to make unannounced visits should be clearly recorded in the plan
<p>5 CPP outlines the assessment required</p>	<ul style="list-style-type: none"> ▪ Outline what further action is required to complete assessment

		<ul style="list-style-type: none"> State what other specialist assessments of the child and family are required
6	CPP outlines outcomes (“safety goals”) for the child clearly	<ul style="list-style-type: none"> Identify the outcomes that should be achieved, The ways in which the child is to be protected Identify what is working well (strengths) Identify what needs to change in order to achieve the planned outcomes
7	CPP states what actions are required to achieve the outcomes (safety goals)	<ul style="list-style-type: none"> Clarify who will have responsibility for what actions – including actions by family members Specify timescales for each action Outlines ways of monitoring and evaluating progress against the planned outcomes set out in the plan
8	A contingency plan is made	A plan must include a contingency which identifies what actions should be taken if it has not been possible to achieve agreed objectives and actions within agreed timeframes or circumstances change.
9	Failure to comply with the Child Protection Plan or the risk substantially changes	In these circumstances Children’s Social Care should take any action necessary to safeguard the welfare of the child and a Review Child Protection Conference will be convened as soon as possible.
10	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.
11	Ending a Child Protection Plan	<p>The majority of child protection plans should only be ended at a Review Child Protection Conference. Child Protection Plans should only be ended in the following circumstances:</p> <ul style="list-style-type: none"> It is judged that the child is no longer continuing to, or is likely to, suffer significant harm and therefore no longer requires safeguarding by means of a child protection plan; The child and family have moved permanently to another local authority area. In such cases, the receiving local authority should convene a child protection conference within 15 working days of being notified of the move. Only after this event may the original local authority discontinue its child protection plan; or The child has reached 18 years of age (to end the child protection plan, the local authority should have a review around the child’s birthday and this should be planned in

		<p>advance), has died or has permanently left the United Kingdom</p>
12	Ending a Child Protection Plan by Letter	<p>When it is known at the time of an ICPC that circumstances that would adequately safeguard the child are shortly to come in to being (such that, had they been in place at the time of the ICPC a Child Protection Plan would not be necessary) it should be open to the Chair of the Conference to propose that, if the anticipated safeguarding arrangements come in to place before the time of the RCPC, the Chair, following consultation with the SW, will end the Child Protection Plan by letter.</p> <p>There should be unanimous agreement of the professionals in the ICPC with the proposed course of action</p> <ul style="list-style-type: none"> ▪ The chair and agency reps must record in detail at the ICPC exactly what the circumstances of the child should be before the plan can be ended by letter. The detail must be recorded in the Child Protection Conference record. ▪ When the SW notifies the Chair that the agreed arrangements are in place for the child, the Chair must be satisfied that the arrangements conform in full to those agreed at the ICPC before the plan is ended. ▪ The Chair's letter (that proposes the end the Child Protection Plan) should offer a 10 day period of notice before the plan is ended for agencies to respond if they are no longer in agreement and feel that the RCPC should be held. ▪ Where this is agreed at an ICPC, a copy of the conference record should be emailed to the IRO Managers for audit. ▪ A copy of the Chair's letter ending a Child Protection Plan should be emailed to the IRO Managers for audit ▪ Safeguarding Business Support staff should ensure that, when these arrangements have been made, this should be clearly indicated against the ICPC within Child Protection Conference monitoring arrangements
13	Ending the Child Protection Plan when a child/young becomes looked after	<ul style="list-style-type: none"> • Only in exceptional circumstances should a child/young person be subject to a Child Protection Plan and be looked after. • If a child/young person is subject to a Child Protection Plan and becomes looked after the IRO should immediately review the file and have a discussion with the team manager • A decision should be made between the IRO and team manager as to whether it is appropriate to end the Child Protection Plan. • Where it is agreed the Child Protection Plan should end this should be done by letter within 10 working days.

9. Core Group

The Core Group is responsible for developing the Child Protection Plans as a detailed working tool, and implementing it, within the Outline Plan agreed at the Initial Child Protection Conference.

Standard	Criteria
<p>10 Membership is appropriate to the needs of the child and their case</p>	<p>Chaired by a Children’s Social Care representative.</p> <p>Attendees include:</p> <ul style="list-style-type: none"> ▪ The lead Social Worker ▪ The child (if appropriate) ▪ Family Members ▪ Professionals who have direct contact with the family ▪ Specialists invited to provide advice or consultation
<p>11 Core Groups are held within agreed timescales</p>	<ul style="list-style-type: none"> ▪ The Core Group should meet within 10 days of the Initial Child Protection Conference ▪ Thereafter meet sufficiently regular to achieve the objectives set out in the plan at a minimum of once every six weeks.
<p>12 The Core Group should address the areas of significant concern identified within the Outline Child Protection Plan and produce specific objectives that achieve lasting change</p>	<p>The Core Group develop, manage and monitor the progress of the plan against the specified objectives.</p> <p>Core Groups should be informed when any new information 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 next conference to be brought forward.</p>
<p>13 Accountability</p>	<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 NYSCP standards relating to Child Protection Conferences and Reviews ▪ There should be written notes of the Core Group meeting, to include decision, 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

- | | | |
|--|--|---|
| | | <ul style="list-style-type: none">▪ All information relating to the child/young person should be recorded in the case file on the case management systems of the relevant agencies▪ Where agency representatives, either in the Initial Conference, Core Group or Review Conference agree tasks, the respective agency is responsible for ensuring that the action is carried out within the timescales agreed▪ Issues arising from an agency's inability to complete an agreed task should be notified to the lead Social Worker▪ Any professional disagreement should follow the NYSCP Professional Resolutions Practice Guidance and this should be monitored |
|--|--|---|

10. Child in Need Meetings

A Child in Need (CIN) is defined in Section 17, 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 the 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
<p>1</p>	<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 (Section 17, Children Act 1989) is applied.</p> <p>If a Child Protection Conference does not make a Child Protection Plan for a child it will consider the formulation of a CIN Plan that addresses the areas of concern and set a date for a CIN Meeting where the plan will be developed with appropriate consents.</p>
<p>2</p>	<p>CIN meetings are held within agreed timescales</p> <ul style="list-style-type: none"> ▪ Where the Children and Families assessment identifies that a child as being a child in need of support as defined by s17 of the Children Act 1989 then an initial Individual Support Plan (ISA) will be created by day 14. The first Child In Need Meeting will be convened by day 20. ▪ Where a strategy discussion decides that the child is a Child In Need then the Child In Need Meeting will take place within 10 working days of the strategy discussion. ▪ Where the outcome of an s47 Enquiry is that the child is in need of support and not at risk of on-going harm then the first Child In Need Meeting will take place within 10 working days of from the end date of the s47. ▪ The CIN meeting should be held within 28 days from the date of the ICPC where a CPC was not made or the RCPC where the CPP was ended ▪ Subsequent Child In Need Meetings will take place every four to six weeks and no less frequently that once every six weeks. ▪

3	Membership is appropriate to the needs of the child and their situation.	<p>CIN Meetings are:</p> <ul style="list-style-type: none"> ▪ Convened by Children’s Social Care ▪ Attended by all agencies which have direct and relevant involvement with the child and family (e.g. schools, Children’s Social Care and health services) ▪ Those who hold relevant information that can be shared in the meeting ▪ The child and their family
4	Involvement of the child and the family	<ul style="list-style-type: none"> ▪ Children and families should be prepared for attendance at meetings (unless the young person objects to parental involvement) ▪ Where children and/or parents do not wish to attend, efforts should be made to ascertain their wishes and represent these at the meeting ▪ In all circumstances the views of all children should be ascertained using whatever medium is appropriate
5	CIN meetings will address key issues for the child or young person.	<ul style="list-style-type: none"> ▪ The Assessment will be available to the CIN meeting with copies distributed to appropriate members of the family and all involved professionals ▪ The Chair will facilitate a clear analysis of the needs, difficulties and concerns that have led to the need for a CIN meeting
6	Outcomes of CIN meetings are clear and developed by those attending	<ul style="list-style-type: none"> ▪ Development of a CIN Plan that addresses the needs, difficulties and concerns in relation to the child ▪ The objectives ▪ Ensure the plan is robust and outcome focused ▪ Support the family and ensure risks are managed and safety plans are in place ▪ Identify and engage the network around the child/young person to provide support and ensure the safety plan remains in place ▪ Review actions and progress against the outcomes ▪ To explore the worries, what is working well and identify next steps ▪ The coordination and review of the CIN Plan, the Assessment and membership of any future review meeting will be decided at the initial meeting
7	Clear recording of CIN Meetings and Plans	<ul style="list-style-type: none"> ▪ The Plan will be recorded on the CSC computer system ▪ The record of the CIN Meeting and copies of the CIN Plan will be sent to the parents, carers and the child (where

		<p>appropriate) and all involved professionals within 5 working days of the meeting</p> <ul style="list-style-type: none"> ▪ All plans will be provided in an accessible format
8	<p>There is clear resolution when the plan cannot be progressed or outcomes achieved for the child.</p>	<p>If the plan is not progressed 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>

11. Assessment Standards

Assessment is undertaken by Children's Social Care to identify the needs of individual children to determine what services to provide and action to take.

Standard	Criteria
<p>1 Assessments will follow the NYSCP Procedures</p>	<p>The assessment process must begin immediately with a focus on:</p> <ul style="list-style-type: none"> ▪ Information gathering - what are we worried about and what's working well ▪ Analysis - danger statement and safety goals ▪ Judgement – of risk and existing safety ▪ Actions and behaviours moving forwards/desired outcomes with clear timescales ▪ While the assessment timescale is up to 45 days it not expected to take that significant length of time. 'The Signs of Safety Assessment analysis cycle aims for agility, asking practitioners to move quickly through all three stages. Completion is expected in 14 days, where this does not happen there will be a clear rationale on the case file by the manager as to why more time is required, what information/work needs to be done to complete the assessment and a clear deadline. The manager will review the case prior to day 10. ▪ Assessments will be authorised by the relevant Children's Social Care Manager or Practice Supervisor
<p>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 assessment.</p>
<p>3 Each assessment will be discussed with the family, with a realistic work plan and within time scales</p>	<p>Parents, children and young people will receive written information before the assessment informing them about:</p> <ul style="list-style-type: none"> ▪ The Assessment process ▪ The process for making a complaint, commendation or comment ▪ Their Social Care Records, and ▪ Consent for information Sharing
<p>4 Children and families communication needs will be addressed</p>	<p>Communication will be facilitated in the preferred language of the family:</p> <ul style="list-style-type: none"> ▪ Leaflets and reports will be translated as appropriate ▪ Translators will be used, not friends or family members

		<ul style="list-style-type: none"> Use of advocates to enable communication, i.e. disabled children/parent
5	<p>Children and young people will participate in their assessment</p> <p>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 in each assessment
6	<p>Parents will participate in the child's Assessment</p>	<ul style="list-style-type: none"> Parents' views will be recorded Participation will be promoted, e.g. advocates will be involved for parents with a learning disability/mental health need
7	<p>Information gathered will be relevant, proportionate and factual</p>	<ul style="list-style-type: none"> Assessments will be undertaken for all children referred to Children's Social Care for a service Assessments will be authorised by the relevant Children's Social Care Manager
8	<p>Analysis of information will be structured in the three domains and judgments will be informed by a professional knowledge base</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. The Children and Families assessment process uses the 'Signs of Safety' format to analyse the assessment factors Conclusions will be drawn from the summaries as defined above Judgments will be information by a professional knowledge base and referenced
9	<p>Feedback will be given to those involved in the process</p>	<ul style="list-style-type: none"> Parent(s) and the child/young person will receive feedback verbally and also in writing The comments of parent(s) and the child/young person will be recorded Agencies and individuals involved in the Assessment will receive the summary information about the Plan, if one is made
10	<p>Recommendations from Assessment will be outcome focused</p>	<ul style="list-style-type: none"> Strengths and risks identified Define what needs to happen to achieve desired outcomes, by when and whom

12. Notifiable Incidents Involving Children

	Standard	Criteria
1	Notifiable Incident	<ul style="list-style-type: none"> ▪ A child has died (including cases of suspected suicide), and abuse or neglect is known or suspected ▪ A child has been “seriously harmed” and abuse or neglect is known or suspected ▪ A looked after child has died (including cases where abuse or neglect is not known or suspected); or ▪ A child in a regulated setting or service has died (including cases where abuse or neglect is not known or suspected)
2	Where a child has died and it is believed that the case meets the criteria for a ‘notifiable incident’	<ul style="list-style-type: none"> • A Head of Service will: <ul style="list-style-type: none"> ○ Inform the Assistant Director and Director of Children’s Services. ○ Inform the NYSCP Business Manager and Notify Ofsted within 5 working days of becoming aware that the incident occurred. Contact to Ofsted should be made via the online form. ○ Ensure the Notification is uploaded onto LCS and this is sent to the Director of Children’s Services and NYSCP.
3	Where a child has been seriously harmed	<p>“Seriously harmed” in the context of the above includes, but is not limited to, cases where the child has sustained, as a result of abuse or neglect, any or all of the following:</p> <ul style="list-style-type: none"> ▪ A potentially life-threatening injury ▪ Serious and/or likely long-term impairment of physical or mental health or physical, intellectual, emotional, social or behavioural development <p>This definition is not exhaustive. In addition, even if a child recovers, this does not mean that serious harm cannot have occurred.</p>
4	Decision to undertake a serious case review/review of notifiable incident	Case considered at the NYSCP Safeguarding Practice Review Group (SPRG) The case will then be considered by the NYSCP Independent Chair who will communicate with the National Panel as appropriate

13. Private Fostering

	Standard	Criteria
1.	Notification to the Customer Service Centre of proposed arrangement by parent/carer	<ul style="list-style-type: none"> ▪ Child looked after by someone other than a close relative for more than 28 days ▪ Carer who is proposing to look after someone else's child who is not a close relative ▪ A written notification should be made to the Customer Contact Centre Screening Team at least 6 weeks before the arrangement is due to begin
2.	Notification to the Customer Service Centre of existing arrangement or emergency arrangement	<ul style="list-style-type: none"> ▪ Child looked after by someone other than a close relative for more than 28 days ▪ Carer who is looking after someone else's child who is not a close relative ▪ The parents/carer should notify the Customer Contact Centre Screening Team within 48 hours.
3.	Notification to the Customer Service Centre by professionals	<ul style="list-style-type: none"> ▪ Professionals should encourage the child's parent or carers to notify Children's Social Care about planned or existing arrangements ▪ Professionals who come into contact with children, like teachers, health staff or Children's Centre workers - must tell Children's Social Care about all private fostering arrangements they are made aware of
4.	Private Fostering and Residential Settings	<ul style="list-style-type: none"> ▪ If a child is intending to remain in a residential setting outside of term time for more than 14 days, this becomes a private fostering arrangement ▪ Residential settings must notify Children's Social Care not less than 2 weeks before arrangements begin when it is known that a child will remain resident outside of term time for more than 14 days
5.	Assessment of arrangements	<ul style="list-style-type: none"> ▪ A social worker should visit within 7 working days to see: <ul style="list-style-type: none"> ○ the child, ○ the child's parents (if possible), ○ the carers, and ○ other members of the carer's household ▪ Assessment will be made about the suitability of the arrangements

		<ul style="list-style-type: none"> ▪ DBS checks on all members of the household aged 16 or over
6.	Private Fostering Arrangement Suitable	<ul style="list-style-type: none"> ▪ A fostering Social Worker is allocated to support the carers and the parents and will maintain a case record ▪ Social Worker will visit the child every 6 weeks during the first year and then every 12 weeks thereafter ▪ Social Worker's role is to: <ul style="list-style-type: none"> ○ promote the welfare of the child and ○ to check that the arrangements are still suitable ▪ The Social Worker should see the child alone on each visit and will write a record of each visit ▪ The Social Worker should make sure the child's racial, cultural, linguistic and religious needs are being met.
7.	Changes in Circumstances	<ul style="list-style-type: none"> ▪ The carer or parent (person with parental responsibility) should notify Children's Social Care immediately about any change in circumstances, including: <ul style="list-style-type: none"> ○ if the child changes address ○ someone living in the household is convicted of an offence ○ or someone joins or leaves the household ▪ The social worker needs to make sure that the child continues to be looked after properly ▪ Carers can be disqualified from privately fostering a child if: <ul style="list-style-type: none"> ○ they have been convicted of any offence involving a child ○ they have had a child removed from their care by a court or local authority ○ they have had their registration as a child-minder refused or cancelled ○ they have been prohibited from privately fostering a child or ○ they have been disqualified from acting as a foster carer
8.	Private Arrangements are unsuitable Fostering are	<ul style="list-style-type: none"> ▪ Children's Social Care has a number of powers, in addition to their existing powers, to take action to safeguard and promote the child's welfare.

		<ul style="list-style-type: none"> ▪ Action may need to be taken to secure the care and accommodation of the child. ▪ Action can include: <ul style="list-style-type: none"> ○ Prohibiting someone from privately fostering children ○ Setting limits to how private fosterers care for children ○ Some people are not allowed to become private foster carers and ○ Others can be prohibited if they are not seen as suitable carers.
9.	Impose Requirements or Limitations	<ul style="list-style-type: none"> ▪ Children’s Social Care can impose requirements on private foster carers including <ul style="list-style-type: none"> ○ limiting the number of children who can be privately fostered (this should not be more than 3) and ○ on the standard of accommodation ▪ Where a person is privately fostering, or proposes to foster privately, more than three children who are not siblings at any one time, then that person needs an exemption from the local authority ▪ If a private foster carer exceeds the usual fostering limit or, where exempted, privately fosters a child not named in the exemption and in so doing exceeds the usual fostering limit the private fosters shall be treated as running a children’s home
10.	Prohibition arrangements of	<ul style="list-style-type: none"> ▪ Children’s Social Care has the power to prohibit a person from privately fostering where <ul style="list-style-type: none"> ○ that person is not suitable, ○ the accommodation is not suitable ○ the child’s welfare would be harmed ○ someone has been convicted for offences against children or ○ the care of the child is unsatisfactory ▪ Any prohibition must be made in writing, specifying the reasons and contain information about the person’s right of appeal and time in which to do so ▪ The Local Authority may cancel a prohibition if they are satisfied that it is no longer justified

		<ul style="list-style-type: none"> ▪ This enables the Local Authority to respond appropriately to matters raised during the process of conducting enquiries into: <ul style="list-style-type: none"> ○ the capacity of the proposed or actual private foster carer to look after the child ○ the suitability of their household and premises; or ▪ to changes notified by that person
11.	Right of appeal	<ul style="list-style-type: none"> ▪ The carer does have the right of appeal to the Family Proceedings Court within 14 days
12.	Death of a child who is privately fostered	<ul style="list-style-type: none"> ▪ Where a person ceases to privately foster a child because of the death of the child, they must notify the Local Authority within 48 hours ▪ The Local Authority will ensure that the parent is notified as soon as possible of the death of the child ▪ The local authority may need to assist the private foster carer with the formalities and in any event will need to consider the implications of what has happened ▪ The Local Authority must follow the Child Death procedures outlined within the North Yorkshire Safeguarding Children Partnership's procedures ▪ The Local Authority should consider whether the case meets the criteria for a notifiable incident
13.	Notification of the End of a private fostering arrangement	<ul style="list-style-type: none"> ▪ Any person who ceases to privately foster a child must notify the appropriate local authority within 48 hours ▪ Notification must include: <ul style="list-style-type: none"> ○ the name and address of the person into whose care the child was received, and ○ that person's relationship with the child ▪ The requirement to notify the Local Authority of the cessation of the arrangement does not apply where the private foster carer intends to resume the private fostering arrangement after an interval of not more than 27 days unless: <ul style="list-style-type: none"> (a) they subsequently abandons their intention; or (b) the interval expires without his having given effect to his intention, ▪ In such circumstances the private foster carer must notify the local authority within 48 hours of abandoning their intention to continue the arrangement, or the expiry of the interval