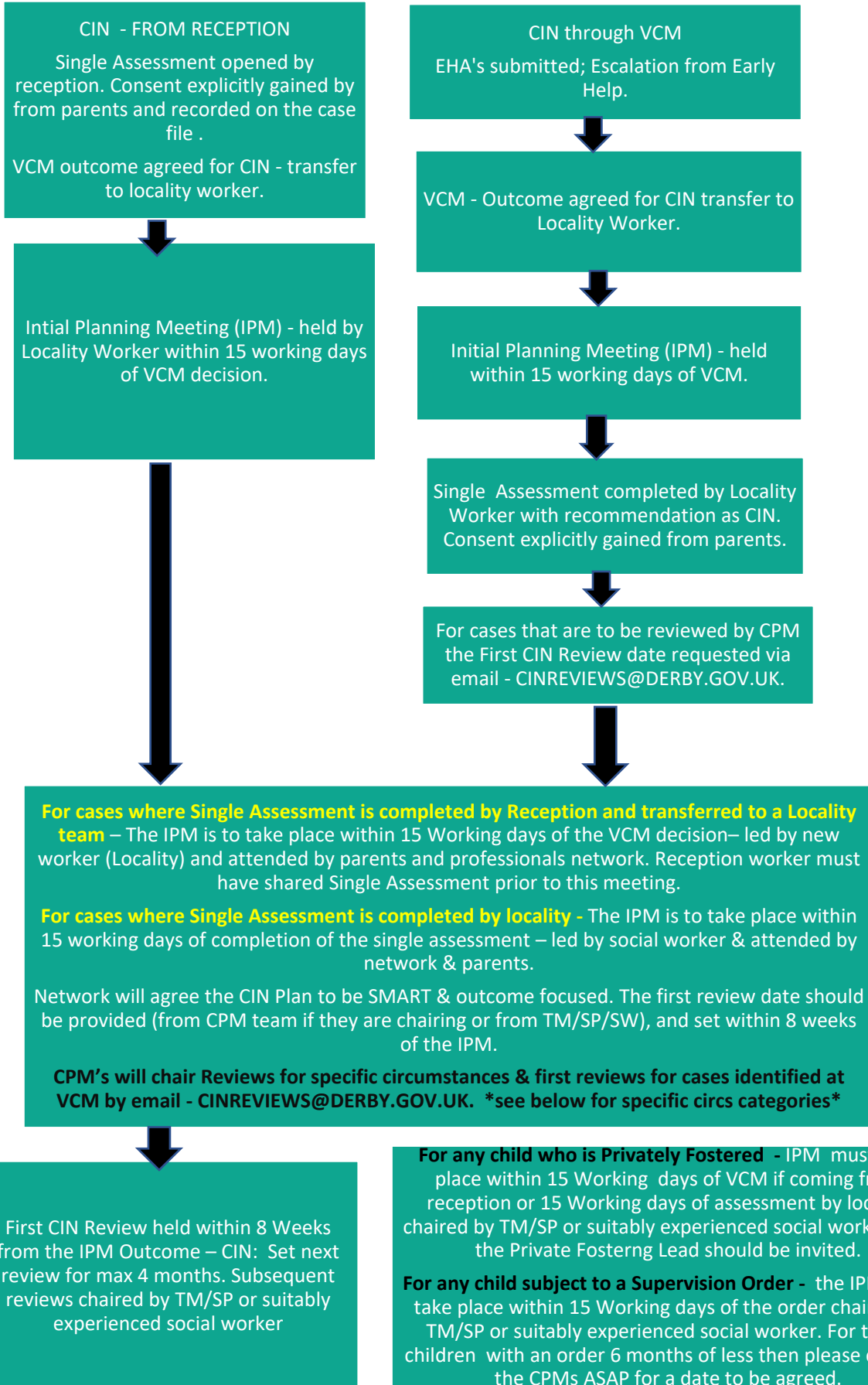




NEW CIN PROCEDURE WORKFLOW



CIN - FROM RECEPTION
Single Assessment opened by reception. Consent explicitly gained by from parents and recorded on the case file .
VCM outcome agreed for CIN - transfer to locality worker.

Initial Planning Meeting (IPM) - held by Locality Worker within 15 working days of VCM decision.

CIN through VCM
EHA's submitted; Escalation from Early Help.

VCM - Outcome agreed for CIN transfer to Locality Worker.

Initial Planning Meeting (IPM) - held within 15 working days of VCM.

Single Assessment completed by Locality Worker with recommendation as CIN. Consent explicitly gained from parents.

For cases that are to be reviewed by CPM the First CIN Review date requested via email - CINREVIEWS@DERBY.GOV.UK.

For cases where Single Assessment is completed by Reception and transferred to a Locality team – The IPM is to take place within 15 Working days of the VCM decision– led by new worker (Locality) and attended by parents and professionals network. Reception worker must have shared Single Assessment prior to this meeting.

For cases where Single Assessment is completed by locality - The IPM is to take place within 15 working days of completion of the single assessment – led by social worker & attended by network & parents.

Network will agree the CIN Plan to be SMART & outcome focused. The first review date should be provided (from CPM team if they are chairing or from TM/SP/SW), and set within 8 weeks of the IPM.

CPM’s will chair Reviews for specific circumstances & first reviews for cases identified at VCM by email - CINREVIEWS@DERBY.GOV.UK. *see below for specific circs categories*

First CIN Review held within 8 Weeks from the IPM Outcome – CIN: Set next review for max 4 months. Subsequent reviews chaired by TM/SP or suitably experienced social worker

For any child who is Privately Fostered - IPM must take place within 15 Working days of VCM if coming from reception or 15 Working days of assessment by locality chaired by TM/SP or suitably experienced social worker, and the Private Fostering Lead should be invited.

For any child subject to a Supervision Order - the IPM must take place within 15 Working days of the order chaired by TM/SP or suitably experienced social worker. For those children with an order 6 months of less then please contact the CPMs ASAP for a date to be agreed.



Derby City Council

NEW CIN PROCEDURE WORKFLOW

Specific Circumstances criteria – reviews chaired by a Child Protection Manager:

- **Children & young people living in private fostering arrangements.**
- **Children and young people subject to Supervision Orders**
- **Young people aged 16/17 yrs who are living Semi-Independently.**
- **Children with Complex Disabilities - Short Breaks through Link Care;** enhanced cases management (edge of care); those children subject to a Bronze/ Silver or Gold escalation and treatment reviews through health in relation to mental health service; and those with a Deprivation of Liberty (DOL) application/order due to restrictions.
- **Children at Risk of Exploitation (CRE)** children and young people held in Early Help where medium risk of exploitation has been identified.