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Development Team**

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Westmorland
& Furness
Council

Working for Cumberland Council and
Westmorland & Furness Council

LCS Guidance for C&F Assessment

Version 5

Data Security Reminder

You must only access records with which you have a legitimate professional reason to do so. If access is inadvertently made to an inappropriate record, this should be reported to your line manager.

Improper access may be subject to disciplinary action.

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Introduction

Signs of Safety

Signs of Safety is the practice model in Cumbria.

On 3rd November 2022 Cumbria implemented the Signs of Safety IT Solution to our System C (Liquidlogic) Social Care Case Management system.

A user will complete the Contact and Referral & Information records when concerns about a child living in the Local Authority are received.

This process in most cases is carried out by the Safeguarding Hub as described in next chapter (*see also appendix A for transfer flow from Safeguarding Hub to District Teams*) although there are occasions where a District Team will start a Contact and Referral, for example when additional siblings in a household are identified and require assessment also.

Useful links for Signs of Safety Practice information:-

[Signs of Safety - Home \(sharepoint.com\)](#)

<https://www.signsofsafety.net/what-is-sofs/>

New Referral received by Safeguarding Hub and transfer of Assessment Decision to District Teams

Contacts received into the Safeguarding Hub will be progressed through EHM by a multi-agency team of professionals. Where threshold is met for Social Care intervention the Contact and supporting information will be transferred to LCS and progressed to Referral by the Safeguarding Hub Team as per existing processes. The referral is authorised by the Safeguarding Hub Team Manager and then assigned to the relevant Duty Manager group tray in the Social Care locality.

Outcomes

Referral Decision Date: 02-May-2024 (Adam Example, Alice Example)

Suggested Outcomes:

- ☐ Provision of Information/Advice
- ☒ C & F Assessment
- ☐ Referral to Other Agency
- ☐ No Further Action
- ☐ Other Action (please specify)
- ☐ Non-Agency Adoption - Ensure there is an Allocated Case Worker
- ☐ Private Fostering Agreement
- ☐ CP Transfer In - Ensure there is an Allocated Case Worker

The Social Care Duty Team Manager will then pick up the referral from the Duty Tray to progress to C&F Assessment and allocate a Social Worker:-

User: Sandra District Team Manager (Sandra's V16 Test Team)

Task Trays

Group By: Date | Task | Priority | Person | Address | Referral Group | Order By: Start Date | Due Date | Timeframe | Subject | Priority

Empty

Sandra District Team Manager 1

Manager Tray

Duty Manager 2

Date	Person	Task Description
03-May-2024	Example, Adam 11 yrs 10-Jun-2013 (Ref: 684789)	Referral - DTM Decisions
03-May-2024	Example, Alice 14 yrs 14-May-2010 (Ref: 684788)	Referral - DTM Decisions

- The Team Manager reviews the forms transferred from the Safeguarding Hub MASH and any other relevant information/attachments in the record. Consider the reasons for assessment and set the appropriate timeframe from the listed priorities based on the needs of child/ren, nature and level of risk:-

Full Map | Local Map

Referral & Information Record

Active Task: Sandra District Team Manager (Reassign) | Started: | Due: 03-May-2024

Contact/Referral | **Decisions** | Task Details | All Children (2)

Combined Stage for: Adam Example, Alice Example.

Decisions relating to Referral

☒ C & F Assessment | **Set Timescales** | 02-May-2024

You need to assign the priority for the tasks

Create | Cancel - Choose the Timescales

New Timescales

Timescales

- ☐ Short 0-13 days
- ☐ Medium - up to 25 days
- ☐ Long - up to 35 days
- ☐ Exceptional - up to 45 days

Also Create For: ☒ Alice Example

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- On the next screen click 'Assign', then search for & select the Social Worker to create 'Allocated Case Worker':-

Referral & Information Record

Active Task: **Sandra District Team Manager** (Reassign) Started: Due: 03-May-2024

Contact/Referral **Decisions** Task Details All Children (2) ▼

Combined Stage for: **Adam Example, Alice Example.**

● **Decisions relating to Referral** Date of Initiation or Completion:

☒ C & F Assessment **Assign** 02-May-2024

Reason for Decision:

Create Cancel - Create New Professional Involvement

New Professional Involvement

● **Create New Worker Role**

Professional Role Allocated Case Worker

● **Select Social Services User**

Professional Sandra District social Worker ✕

● **Other Parameters**

Start Date 02-May-2024 [Calendar Icon]

Comments

Reason First Contact or re-referral

● **Copy To**

Related with Open Referral ☒ **Alice Example, Born on:**

Other Relations ☐ Janet Example, Born on: ☐ John Example, Born on: 1

- Team Manager will then click 'Start' and then click 'Confirm' on the next pop up screen to start the C&F Assessment task:-

Referral & Information Record

Active Task: **Sandra District Team Manager** (Reassign) Started: 17-Jun-2024 Due: 03-May-2024

Contact/Referral **Decisions** Task Details All Children (2) ▼

Combined Stage for: **Adam Example, Alice Example.**

● **Decisions relating to Referral** Date of Initiation or Completion:

☒ C & F Assessment **Start** Assigned to Sandra District social Worker) 02-May-2024

Reason for Decision:

Combined Stage for: **Adam Example, Alice Example.**

Confirm Cancel

C & F Assessment - You must confirm the following Date & Reason are correct before continuing with this action.

☒ C & F Assessment (Assigned to Sandra District social Worker)

Date of Initiation or Completion:

02-May-2024

Reason for Decision:

- The C&F Assessment will now show in the Social Worker worktray:-

All	Empty	Group By: Date Task Priority Person Address Referral Group	Order By: Start Date Due Date Timeframe Subject Priority
Sandra District social Worker 2		Last Week (2) Person	Task Description
Remote Trays		10-Jun-2024 Example, Adam 11 yrs 10-Jun-2013 (Ref: 684789)	C & F Assessment - Please do C & F Assessment for Child
EHM Worktray 0		10-Jun-2024 Example, Alice 14 yrs 14-May-2010 (Ref: 684788)	C & F Assessment - Please do C & F Assessment for Child

- The priority is shown in the child's demographics within the CIN Tab :-

Personal
Personal
Additional
Identity
Photos
Risks
Person Factors
Relationships
Involvements
CIN
CP
CLA
Adoption
Costs
History

Priority

Priority	Start Date	End Date	Change Reason	Set by
Medium - up to 25 days	17-Jun-2024			Sandra District Team Manager

Case Statuses
No Open Case Statuses
[Add a Case Status](#)

Short Break Placements (s17)
No S17PlacementBracketTerm recorded

Changing a Case Priority

Only Manager's and Advanced Practitioners have the profile right to change a case priority

This is changed from the CIN tab. Firstly click on the *Change Priority* link:-

Priority

Priority	Start Date	End Date	Change Reason	Set by
Medium - up to 25 days	17-Jun-2024			Sandra District Team Manager

[Change Priority](#)

This will then bring up a screen to select the new priority and provide a reason for changing the case priority. Then click *Create*.

Create Cancel - **New priority**

New Timescales
Timescales
☒ **Short 0-13 days**
☐ Medium - up to 25 days
☐ Long - up to 35 days
☐ Exceptional - up to 45 days
Change Reason
Manager must add their rationale for change of priority in here.....
Also Create For: ☒ **Alice Example**

This will change the end date and start date of the new priority to 'today's' date. These will appear in a list on the CIN tab.

● Priority				
Priority	Start Date	End Date	Change Reason	Set by
Medium - up to 25 days	17-Jun-2024	17-Jun-2024		Sandra District Team Manager
Short 0-13 days	17-Jun-2024		Manager must add their rationale for change of ...	Sandra District Team Manager
► Change Priority				

This will then automatically update any existing tasks in the workers tray with due dates set by priorities, so that we use the new timeframe.

Signs of Safety – C & F Assessment

The design of the C&F Assessment form allows for it to be used as a report to ICPC as well as a generic C&F Assessment.

C&F Assessment – copy forward

The Signs of Safety IT Solution allows for automatic 'copy forward' of information in previous form and in these instances when a Social Worker starts the assessment relevant previous forms will automatically be selected for copy forward. The Social Worker then has the option of 'Copy forward selected' or alternatively 'Start a Blank' if they do not want to copy forward any answers:-

Created	Assessment	Started By
<input checked="" type="checkbox"/>	Example, Adam (11 years)	
<input checked="" type="checkbox"/>	1 month 2 weeks ago	Referral Record (Thursday, 2 May 2024)
<input checked="" type="checkbox"/>	1 month 2 weeks ago	MASH Assessment (Thursday, 2 May 2024)
<input checked="" type="checkbox"/>	Example, Alice (14 years)	
<input checked="" type="checkbox"/>	1 month 2 weeks ago	Referral Record (Thursday, 2 May 2024)
<input checked="" type="checkbox"/>	1 month 2 weeks ago	MASH Assessment (Thursday, 2 May 2024)

C&F Assessment Type

The Signs of Safety IT Solution allows the Social Worker to choose the assessment form type to be completed based on the harm to the child and likelihood of future danger. The Social Worker will have choice of 3 formats:-

- Signs of Wellbeing = CiN
- Signs of Safety = CiN/CP
- Signs of Success = CLA and Care Leavers

Choose the assessment type based on the harm to the child and likelihood of future danger

☐ Signs of Wellbeing ☐ Signs of Safety ☐ Signs of Success

Signs of Wellbeing = CIN
Signs of Safety = CIN/CP
Signs of Success = CLA and Care Leavers

Once the relevant format has been selected this will create the appropriate sections of the assessment form for consideration:-

- Family and Network Details
- Assessment Details
- Worries and What's Working Well
- ▶ Day in my Life
- ▶ Direct Work with the Child / Young Person
- Child, Family and Network's Experience
- Analysis and Judgement
- Factors identified at the end of Assessment
- Assessment Outcomes
- Manager's Authorisation
- Attachments (0)

A Child's/Young Person's Plan

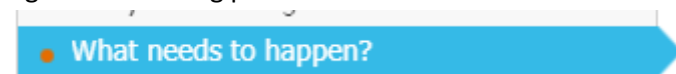
Working Together December 2023 states:-

*The maximum timeframe for the assessment to conclude, such that it is possible to reach a decision on next steps, should be no longer than 45 working days from the point of referral. If, in discussion with a child and their family and other practitioners, an assessment exceeds 45 working days, the lead practitioner should record the reasons for exceeding the time limit. In some cases, the needs of the child will mean that a quick assessment will be required. **In all cases, as practitioners identify needs during the assessment, they do not need to wait until the assessment concludes before providing support or commissioning services to support the child and their family.***

It is therefore important that a plan can be created within the C&F Assessment as soon as needs and support are identified and provided. The plan is started from the Analysis & Judgement tab and selecting 'Yes' to the question 'To increase the safety or wellbeing of this child, does this child need a plan?':-



This activates the section 'What needs to happen?' For recording the required elements of a Signs of Safety or Signs of Wellbeing plan.



Elements of the plan include:-

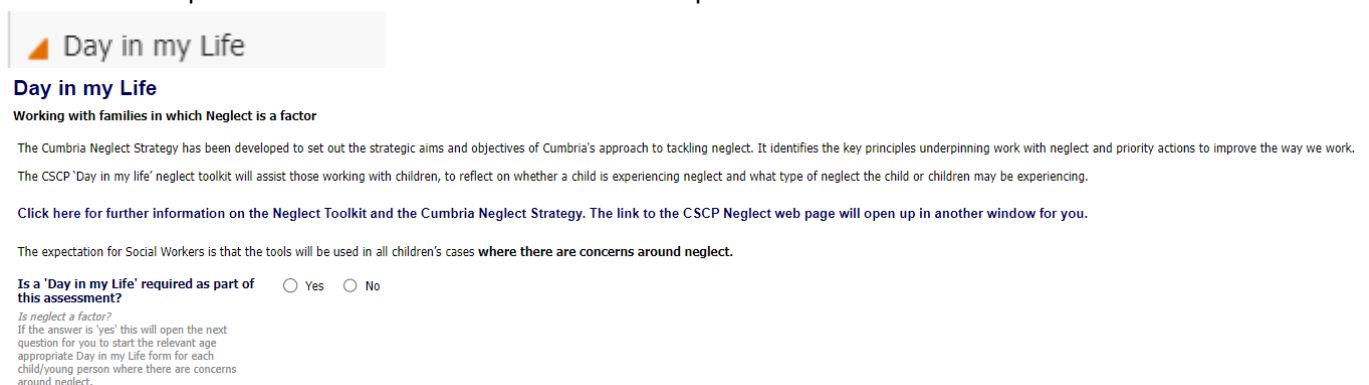
- Bottom Lines *(not to be confused with plan rules. Bottom lines do not need to be completed unless in CP or planning for reunification)*
- Timeline *(This is a timeline not a timetable. Worked in weeks and demonstrates how we are going to work through our safety plan)*
- Who is involved in the plan *(network/family and other professional partners – how often they will see the child & what they are doing)*
- Plan rules *(these are the network rules – not our rules – set out who is going to do what when problems arise)*

Neglect Strategy

'Day in my Life'

The Cumbria Neglect Strategy has been developed to set out strategic aims and objectives of Cumbria's approach to tackling neglect. The 'Day in my Life' toolkit templates have been incorporated into LCS C&F Assessment and as standalone forms to assist those working with children, to reflect on whether a child is experiencing neglect and what type of neglect the child may be experiencing.

The toolkit templates within the C&F Assessment are completed within this tab:-



This is the link to the Cumbria Neglect Strategy:-

[Neglect : Cumbria \(cumbriasafeguardingchildren.co.uk\)](http://cumbriasafeguardingchildren.co.uk)

Completing the C&F Assessment

Once the assessment is complete, select the appropriate outcome for next course of action from the Assessment Outcomes tab, then click 'Finalise Assessment' for the assessment to go to Team Manager for authorisation:-

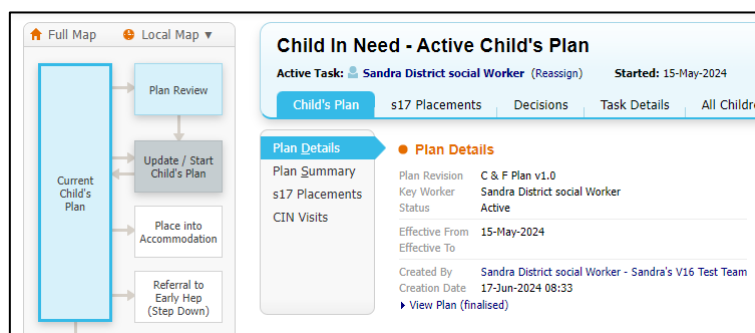
Team Manager will then Authorise the C&F Assessment which will trigger the following tasks depending on the outcome selected.

Group By: Date Task Priority Person Address Referral Group				Order By: Start Date Due Date Timeframe Subject Priority			
Last Month (2)		Person		Task Description			
22-May-2024	Example, Adam	11 yrs	10-Jun-2013 (Ref: 684789)		C & F Assessment - Authorise		
22-May-2024	Example, Alice	14 yrs	14-May-2010 (Ref: 684788)		C & F Assessment - Authorise		

C&F Assessment & Child in Need

CIN Active Child's Plan

As per existing processes, if Child's Plan is selected as an outcome, once the assessment and update plan is authorised the Allocated Worker will have an Active Child's Plan in their worktray, from which the CIN Review is automatically started, and other options can be started from the decisions tab:-



CIN Review

It is important that the CIN Review meeting is scheduled as per current CIN practice guidance. Update the meeting details and scheduling to set the first planned meeting date. (Refer to CIN Guidance for further details of review process recording):-

Child In Need - Review

Active Task: Sandra District social Worker (Reassign) Started: 15-May-2024 Due: Today

Child In Need - Review Task Details All Children (2) ▼

Meeting Subjects: Adam Example 11 yrs Alice Example 14 yrs

Meeting Details

Please update the attendance and then complete the meeting

Meeting Arranger: Sandra District social Worker
Type of Meeting: Child's Plan - Review
Due Date: 15-Nov-2024
Planned Meeting Date: 17-Jun-2024
Length in Minutes: Unspecified
Location: Unspecified

Update Meeting Details and Scheduling
Update who the meeting was recorded on behalf of
Create separate meeting for subjects
Complete Meeting
Cancel Meeting

Outcomes Form

Once the meeting has been held, Please Start the Outcomes Forms.

Assigned To: Sandra District social Worker (Reassign)
Meeting Held - Write up Outcomes

Documents

Create/Attach Document
There are no documents.

Task List

- Meeting Held - Write up Outcomes
- Approve Outcomes Form (Sandra District Team Manager)
- Complete Meeting (Sandra District social Worker)
- Schedule meeting

s17 Short Breaks

From the Active CIN Plan s17 Short Breaks can also be recorded (see s17SB Guidance for full details):-

Child In Need - Active Child's Plan

Active Task: Sandra District social Worker (Reassign) Started: 15-May-2024 Due: unspecified

Child's Plan s17 Placements Decisions Task Details All Children (2) ▼

Short Break Placement Record

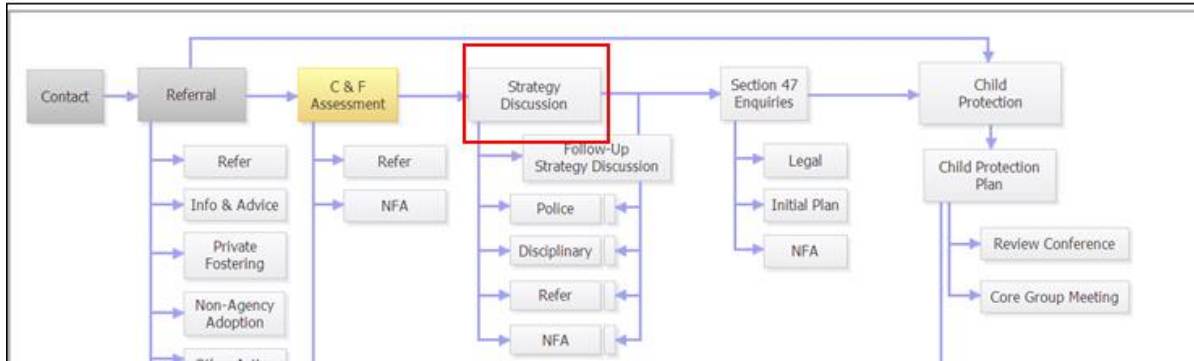
No Short Break Placement Records

Create a Short Break Care Plan for a new Placement

C & F Assessment for CP

Immediate Action

In circumstance when immediate action is required a Strategy Discussion task can also be started by clicking into the full pathway and selecting 'Strategy Discussion:-



And start the task from the next box presented:-

The screenshot shows the 'Strategy Discussion' task interface. On the left, a 'Full Map' view shows a flowchart with 'Strategy Discussion' highlighted in a green box, leading to 'Follow-Up Strategy Discussion'. Below this, a list of options is shown: 'Section 47 Enquiries', 'Police Investigation', 'Disciplinary Procedure', and 'Referral to Other Agency'. On the right, the 'Strategy Discussion' task details are shown. It states 'This step has not been initiated.' and provides a 'Start Strategy Discussion' button. Below this, it asks for the 'date of initiation' with a text input field and a calendar icon. It also asks for the 'reason for starting manually' with a large text area.

Strategy Discussion

The Strategy Discussion is completed as existing procedures

S47 Enquiries

Where the outcome of the Strategy Discussion is S47/C&F Assessment, the system will trigger the S47 task to the Allocated Worker. No additional C&F Assessment task is triggered when there is still a C&F Assessment task in progress. If no C&F Assessment in progress system will automatically trigger a new one:-

Record of Strategy Discussion

Reason for Strategy Discussion

Alleged Abuse Category

☐ Neglect ☐ Sexual Abuse
☐ Physical Abuse ☐ Emotional Abuse

Summary of Information shared by Agencies present

Suggested Outcomes

☒ Start Section 47 Enquiries (starts Core/C&F Assessment if not active) ☐ Arrange follow-up strategy discussion
☐ Start C & F Assessment ☐ Referral to Other Agency
☐ Disciplinary Procedure ☐ No Further Action
☐ Police Investigation

The timescale for S47 Enquires to be completed is 10 working days.

Where the decision is made to progress to ICPC, the Allocated Worker continue's recording the C&F Assessment as their report to ICPC. This must be authroised and ready to share with family and conference attendees 2 days prior to the ICPC.

CP concerns on Open CIN Case

Where Child Protection concerns are identified on an open case and a strategy discussion is required, follow existing recording procedures and set short priority:-

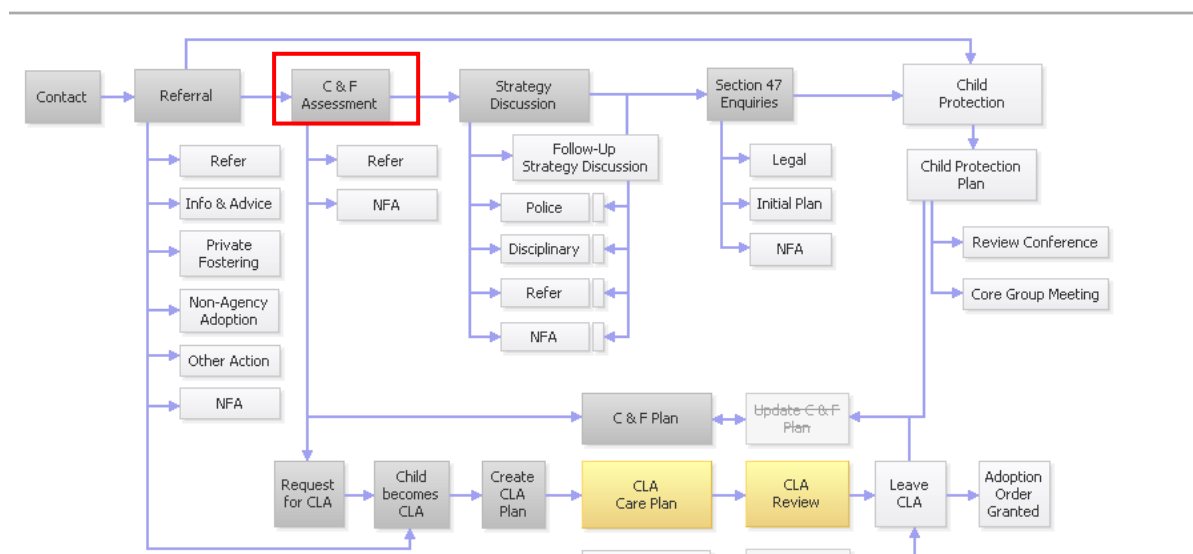
- From full pathway map 'Start Strategy Discussion'
- Where the outcome of the Strategy Discussion is 'S47/C&F Assessment', this will trigger 2 tasks to the Allocated Worker – S47 and C&F Assessment.
- From CIN tab of child's file, Manager to change case priority to 'Short – up to 13 days' to re-set the Assessment timescale
- Complete S47 enquiries within 10 days
- If outcome of S47 is ICPC, then complete the C&F assessment as report for ICPC and ensure that the SoS Plan ('What Needs to Happen') is updated within the Assessment. In this case where there is already an active CIN plan select 'Other Actions' as your outcome of the assessment.

C & F Assessment for CLA

Where a child becomes looked after, the C&F Assessment will be the baseline for work with the family while the child is away. The Council must assess the child's needs to draw up the careplan which sets out the services which will be provided to meet the child's identified needs.

Additionally, an assessment by a Social worker is required before the child returns home under the Care Planning regulations 2010. This will provide evidence of whether the necessary changes and improvements have been made to ensure the child's safety when they return home.

To trigger a new assessment at any time that it is required click into the full pathway, and click into C&F Assessment box:-

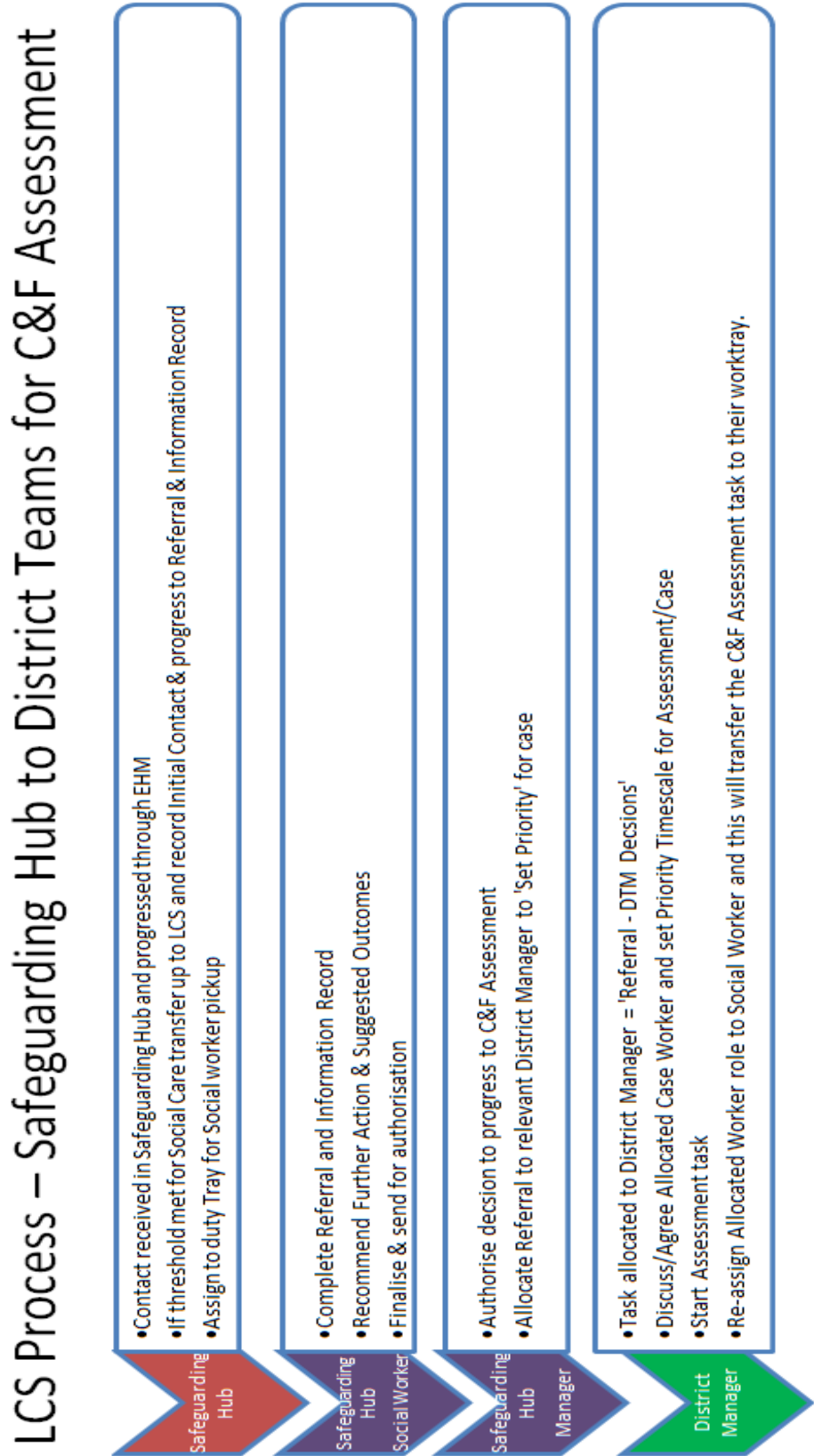


Then on the next screen select the 'Re-start' tab and enter start date of assessment and then click Start C&F Assessment:-

The screenshot shows the 'C & F Assessment' form. At the top, there are tabs: 'C & F Assessment', 'Restart' (highlighted with a red box), 'History', and 'All Children (2)'. Below the tabs is a 'Start C & F Assessment' button. Underneath, it says 'Please provide date of initiation:' followed by a text input field and a calendar icon.

Then the Manager will be required to set the appropriate priority/timeframe for this assessment (see Changing Case Priority above).

Appendix A



Appendix B

Triggering a further full C&F Assessment

<p><u>CiN</u></p> <p><u>Triggers when a full child and family assessment must be completed - minimum standards</u></p> <p>Within a 12 month period a C&F Assessment must be updated. Management oversight case note or Supervision Record to be made within 5 working days.</p> <p>S47 automatically starts a new C&F Assessment if one not already in progress – this must be completed as part of the S47 and should not be cancelled if case does not progress to ICPC. The assessment completed should be proportionate to the child's needs and circumstances. This can be a brief assessment but must be fully completed.</p>
<p><u>CP triggers when a full child and family assessment must be completed – minimum standards</u></p> <p>S47 on open CP would automatically start a new C&F Assessment; this must be completed as part of the S47 and should not be cancelled. The assessment completed should be proportionate to the child's needs and circumstances. This can be a brief assessment but must be fully completed.</p> <p>A full C&F Assessment must be completed following a CP Transfer In Conference.</p>
<p><u>CLA triggers when a full child and family assessment must be completed – minimum standards</u></p> <p>When a child becomes looked after – these must be an up to date assessment completed within the previous 3 months.</p> <p>When a child's care plan is to return home to parents then a C&F Assessment must be completed prior to the child going home, this is endorsed by service manager</p> <p>When a child is leaving care and is 16/17, decision is made by Director Children's Social Care prior to the young person leaving care.</p>

Additional Trigger prompts for Management Oversight to show rationale that the change in circumstances have been risk assessed & a decision taken whether a full C&F Assessment is needed or not and identify where the assessment will be found:-

- As part of the QA of CP Plans the Service Manager and Senior Manager will review the quality of the assessment within the RCPC documentation within agreed intervals
- Another adult living in the household with the child or an adult leaving the household.
- Additional children living or leaving the household
- CLA cases – another sibling born
- CLA cases – 3 placement moves
- Stage 2 Missing From Home – Management decision between Service Manager and Team Manager e.g. trigger full C&F Assessment or bring forward review.
- Preceding an application for an Education Supervision Order if there is not an up to date C&F assessment completed in the last 3 months.
- Preceding an application to Adoption Support Fund for a child subject to an SGO if there is not an up to date C&F assessment completed in the last 3 months

Appendix C

Alerts

The following alerts are configured within LCS to support teams in timely management of completion of their assessments :-

Query Results (3)		
Subject	Description	Is Active
C & F Assessment Alert	C & F Assessment to be completed within the next 10 days	<input checked="" type="checkbox"/>
C & F Assessment Alert	C & F Assessment at 40 days	<input checked="" type="checkbox"/>
C & F Assessment Alert	C & F Assessment not completed within 45 days	<input checked="" type="checkbox"/>

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For training, help and support for any aspects of LCS or EHM contact the Systems Development & Support Team using the Help link within LCS

Liquidlogic Children's System (LCS) Home Tiles **Help** Menu ▼ System ▼ Find ▼

or email systemssupport.childrens@cumbria.gov.uk