



Do not print this manual or parts thereof as these are likely to become out of date. It will be updated regularly and the amendments will be available from the Safeguarding Children Board website.

**** YOU MUST REFRESH THE SCREEN BEFORE READING TO ENSURE YOU HAVE SIGHT OF THE LATEST VERSION ****

Stoke-on-Trent Safeguarding Children Board

MANAGING INDIVIDUAL CASES

THE CHILD PROTECTION PLAN

Section C 06

Version 8: June 2017
Review Date: June 2018

C06 The Child Protection Plan



You can scroll through the document or use the links in the contents list below.

CONTENTS

- 01 [The Child Protection Plan](#)
- 02 [Explaining the Plan](#)
- 03 [Keyworker's role](#)
- 04 [Manager's role](#)
- 05 [The Core Group](#)
- 06 [Parents & Children](#)
- 07 [Ceasing the Plan](#)
- 08 [Children in Care and Child Protection Plans](#)

01 The Child Protection Plan

Following a S47 enquiry and an Initial Child Protection conference, if a child/young person is considered to have suffered or be at risk of suffering significant harm, they would be made the subject of a Child Protection Plan, which is recorded on the agreed Pro Forma (H1 Child Protection Plan V1).

The overall aim of the Child Protection Plan is to:

- Identify and work with the strengths and resources that exist within families to build safely for children to ensure the child/young person is kept safe from suffering further harm through multi-agency monitoring and co-ordinating of safeguarding activity
- Promote the child/young person's welfare, health and development, and
- Support the family and wider family members to safeguard and promote the welfare of their child/young person provided it is in the best interests of the child/young person.
- Identify what needs to happen to make necessary changes

The Child Protection Plan must make clear to the child/young person, family and all relevant professionals the exact nature of the concerns and risks which resulted in the child/young person becoming the subject of a Child Protection Plan.

The Child Protection Plan should set out what work needs to be done, why, when and by whom. The Plan should:

- Identify the lead worker and who will be members of the core group
- Include specific, achievable, child-focused outcomes intended to safeguard and promote the welfare of and reduce the risk to the child/young person
- Be clear about who will have responsibility for what actions - including actions by family members - and within what specified timescales
- Describe the identified developmental needs of the child/young person, and what services are required
- Set out realistic strategies and specific actions to achieve the planned outcomes
- Set out the arrangements for monitoring including the nature and frequency of contact by professionals and family with children/young people and family members
- Identify when progress will be reviewed and what outcome is anticipated
- Will demonstrate non-discriminatory practice
- Outline a Contingency Plan should the plan not be adequate in safeguarding the child/young person
- The plan must be specific about what the risks are and what will happen to reduce these.
- What are the existing strengths

If a child/young person cannot be cared for safely by their parents/carers, the child/young person will have to be placed elsewhere whilst work is being undertaken with the child/young person and family.

Irrespective of where the child is living, interventions should specifically address:

- The emotional, physical and developmental needs of the child/young person
- The child/young person's understanding of what has happened to them
- The capacity of the parents/carers to prioritise the child/young person's needs
- Family relationships
- Possible changes to the family's social and environmental circumstances.
- Clarify what needs to change to enable reunification

02 Explaining the Child Protection Plan to the child/young person and the parents/carers

The child/young person (depending on age and understanding) and the parents/carers should be clear about the evidence of significant harm, what professionals are worried about and what the risks are which resulted in the child/young person becoming the subject of a Child Protection Plan.

They should be clear about what needs to change and what is expected of them as part of the plan for safeguarding and promoting the child/young person's welfare.

The child/young person (depending on age and understanding) and the parents/carers should receive a written copy of the plan in their first language.

03 The Lead Worker's role

The role of the Lead Worker

The lead worker will always be a qualified social worker from within Vulnerable Children and Corporate Parenting. The lead worker is the lead professional who must take responsibility for:

- Ensuring that a detailed Child Protection Plan is developed from the outline Child Protection Plan, and co-ordinating the multi-agency work within the Plan
- Completing the child and family assessment with the core group members and others including their relevant contributions
- The child/young person's wishes and feelings are ascertained and incorporated in the plan
- To promote good communication between agencies and with the family by challenging and questioning professional positions and encouraging discussion around level of risk and impact the child for.
- Agree who is to chair and who will take notes
- To see the child/young person alone within 28 working days as appropriate. If contact with the child/young person is refused or avoided and the child/young person remains unseen, this must be viewed as a failure to comply with the Child Protection Plan and would warrant immediate discussion with the lead worker's line manager
- Circulate the core group minutes and the Child Protection Plan to members of the core group, including parents/carers and the child/young person (depending on age and understanding) and the Conference and Review Manager.

Where possible, children should only be the subject of one plan and it is unlikely that a child would have both a child protection plan and a care plan. If a child on a child protection plan becomes looked after by virtue of an Interim Care Order then the child's child protection plan will be discharged via a letter to all agencies from the Conference and Review Manager. The letter will explain that the child is now safeguarded through a court order and the next review date will become the child's first statutory review as a looked after child. The review will be chaired by an Independent Reviewing Officer.

If a child on a child protection plan becomes looked after under section 20 of the Children Act 1989 then the child protection plan will remain in place until the review conference, where it will be discharged and a statutory review will be held immediately following the discharge. The review will be chaired by a Conference and Review Manager

If a child moves LA while subject to a plan, the lead worker must notify the receiving area. If this is a permanent move, a transfer child protection must be arranged.

04 Manager's role

The lead worker's manager will monitor the progress of the case and support the keyworker.

The manager should:

- Prioritise social worker attendance at all Initial Child Protection Conferences and Review Child Protection Conferences
- Read and countersign conference reports and the Child Protection Plan
- Read and authorise all significant recordings and assessments on the child/young person's file
- Discuss the progress of the Child Protection Plan and any concerns in formal supervision with the pod, including the need for any further risk assessments
- Make the decision together with the lead worker that a Review Child Protection Conference date should be brought forward
- Arrange cover for the lead worker in case of sickness and ensure arrangements are in place when the lead worker is on annual leave and training.

05 The Core Group

Responsibilities of the Core Group

The core group is responsible for:

- Developing the Child Protection Plan into achievable outcomes
- Implementing the Child Protection Plan
- Meeting regularly to monitor progress
- Providing evidence of the progress of the Child Protection Plan to conference
- Ensuring the core group meeting goes ahead if the social worker is unable to attend.
- Agree who chairs and who takes notes of the core group

Membership of the Core Group

In line with Working Together to Safeguard Children (2013), membership should include the lead social worker, the child/young person if appropriate, family members and professionals or foster carers who will have direct contact with the family. Professionals who are members of the core group and have responsibilities within the Child Protection Plan are expected to attend all core group meetings and provide written information in the event that they cannot attend.

The First Core Group

The first core group meeting will take place on the date set at the Initial Child Protection conference. This will be within 10 working days of the conference. Using either the full minutes of the Initial Child Protection Conference or a copy of the

decisions and recommendations, the lead worker must help the group to compile a Child Protection Plan.

Subsequent Core Group Meetings

The core group should meet on a monthly basis or more often if necessary, or as agreed at the Initial Child Protection Conference, to facilitate working together. Any professional unable to attend a core group meeting must provide a written report to the meeting of their view and progress against planned outcomes. The core group is responsible for monitoring, reviewing and progressing actions and outcomes against the Child Protection Plan.

Recording Core Group Meetings

Copies of the core group minutes and any written agreement must be circulated to core group members within 3 working days of the core group meeting in accordance with the Vulnerable Children and Corporate Parenting recording practice standards. The core group minutes must include the written views provided by professionals who were unable to attend the meeting.

The specific responsibilities of individual core group members are to:

- Accept that the child/young person's safety remains paramount
- Maintain a child/young person-centred focus
- Share responsibility for either chairing the core group, or recording the minutes, as decided by the group prior to each meeting
- Attend and participate in core group meetings or other relevant meetings
- Carry out agreed tasks in accordance with their own agency functions. If this is not possible, the lead worker must be consulted before any plans regarding the child/young person or family are altered.
- Provide specialist advice which will inform the Child Protection Plan
- Provide the lead worker with written reports as requested
- Inform the lead worker of any change in circumstances relevant to the Child Protection Plan
- Help identify any unmet needs
- Alert the lead worker where there are concerns that a child/young person or family may be missing. See Missing Children and Family Procedure (see Section D08).

There may be occasions when it is necessary in an emergency to act outside the Plan although every effort will be made to consult with involved professionals when this arises. Following any action being taken outside the Plan, a core group/review meeting will be called as soon as possible to discuss the issues.

If there are concerns that there are difficulties implementing the Plan as a result of disagreement among professionals, or a core group member not carrying out their responsibilities, this must be addressed by discussion between core group members, and, if required, the involvement of relevant managers and/or Designated Professionals within agencies.

Any continuing disagreement that cannot be resolved at Principal Manager level will need to be escalated to senior management (see SCB Policy G02 - Resolving Inter-agency Disagreement Protocol – Escalation Policy)

06 Parents & Children

Informing Parents and Children

Parents will always be informed when their child becomes the subject of a Child Protection Plan.

Children will be informed too, depending on their age and level of understanding.

The Conference and Review Manager must explain the reasons for making the child the subject of a Child Protection Plan to the parents/carers and the child if they are present at the conference. The Conference and Review Manager must also outline to them the purpose of the Child Protection Plan and an outline of the work that will be carried out under the Plan.

The decisions made and outcome of the conference will be confirmed in writing by a letter from the Conference and Review Manager.

Part of the lead worker's role will be to keep the parents and child informed about the reasons for the Child Protection Plan, and to involve them so far as possible in the core group and implementation of the Child Protection Plan.

Where the child has an advocate, it will be part of the advocate's role also to support the child and explain the implications of the Child Protection Plan to him or her.

Parents and the child will be informed when it is deemed to be no longer necessary for the child to be the subject of a Child Protection Plan – (see Section C06:07: Ceasing the Plan)

07 Ceasing the Plan

The decision to cease a Child Protection Plan should not be considered for at least six months after the decision to create a Child Protection Plan, unless there are exceptional circumstances for doing so, e.g. the child dies, the child has moved from Stoke-on-Trent and the child is subject of an Interim Care Order, not living with the family and there is no unsupervised contact with the alleged abuser.

The decision to cease a Child Protection Plan can only be made by a quorate Child Protection conference - Quorate Conferences of the Initial Child Protection Conference procedure (see Section C05:06)

A child should no longer be the subject of a Child Protection Plan if:

- It is judged that the child is no longer at continuing risk of significant harm requiring safeguarding by means of a Child Protection Plan. Under these circumstances, only a Child Protection Review Conference can decide that a Child Protection Plan is no longer necessary
- The child reaches the age of 18 years
- The child has moved permanently to another local authority area. In such cases, the receiving local authority should convene a Transfer Child Protection Conference within 15 working days of being notified of the move, and only after this has taken place may cessation of the Child Protection Plan take place. See the Children Moving across Local Authority Boundaries Procedure (see Section D02).
- The child has permanently left the UK. In which case all reasonable efforts will be made to liaise with relevant agencies in the receiving country
- The child has died
- A child becomes looked after by the local authority.

When a child is no longer the subject of a Child Protection Plan as a result of a Child Protection Review Conference decision, notification must be sent, as a minimum, to all those agencies' representatives involved with the child and those who were invited to attend the Child Protection Conference that led to the Child Protection Plan. The Conference and Review Manager should also write to the parents/carers and the child (depending on his/her age and understanding) advising them of the decision.

A child who is no longer the subject of a Child Protection Plan may still require additional support and services and discontinuing the Child Protection Plan should never lead to the automatic withdrawal of help. The lead worker should discuss with the parents/carers and the child what services might be required, based upon the re-assessment of the needs of the child and family, and the need for services to be provided under a Child in Need Plan.

08 Children in Care and Child Protection Plans

No child should be the subject of reviews under child protection procedures and Children in Care procedures unless it is compatible with the promotion of their welfare.

Children who are in care and are subject to review under the Review of Children's Cases Regulations 1991, are unlikely to be in need of further protection through a Child Protection Plan, save in exceptional circumstances.

The Care Plan will be the primary means of safeguarding the safety and welfare of the child and the child will also be subject to statutory child care review procedures (Children in Care Reviews).

Children in Care Review and Child Protection Review Conferences are separate meetings with different purposes.

Review Conference

The first Child Protection Review Conference to take place once the child has become a Child in Care must consider the justification for the child being the subject of both a Care Plan and a Child Protection Plan.

Consideration should be given to ceasing the Child Protection Plan in such circumstances when the following criteria apply:-

- The child becomes a Child in Care and
- The child has no unsupervised contact with any person perceived to be a risk and
- There are no immediate plans for rehabilitation to the family where child protection concerns first originated.

Where a child ceases to be the subject of a Child Protection Plan in accordance with above criteria and the Care Plan changes to rehabilitation to their family, the child's welfare should be considered via the Statutory Review.

Where a child is subject to both procedures, reviews must be undertaken as efficiently as possible. Whilst the two review processes have different functions and the meetings need to be kept separate, they should be held back to back and on the same day wherever possible.

Where a child who is the subject of a Child Protection Plan is removed from accommodation by his parents or where a Child In Care is returned to his or her parents or carers in Court proceedings against the recommendation of the local authority, a Child Protection Review conference must be convened to consider the risks to the child and the implications for the Child Protection Plan.

If necessary and appropriate, the local authority must take action to protect the child prior to the Child Protection Review conference. This must not be delayed until after the Review Conference is convened if an enquiry or assessment indicates that it is required sooner.