

CIN Guidance from Service Managers:

Child and Family Support Teams

Countywide quick view Practice Guidance March 2014

- When **allocated** an assessment the social worker will see the child within 10 working days.
- Assessments can be 13, 25, 35 and maximum of 45 days set in agreement with the team manager.
- The social worker will identify and make contact with all agencies working with the child/young person and family to contribute to the assessment. This should be recorded in the involvements tab.
- In the course of your assessment and intervention the first child in need multi agency meeting (including parents/carers and child/young person) should be held within 25 days from the start of the assessment if it is likely to move to a CIN plan or step down to CAF.
- Once the assessment and what needs to change has been discussed with the child and family a plan should be discussed and devised with the child and family. Copy of the plan ensuring suitable language is used should be shared at least 2 days in advance of any meeting to ensure any disagreements are recorded.
- A copy of the first draft plan including family amendments if appropriate, will be taken to the first CIN Review or the ICPC.
- The most up to date CIN plan must be taken and revised by the allocated sw or cfw to all child in need review meetings.
- At the first meeting members of the Team Around a Child need to agree the regularity of the meetings and who will chair and minute these and agree distribution lists.
- The meeting will be minuted using the standard format by any member of the TAC, and minutes distributed within 5 working days. The minutes need to be put on ICS with the new version of CIN plan, with previously addressed needs removed so current plans are clear.
- At the end of every CIN meeting, membership and future date will be confirmed. Renewing and updating the plan will be discussed at every CIN review.
- All CIN Plans should be reviewed between 4 – 8 weekly
- Staff must visit children and families as agreed within supervision and reflected on the plan e.g. weekly, but must be a minimum of every 4 weeks. This includes seeing children alone.
- All recording should include evidence of the child's voice and recorded in bold.
- Case recording should be clear on the purpose of the home visits, be concise, focussed and proportionate and outline progress and actions agreed.
- Scaling should be used at end of assessment, all reviews and closure.
- The closure summary or outcome of assessment if NFA and referral to other agency should refer back to the original reason for cin allocation, progress made on outcomes. A final plan where appropriate transfers on to a named lead professional in another agency and step down occurs. Lead professional contact details must be recorded in the closure summary or outcome of assessment. If there is a future referral it is clear in the summary what has worked and what has not.

- SW or CFW must ensure that CIN Review minutes and the updated Plan is sent to all agencies and child and family. There will be an expectation that other professionals bring these to review meetings.
- If the outcome of an assessment is Step down to CAF the outcome needs to be recorded as 'referral to other agency'.
- Significant events need to be recorded with 24 hours. All other case recording must be recorded within 5 working days.
- There is no expectation that assessments and Plans are signed but all assessments and plans should include parent/carers comments and child/young person where appropriate. Any disagreements should be clear.
- Where an assessment is sent out by post there is an expectation that there is a follow up phone call to gain and then record feedback and comments.

Updated April 2014.