

## Dudley CS Amendments February 2015 to November 2024

November 2024

Updated Chapters	
Chapter Name	Details
<a href="#">Children's Services Policies, Values and Principles</a>	This chapter has been revised in line with Working Together to Safeguard Children.
<a href="#">Assessments</a>	This chapter has been refreshed.
<a href="#">Child Protection Enquiries (Section 47)</a>	This chapter has been refreshed.
<a href="#">Care and Supervision Proceedings and the Public Law Outline</a>	Information has been added in relation to family group decision-making in Section 1, Introduction and Time Limits and Section 5, Pre-Proceedings, and a link has been added to Family Networks and Family Group Decision Making Procedure.

<a href="#">Permanence Planning Guidance</a>	<p>Information has been added in Section 3.1, Staying/Returning Home. For reunification plans when moving from a connected carer, there should be an agreed period to allow continued registration of connected carers while the plan is tested and sustained. This may include registration without payment, or an agreed period of 'shared care'. In Section 3.2, Placement with Family or Friends/Connected Persons, information has been added that there must be a Permanency Planning Meeting attended by the Team Managers from the Social Work Team and the Fostering Team and where a Care Order is granted with a connected person arrangement, there should be a post order Permanency Planning meeting to include the Independent Reviewing Officer and Fostering Social Worker (assessing and supervisor) for handover of information and agreement for progression of Special Guardianship Assessment and timings.</p>
<a href="#">Placements in Foster Care</a>	<p>This chapter has been amended to add a new Section 10, Matching with a current carer.</p>

<a href="#">Ceasing to Look After a Child</a>	This chapter has been updated.
<a href="#">Supporting the Education and Promoting the Achievement of Children with a Social Worker, Looked After and Previously Looked After Children</a>	This chapter has been revised in response to Working Together to Safeguard Children (December 2023), and includes the ongoing development of the strategic leadership roles of Virtual School Heads (VSH) in promoting educational outcomes for children aged 0 to 18 who have, or previously had a social worker, and children in kinship care arrangements.
<a href="#">Children Involved in the Youth Justice System Additional National Guidance</a>	Links have been added to the Child First Self-Assessment Toolkit, Guidance: Use of Force, Restraint and Restrictive Practices in the Children and Young People Secure Estate, and also A Joint Thematic Inspection of Work with Children Subject to Remand in Youth Detention.
<a href="#">Personal Budgets and Direct Payments</a>	This chapter has been refreshed.
<a href="#">Kinship Care</a>	This chapter has been updated to reflect Championing Kinship Care: The National Kinship Care strategy.
<a href="#">Assessment and Approvals of Foster Carers</a>	Information on Ofsted checks has been added in to Section 5.1, Checks.

<a href="#">Recruitment, Assessment and Approvals of Prospective Adopters</a>	Information has been added to Section 3, Stage One - The Pre-Assessment Process, with details on how to request information about an applicant from Ofsted.
<a href="#">Children and Young People Aged 0-25 with Special Educational Needs and Disabilities</a>	Section 15, Resolving Disagreements has been updated to include information on Guidance: Carry Out an Order in Special Educational Needs Cases.
<a href="#">Placing and Visiting Children with Special Educational Needs and Disabilities or Health Conditions in Long-Term Residential Settings</a>	A link has been added in Further Information to the Advocacy Guidance
<a href="#">Unaccompanied Migrant Children and Child Victims of Trafficking and Modern Slavery</a>	A link has been added in Section 4, Assessment to BASW Age Assessment Practice Guidance. In Further Information, a link has been added to Operation Innerste Process: Caseworker Guidance. Links to sources of further information have also been updated.
<a href="#">Aftercare under Section 117 of the Mental Health Act 1983</a>	This chapter has been refreshed.
<b>New Chapters and Features</b>	

Chapter Name	Details
<a href="#">Family Networks and Family Group Decision Making</a>	This chapter has been added to the manual.
<a href="#">Children and Young People's Continuing Care National Framework</a>	This chapter has been added to the manual.

May 2024

Updated Chapters	
Chapter Name	Details
<b>Death or Serious Injury to a Child (in Care, and Child in Need) or Care Leaver Up to and Including the Age of 24</b>	This chapter has been updated in line with Working Together to Safeguard Children. New Section 3, Death of a Care Leaver Up to and Including the Age of 24 has been added.
<b>Assessments</b>	This chapter has been amended. A link has been added to the Assessments Practice Guidance and in Section 17, Assessment of Risk Outside the Home a link has been added to the Partnership Information Sharing (FIB) Form to be used for the effective identification, recording and sharing of information in relation to individual cases which is crucial to the successful disruption and prosecution of perpetrators. All professionals should continually gather records and share with the appropriate authorities.

<b>Care and Supervision Proceedings and the Public Law Outline</b>	Appendix 1: Letter of Issue has been updated.
<b>Placements in Residential Care</b>	This chapter has been updated to include information from Guidance (Ofsted) - Placing Children: Deprivation of Liberty Orders - guidance for providers, social workers and placement commissioners on placing children, subject to a deprivation of liberty order (DoL), in unregistered settings and Revised Practice Guidance on the Court's Approach to Unregistered Placements (October 2023): Placements in Unregistered Children's Homes in England or Unregistered Care Home Services in Wales.
<b>Placements in Secure Accommodation</b>	Section 10, Use of Inherent Jurisdiction to Authorise a Placement Involving a Deprivation of Liberty has been updated throughout in line with Revised Practice Guidance on the Court's Approach to Unregistered Placements (October 2023) and Revised National Listing Protocol for Applications that Seek Deprivation of Liberty Orders Relating to Children under the Inherent Jurisdiction. It has also been updated to include information from Guidance - Placing Children: Deprivation of Liberty Orders - guidance for providers, social workers and placement commissioners on placing children, subject to a deprivation of liberty order (DoL), in unregistered settings.
<b>Health and Safety</b>	Additional information has been added about online safety.

<b>Notifications of Significant Events</b>	This chapter has been updated in line with Working Together to Safeguard Children, to note that notifications should also be made of the death of a care leaver up to and including the age of 24.
<b>Kinship Care</b>	Section 4, Different Situations whereby Children may be Living with Family and Friend Carers has been updated to include information about Ukrainian children being cared for by family and friends in the UK. A link has been added in Section 4.5, Special Guardianship Order to the Special Guardianship No Detriment Policy.
<b>Private Fostering</b>	This chapter has been replaced with an updated PDF.
<b>Applications for Special Guardianship Orders</b>	This chapter has been updated. Information has been added into Section 17, Special Guardian Duty on the Death of the Child, that the relevant local authority should be notified if the child was previously a looked after child.
<b>Young Carers</b>	This chapter has been refreshed.
<b>Children and Young People Aged 0-25 with Special Educational Needs and Disabilities</b>	This chapter has been amended, to include information from Special Educational Needs and Disability: Improving Local Authority Decision Making - Report of the Administrative Justice Council's Working Group on Special Educational Needs and Disability.

<b>Families with No Recourse to Public Funds</b>	Section 5.2.5, Providing Support has been updated to reflect the Home Office increase in financial support to individuals waiting to find out if they will be given asylum in the UK.
<b>Aftercare under Section 117 of the Mental Health Act 1983</b>	Section 2, Ordinary Residence has been updated in line with case law.

November 2023

<b>Updated Chapters</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Initial Contacts and Referrals to Dudley Children's Services Front Door</b>	This chapter has been updated.
<b>Capacity and Consent</b>	Amendments have been made to reflect case-law in relation to assessing legal capacity.
<b>Care and Supervision Proceedings and the Public Law Outline</b>	Information has been added into Section 4, Care Orders and Supervisions Orders on a Care Plan of the Child Remaining at Home in relation to Supervision Orders, in line with Public Law Working Group (PLWG) Recommendations to Achieve Best Practice in the Child Protection and Family Justice Systems: Supervision Orders.
<b>Decision to Look After</b>	Section 3, Section 20 Accommodation has been updated in line with case-law.



<b>Placements in Other Arrangements</b>	This chapter has been updated.
<b>Remands to Local Authority Accommodation or to Youth Detention Accommodation</b>	This chapter has been amended to include information from Annex to MOJ Circular 2022/03: Additional Information on Remand to Local Authority Accommodation (RLAA).
<b>Health and Safety</b>	Information in relation to allergies has been added into Section 6, Diet, Nutrition and Allergies.
<b>Supporting the Education and Promoting the Achievement of Children with a Social Worker, Looked After and Previously Looked After Children</b>	This chapter has been updated.
<b>Health Care Assessments and Plans</b>	Information in relation to allergies has been added into Section 4, Health Plans.
<b>Leaving Care and Transition</b>	This chapter has been amended to note that with effect from 1 April 2023, the leaving care allowance increased from £2,000 to £3,000. It has also been revised to include information from the revised Ofsted inspection framework.
<b>Allegations Against Foster Carers</b>	This chapter has been amended in line with revised Keeping Children Safe in Education. A new Section 2, The Difference Between an Allegation of Harm and a Concern has also been added.

<b>Allegations Against Prospective Adopters and in Relation to Children Placed for Adoption or Already Adopted</b>	This chapter has been amended in line with revised Keeping Children Safe in Education. A new Section 2, The Difference Between an Allegation of Harm and a Concern has also been added.
<b>Early Permanence: Fostering for Adoption, Concurrent Planning and Temporary Approval as Foster Carers of Approved Prospective Adopters</b>	This chapter has been refreshed and a link added to National Early Permanence Practice Standards (Coram Centre for Early Permanence).
<b>Children and Young People Aged 0-25 with Special Educational Needs and Disabilities</b>	This chapter has been updated. Information in relation to legal aid for foster carers and prospective adoptive parents in First Tier Tribunal appeals has been added into Section 15, Resolving Disagreements.
<b>Unaccompanied Migrant Children and Child Victims of Trafficking and Modern Slavery</b>	This chapter has been updated. Information in relation to the National Age Assessment Board has been added into Section 4, Assessment.
<b>New Chapters and Features</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Transfer Protocol</b>	This chapter has been added.
<b>Ofsted Inspection Framework</b>	This chapter has been added.

May 2023

Updated Chapters	
Chapter Name	Details
Care and Supervision Proceedings and the Public Law Outline	<p>Section 8, Court Hearings has been updated in line with A View From the President's Chambers: Relaunching the PLO (November 2022) and that section should be re-read.</p> <p>In Relevant Guidance, a link has been added to Pre-proceedings and Family Justice Hub (Research in Practice).</p>
Section 7 and Section 37 Reports	<p>A link has been added in Relevant Guidance to the updated Policy on whether Cafcass or a local authority should prepare a Section 7 report (Cafcass).</p>
Positive Relationships and Behaviour Management	<p>This chapter has been amended to incorporate Ofsted feedback. Additional information has been added into Section 2, Positive Behaviour Support and Section 5.4, Recording of Sanctions.</p>
Marriage of a Child in Care/Civil Partnership	<p>This chapter has been amended to reflect that the Marriage and Civil Partnership (Minimum Age) Act</p>

	2022 raised the age of marriage and civil partnership to 18 in England and Wales, with effect from 26 February 2023.
<b>Children Involved in the Youth Justice System Additional National Guidance</b>	Links have been added to A Guide to Child First - Youth Justice Board and Matters of Concern, Safeguarding Concerns, Allegations and Complaints for Children in Custody.
<b>Applications for Special Guardianship Orders</b>	This chapter has been updated to reflect the updated Public Law Working Group Best Practice Guidance. This includes the new interim guidance, issued by the President of the Family Division, that addresses the lawful extension of care proceedings beyond 26 weeks. Section 6.3, Placement before Special Guardianship Order is made has been added in line with guidance that states where there is no pre-existing relationship between the child and special guardians the child should be placed on an interim basis before the special guardianship order is made.
<b>Children and Young People Aged 0-25 with Special Educational Needs and Disabilities</b>	This chapter has been updated to include information from Guidance: Area SEND Inspections Framework and Handbook (November 2022).

<b>Placing and Visiting Children with Special Educational Needs and Disabilities or Health Conditions in Long-Term Residential Settings</b>	This chapter has been updated to include information from the UK Social Work Practice in Safeguarding Disabled Children and Young People report.
<b>Case Records and Retention</b>	This chapter has been updated in relation to the Independent Inquiry into Child Sexual Abuse.

November 2022

<b>Updated Chapters</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Care and Supervision Proceedings and the Public Law Outline</b>	This chapter has been amended throughout in line with Management Guidance in Public Law Children Cases: March 2022.
<b>Decision to Look After</b>	This chapter has been updated.
<b>Care Planning</b>	This chapter has been updated.
<b>Permanence Planning Guidance</b>	The Child Permanency Planning Meeting Overview Guidance and Child Permanence Planning Meeting Template have been updated in Related Guidance.

<b>Placements in Foster Care</b>	This chapter has been amended to add a link to the NYAS 'My Things Matter' Report – support and respect care-experienced children and their belongings when they move. (See Section 4, Placement Planning).
<b>Placements in Residential Care</b>	This chapter has been amended to add a link to the NYAS 'My Things Matter' Report – support and respect care-experienced children and their belongings when they move. (See Section 2.3, Placement Planning).
<b>Placements Outside England and Wales</b>	Section 3, Placements in Scotland, Northern Ireland, Isle of Man and Guernsey has been updated in line with the Cross-border Placements (Effect of Deprivation of Liberty Orders) (Scotland) Regulations 2022 and Cross-Border Placements (Effect of Deprivation of Liberty Orders) (Scotland) Regulations 2022: Practice Guidance, Notice and Undertaking Template.
<b>Remands to Local Authority Accommodation or to Youth Detention Accommodation</b>	This chapter has been amended in line with the Police, Crime, Sentencing and Courts Act 2022.
<b>Ceasing to Look After a Child</b>	This chapter has been updated to add a note regarding transferring a child's belongings in appropriate luggage and includes a link to a link to

	NYAS, My Things Matter Report. (See Section 5, Administration / Process Issues).
<b>Secure Accommodation (Criteria) Reviews</b>	This chapter has been updated.
<b>Family Time with Parents/Adults and Siblings</b>	Section 3, Supervised Family Time has been updated to reflect a finding by the Local Government and Social Care Ombudsman that the supervisor's observations of the contact must be clearly recorded in the child's record and shared with the parents within 3 months of the visit.
<b>Education of Children with a Social Worker, Children in Care and Previously Looked After Children</b>	This chapter has been updated to reflect Keeping Children Safe in Education (2021). Schools should have policies and processes in place to ensure all concerns about all adults working in or on behalf of the school or college (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately. See Section 8.3, Protecting Children with a Social Worker, Looked After Children and Previously Looked After Children from Adults Who May Pose a Risk to Them and/or Other Children in the School.
<b>Positive Relationships and Behaviour Management</b>	This chapter has been updated.

<b>Restrictive Physical Intervention and Restraint</b>	This chapter has been rewritten and should be re-read.
<b>Leaving Care and Transition</b>	This chapter has been amended to add a link to the NYAS 'My Things Matter' Report – support and respect care-experienced children and their belongings when they move. (See Scope Box.)
<b>Children and Young People in Care in Contact with Youth Justice Services</b>	Section 2, Looked After Children who are Arrested has been updated in relation to appropriate adults.
<b>Fostering Panel</b>	This chapter has been updated.
<b>Allegations Against Foster Carers</b>	This chapter has been updated.
<b>Recruitment, Assessment and Approvals of Prospective Adopters</b>	This chapter has been refreshed.
<b>Adoption Panel</b>	This chapter has been refreshed.
<b>Placement for Adoption</b>	This chapter has been refreshed.
<b>Adoption Support</b>	This chapter has been refreshed.
<b>Disruption of Adoptive Placements</b>	This chapter has been refreshed.



<b>Allegations Against Prospective Adopters and in Relation to Children Placed for Adoption or Already Adopted</b>	This chapter has been refreshed.
<b>Special Guardianship Order - No Detriment Policy</b>	This PDF has been updated.
<b>Aftercare under Section 117 of the Mental Health Act 1983</b>	This chapter has been updated throughout in line with the Section 117 Aftercare Guidance issued by the Local Government and Social Care Ombudsman and the Parliamentary and Health Service Ombudsman.
<b>New Chapters and Features</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Equality and Diversity</b>	This chapter has been added to the procedures manual.
<b>Risk Assessment and Planning</b>	This chapter has been added to the procedures manual.
<b>Providing Personalised Care</b>	This chapter has been added to the procedures manual.
<b>Health and Safety</b>	This chapter has been added to the procedures manual.

<b>Leisure Activities</b>	This chapter has been added to the procedures manual.
<b>Youth Offending Additional National Guidance</b>	This chapter has been added to the procedures manual.

April 2022

<b>Updated Chapters</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Capacity and Consent</b>	Section 4.3, Consent to the Use of Medication to Suppress Puberty has been updated in line with case-law.
<b>Legal Gateway/Planning Meetings</b>	This chapter has been updated throughout.
<b>Care and Supervision Proceedings and the Public Law Outline</b>	This chapter has been updated throughout.
<b>Decision to Look After and Care Planning</b>	Section 1.3, Section 20 Accommodation has been revised in line with the Public Law Working Group (PLWG) Recommendations to Achieve Best Practice in the Child Protection and Family Justice Systems.

<b>Placements in Secure Accommodation</b>	Section 10, Use of Inherent Jurisdiction to Authorise a Placement Involving a Deprivation of Liberty has been updated in line with case-law.
<b>Education of Children in Care and Previously Looked After Children</b>	<p>This chapter has been significantly amended to reflect the 'Review of Sexual Abuse in Schools and Colleges (Ofsted)'; updated 'Keeping Children Safe in Education' (see Scope of This Chapter) and Sexual Harassment in Education – Briefing (House of Parliament Library) (see Section 8.2, Protecting looked after children from sexual harassment and peer on peer abuse).</p> <p>The chapter has also been amended to reflect Promoting the Education of Children with a Social Worker: Virtual School Head Role Extension.</p>
<b>Restrictive Physical Intervention</b>	A link has been added to the Ofsted good practice guidance which is non statutory - Guidance: Positive Environments Where Children Can Flourish (Ofsted).
<b>Children and Young People Aged 0-25 with Special Educational Needs and Disabilities</b>	Section 15, Resolving Disagreements has been updated in line with the First Tier Tribunal's extended powers to hear appeals and make non-binding recommendations about health and social care aspects of Education, Health and Care (EHC) plans, provided those appeals also include education elements.

<b>Unaccompanied Migrant Children and Child Victims of Trafficking and Modern Slavery</b>	This chapter has been updated.
<b>Aftercare under Section 117 of the Mental Health Act 1983</b>	Section 2, Ordinary Residence has been updated in line with case-law.
<b>Electronic Recording of Meetings and Conversations</b>	Part 1 of this chapter has been updated in line with case-law.
<b>Use of Social Media Sites by Social Care and Safeguarding Staff</b>	This chapter has been given a general refresh.
<b>New Chapters and Features</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Section 7 and Section 37 Reports</b>	This chapter has been added to the procedures manual.

January 2022

<b>Updated Chapters</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Complaints and Representations</b>	The Process for Responding to Complaints has been added in related guidance.

<b>Permanence Planning Guidance</b>	The Child Permanency Planning Meeting Overview Guidance and Child Permanence Planning Meeting Template have been added in Relevant Guidance.
<b>Notifications from Other Local Authorities/Placement Providers</b>	Management of Out of Local Authority Notifications guidance has been added to the related guidance section.
<b>Special Guardianship Order - No Detriment Policy</b>	This has been updated.
<b>New Chapters and Features</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Children Missing from Home or Care</b>	This chapter has been added to the procedures manual and must be read.

November 2021

<b>Updated Chapters</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Complaints and Representations</b>	This chapter has been amended to reflect the Children's Statutory Complaint Process: Guide for Practitioners (Local Government & Social Care Ombudsman) (see Relevant Guidance).

<b>Assessments</b>	This chapter has been amended to add a new section on 16 and 17 year olds who may be Homeless and/or require Accommodation and reflects the issue of Homelessness and the vulnerability of young people identified in Working Together to Safeguard Children.
<b>Care and Supervision Proceedings and the Public Law Outline</b>	This chapter has been updated to reflect Practice Guidance on Special Guardianship (Family Justice Council). See Section 9, Expectations of the Local Authority by the Court in particular. The link has also been updated to the SWET (updated April 2021). Section 2, Pre-Proceedings has been updated to include information in relation to pre-birth assessments and planning where the mother has learning disabilities.
<b>Criminal Injuries Compensation Authority Claims for Children in Care</b>	This chapter has been refreshed and a link added to House of Commons Library Briefing Paper: Criminal Injuries Compensation for Victims of Child Abuse.
<b>Placements with Parents</b>	Section 1, Planned Placements has been updated to add information on placements in 'other arrangements'.
<b>Placements in Residential Care</b>	This chapter has been updated to note that, from September 2021, looked after children under 16 years of age cannot be accommodated in unregulated independent or semi-independent placements.
<b>Out of Area Placements</b>	Section 6, Placements in Wales has been updated in line with updated Children Act 1989 Guidance and Regulations - Volume 2: Care Planning, Placement and Case Review.
<b>Placements Outside England and Wales</b>	Section 3, Placements in Scotland, Northern Ireland, Isle of Man and Guernsey has been updated in line with updated Children Act 1989 Guidance and Regulations - Volume 2: Care

	Planning, Placement and Case Review. Additional information has also been added in relation to placements in Scotland, in line with a High Court case.
<b>Remands to Local Authority Accommodation or to Youth Detention Accommodation</b>	Information has been added into Section 3, Local Authority Accommodation in relation to children under the age of 16 being placed in 'other arrangements' placements.
<b>Delegation of Authority to Foster Carers and Residential Workers</b>	A new Section 7, Consent to Life-ending Withdrawal of Medical Support has been added to reflect a High Court judgment.
<b>Advocacy and Independent Visitors</b>	This chapter has been refreshed and updated.
<b>Education of Children in Care and Previously Looked After Children</b>	Information has been added on the School Admission Code in Section 6, When a Child Needs or Joins a New School.
<b>Leaving Care and Transition</b>	Section 6, Pathway Planning has been updated to note that, in relevant cases, immigration status should be included as a separate section on the Pathway Plan. This will help to ensure that young people who have been granted Pre-Settled Status under the EU Settlement Scheme apply to convert this to Settled Status at the appropriate. Pathway Plans should contain clear information about what action needs to be taken by whom and when to ensure that the young person's right to remain legally in the UK is not jeopardised.
<b>Applications for Special Guardianship Orders</b>	Information has been added on the School Admission Code in Section 12, The Special Guardianship Support Plan. It has been updated to reflect Practice Guidance on Special Guardianship published by the Family Justice Council. See Section 5.2, Special Guardianship

	Applications in Care Proceedings and new Section 16, Special Guardianship Orders in International Cases.
<b>Children and Young People Aged 0-25 with Special Educational Needs and Disabilities</b>	This chapter has been refreshed and updated and includes links to related reports from the House of Commons Library (see Section 16, Further Information and Statutory Guidance).
<b>Short Breaks</b>	Information has been added into Section 7, Short Break Settings in relation to the prohibition on looked after children under the age of 16 being placed in 'other arrangements' placements for the purposes of a short break.
<b>Unaccompanied Migrant Children and Child Victims of Trafficking and Modern Slavery</b>	<p>A link has been added to the Independent Child Trafficking Guardians Referral Form. In areas where the ICTG service has been implemented, if the social worker considers a child to be a potential victim of modern slavery, they should refer them to the ICTG service by completing the online referral form.</p> <p>Section 6.1, Placement Options has been updated in relation to placements in 'other arrangements'. Section 4, Assessment has been updated in relation to Age Assessments.</p> <p>Minor amendments have also been made to this chapter in line with the UK's exit from the EEA.</p>
<b>Kinship Care</b>	A new Section 7, Education has been added and information has also been added on the School Admission Code.
<b>Relinquished Children</b>	This chapter has been updated to reflect case-law setting out lessons for the future in non-notification cases.



<b>Capacity and Consent</b>	Section 4.3, Consent to the Use of Medication to Suppress Puberty has been updated and a new Section 5.4, Consent to Life-ending Withdrawal of Medical Support has been added to reflect High Court judgments. Section 2.1, Consent to Information Sharing has been updated to reflect revisions contained in the statutory guidance Working Together to Safeguard Children.
<b>Electronic Recording of Meetings and Conversations</b>	Information has been added on recording by employees in a professional capacity, and links added to relevant guidance.
<b>New Chapters and Features</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Placements in Other Arrangements</b>	This chapter has been added to the procedures manual.
<b>Aftercare under Section 117 of the Mental Health Act 1983</b>	This chapter has been added to the procedures manual.

August 2021

<b>New Chapters and Features</b>	
<b>Chapter Name</b>	<b>Details</b>

<b>Policy for Consideration of a Name Change for Children who are to be Adopted</b>	This sets out the position of Adoption@Heart in relation to the value and importance of children's names, and the exceptional circumstances where it may be appropriate for a change of name to be considered.
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May 2021

<b>Updated Chapters</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Complaints and Representations</b>	Information contained in this procedure has been reviewed and refreshed as required.
<b>Placements in Secure Accommodation</b>	A new Section 10, Use of Inherent Jurisdiction to Authorise a Placement Involving a Deprivation of Liberty has been added. Section 6, Placements of Children Under the Age of 13 Years has also been updated following publication of revised DfE guidance.
<b>Notifications of Significant Events</b>	This procedure has been updated to reflect the latest Ofsted guidance for social care providers on the types of incident which they consider to be

	serious and which will therefore require notification to the regulatory authority.
<b>Education of Children in Care and Previously Looked After Children</b>	This chapter has been updated to reflect changes from the revised Working Together to Safeguard Children.
<b>Holidays and School Trips In and Outside the UK</b>	This guidance has been reviewed and updated throughout. Section 2.3, Insurance Cover has been updated to include details of how to apply for a Global Health Insurance Card (GHIC) which provides access to reduced cost or free medical insurance in the EU, Iceland, Liechtenstein, Norway or Switzerland. Section 2.4, Obtaining a Passport has also been updated to link to reissued Home Office guidance for Local Authorities Children's Services Departments when Applying for Passports on Behalf of Children.
<b>Leaving Care and Transition</b>	This chapter has been updated with a link to Joint Housing Protocols for Care Leavers: good practice advice (DfE and MHCLG) to support the development of joint protocols that can help local authorities to meet the accommodation needs of care leavers. Additional content has therefore been added in a new Section 8, Joint Housing Protocols for Care Leaver as well as Section 7, Reviews of Pathway Plans and Section 13, Where Care Leavers

	Live or Move to a Different Local Authority Area. In Section 7, Reviews of Pathway Plans the exceptional circumstances a request can be made for IRO involvement to continue with a young person, post 18 years old, for a period of up to 3 months are set out.
<b>Responsibilities of the Local Authority to Former Looked After Children and Young People in Custody</b>	This chapter has been updated to reflect the Section 2.6, Care leavers leaving custody in Joint Housing Protocols for Care Leavers: good practice advice (DfE and MHCLG) (see Section 3.9, Planning for Release).
<b>Assessment and Approvals of Foster Carers</b>	A revised link has been made to Prepare for a review panel: adopters and foster carers.
<b>Review and Termination of Approval of Foster Carers</b>	A revised link has been made to Prepare for a review panel: adopters and foster carers.
<b>Assessment and Approvals of Prospective Adopters</b>	A revised link has been made to Prepare for a review panel: adopters and foster carers.
<b>Access to Birth Records and Adoption Case Records</b>	This chapter has been given a general refresh throughout and information added on applying for a copy of a birth certificate online.

<b>Children and Young People Aged 0-25 with Special Educational Needs and Disabilities</b>	This chapter has been amended. Section 15, Resolving Disagreements has been updated to reference recent case-law holding that, as part of the mediation process, a parent/child/young person is entitled to bring along any supporter they wish, including a lawyer.
<b>Prevention of Homelessness and Provision of Accommodation for 16 and 17 Year Olds who may be Homeless and/or Require Accommodation; and Duty to Refer</b>	This chapter has been updated to add a link to Joint Housing Protocols for Care Leavers: good practice advice (DfE and MHCLG) to support the development of joint protocols that can help local authorities to meet the accommodation needs of care leavers (see Section 4, Housing Protocols for Care Leavers).
<b>Capacity and Consent</b>	This chapter has been updated to add information on a High Court case in relation to consent in the context of the use of medication to suppress puberty. Information has also been added in relation to NICE Quality Standard: Decision-Making and Mental Capacity.
<b>New Chapters and Features</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Special Guardianship Order - No Detriment Policy</b>	This chapter has been added to the manual.

September 2020

Updated Chapters	
Chapter Name	Details
<b>Unaccompanied Migrant Children and Child Victims of Trafficking and Modern Slavery</b>	This chapter has been updated to reference and note the Family Court Justice Interim Guidance on Special Guardianship, Courts and Tribunals Judiciary (May 2019) (see Section 1, Introduction).
New Chapters and Features	
Chapter Name	Details
<b>Capacity and Consent</b>	This chapter has been added to the manual.
<b>Use of Social Media Sites by Social Care and Safeguarding Staff</b>	This chapter has been added to the manual.
<b>Storage of Data on Mobile Devices</b>	This chapter has been added to the manual.

February 2020

Updated Chapters
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Chapter Name	Details
<b>Care and Supervision Proceedings and the Public Law Outline</b>	This chapter has been updated to reference and note the Family Court Justice Interim Guidance on Special Guardianship, Courts and Tribunals Judiciary (May 2019). (See Section 1, Introduction).
<b>Children and Young People Aged 0-25 with Special Educational Needs and Disabilities</b>	An update has been made in Section 1, Principles to draw attention to OFSTED's advice that Local Authorities should exercise due diligence in ensuring schools for pupils with SEN are registered with the DFE. The same diligence should be exercised on behalf of pupils with SEN.
<b>Placements with Parents</b>	This chapter has been updated to note that this procedure does not apply to children subject to Interim Care Orders where the placement is required by the court under Section 38(6) Children Act 1989 for the purposes of assessment (see Scope of This Chapter).
<b>Secure Accommodation (Criteria) Reviews</b>	This chapter has been reviewed and updated. The requirement for clear separation of reviews (for clarifying whether the criteria for keeping a child in secure accommodation are met, and the child's looked after review) has been emphasised. Clarifying whether the criteria for keeping a child in secure accommodation are met must come before a LAC review so the decision can inform the LAC review and they must be chaired by different individuals.
<b>Notifications of Significant Events</b>	This chapter has been updated and should be re read.
<b>Education of Looked After and Previously Looked After Children</b>	This chapter has been updated and should be re read.

<b>Assessment and Approvals of Foster Carers</b>	A link has been added to Attending an IRM Panel: information sheets. See Section 9, Representations/Independent Review Procedure.
<b>Supervision and Support of Foster Carers</b>	This chapter has been updated to reflect in more detail the foster carer's role and responsibilities with respect to Fostering National Minimum Standards – Notification of Significant Events (see Section 1, Introduction) and relevant aspects of Schedule 6 The Fostering Services (England) Regulations 2011 (see Section 2, Planned Supervision Visits).
<b>Review and Termination of Approval of Foster Carers</b>	A link has been added to Attending an IRM Panel: information sheets. See Section 6, Terminating, or Changing the Terms of, Approval.
<b>Assessment and Approvals of Prospective Adopters</b>	A link has been added to Attending an IRM Panel: information sheets. See Section 10, Representations/Independent Review Procedure.
<b>Placement for Adoption</b>	This chapter has been amended to reflect the national changes in adoption registration and matching (see Section 7.13, Inter Agency Placements and Section 11, Children Approved for Adoption for Whom no Placement has been Identified).
<b>Access to Birth Records and Adoption Case Records</b>	A link has been added to Attending and IRM Panel: information sheets. See Section 3.2, Adoption Orders made on or after 30 December 2005.
<b>Applications for Special Guardianship Orders</b>	This chapter has been updated to reference and reflect the Family Court Justice Interim Guidance on Special Guardianship, Courts and Tribunals Judiciary, (see new Section 5.2, Special Guardianship applications in care proceedings).



<b>Court Reports in Adoption/Special Guardianship Guidance</b>	This chapter has been updated to note the Family Court Justice Interim Guidance on Special Guardianship, Courts and Tribunals Judiciary (May 2019).
<b>New Chapters and Features</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Placing and Visiting Children with Special Educational Needs and Disabilities or Health Conditions in Long-Term Residential Settings</b>	This chapter has been added to the manual.

August 2019

<b>Updated Chapters</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Care and Supervision Proceedings and the Public Law Outline</b>	This chapter has been amended to reflect changes from 'Practice Direction 27a - Family Proceedings: Court Bundles (Universal Practice to be Applied in the High Court and Family Court)', in relation to the required maximum length of certain court documents, (unless otherwise specifically directed by the court). In addition, a new subsection of Section 4.1, Local Authority Documentation - 'Final Care Plan' provides further detail on the importance of recording information on the Care Plan which will help the child, parent or the child's carer understand why decisions have been or are being made.

	It has also been amended to reflect HHJ Greensmith's comments regarding M and N (Children: Local authority gathering, preserving and disclosing evidence) [2018] EWFC 40 (1 June 2018)). (See Section 9, Good Local Authority Practice During Proceedings).
<b>Death or Serious Injury to a Child (Looked After and Child In Need)</b>	This chapter has been updated throughout to reflect Working Together to Safeguard Children and the process for reporting a serious incident to the Panel via the Child Safeguarding Incident Notification System.
<b>Recording Policy and Guidelines</b>	This chapter has been amended to reflect HHJ Greensmith's comments regarding M and N (Children: Local authority gathering, preserving and disclosing evidence) [2018] EWFC 40 (1 June 2018).
<b>Unaccompanied Migrant Children and Child Victims of Trafficking and Modern Slavery</b>	This chapter has been updated. A new Section 6, Suitable Placements has been added. Details of the National Transfer Scheme Protocol for Unaccompanied Asylum Seeking Children Version 2.0 March 2018 have been added into Section 1, Introduction and Definitions.
<b>Decision to Look After and Care Planning</b>	This chapter has been amended to reflect Section 3 of the Care Planning and Care Leavers (Amendment) Regulations 2014. The Care Plan must identify whether there is reason to believe the child has been trafficked or is an unaccompanied asylum seeker (see Section 2.1, The Care Plan - Contents).

<b>Remands to Local Authority Accommodation or to Youth Detention Accommodation</b>	This chapter has been updated in relation to placing young people in custody, see Section 2.3, How to Request a Transfer or Placement Review.
<b>Social Worker Visits to Looked After Children</b>	This chapter has been amended to include a link to the Leaving Care and Transition Procedure in relation to Personal Adviser visits to 'Relevant' or 'Former Relevant' young people.
<b>Education of Looked After and Previously Looked After Children</b>	This chapter has been refreshed as required.
<b>Leaving Care and Transition</b>	<p>This chapter has been updated. Amendments have been made in:</p> <ul style="list-style-type: none"> <li>• Section 5, Leaving Care Assessment of Needs - in relation to children who are victims of trafficking or unaccompanied asylum seeking children;</li> <li>• Section 7, Reviews of Pathway Plans - in relation to Relevant/Former Relevant young people moving to 'unregulated' accommodation; and</li> <li>• Section 8, Personal Advisers - in relation to frequency of visits by Personal Advisers.</li> </ul>
<b>Looked After Children and Young People in Contact with Youth Justice Services</b>	This chapter has been updated in relation to placing young people in custody, see Section 7.7, How to Request a Transfer or Placement Review.

<b>Responsibilities of the Local Authority to Former Looked After Children and Young People in Custody</b>	This chapter has been updated in relation to placing young people in custody, see Section 3.8, How to Request a Transfer or Placement Review.
<b>Assessment and Approvals of Prospective Adopters</b>	This chapter has been amended to reflect the national changes in adoption registration and matching (see Section 9, After the Panel Recommendation).

February 2019

<b>Updated Chapters</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Children's Services Policies, Values and Principles</b>	A new Section 2, Corporate Parenting has been added in response to the DfE, Applying Corporate Parenting Principles to Looked-after Children and Care Leavers – Statutory Guidance (Feb 2018). It includes the seven corporate parenting principles set out in the guidance.
<b>Assessments</b>	This chapter has been revised to reflect updated guidance on Assessment in Working Together to Safeguard Children. Section 4, Communication has also been updated to include reference to parents with learning disabilities.

<b>Care and Supervision Proceedings and the Public Law Outline</b>	<p>This chapter has been updated to provide some emphasis on parents who lack capacity and added links to the President of the Family Division, Family Proceedings: Parents with a Learning Disability note, and a relevant link to working with parents who have a learning disability, (see Section 2.1, Principles) and Practice Direction 3AA - Vulnerable Persons: Participation in Proceedings and Giving Evidence (see case management in Section 4, Documentation). In Related Guidance, a link has been added to Research in Practice supporting information and guidance on the Social Work Evidence template (SWET).</p>
<b>Children and Young People Aged 0-25 with Special Educational Needs and Disabilities</b>	<p>This chapter has been updated in line with the Children and Social Work Act 2017 and revised statutory guidance which require schools, through the designated teacher to provide support to previously Looked After Children.</p> <p>A previously Looked After Child is one who is no longer looked after in England and Wales because they are the subject of an Adoption, Special Guardianship or Child Arrangements Order which includes arrangements relating to with whom the child is to live, or when the child is to live with any person, or has been adopted from 'state care' outside England and Wales.</p>
<b>Prevention of Homelessness and Provision of Accommodation for 16 and 17 year olds who may be Homeless and/or require Accommodation; and Duty to Refer</b>	<p>This chapter has been fully revised. It should be re-read throughout.</p>

<b>Relinquished Children</b>	Section 5, Consent and Competency has been updated to include additional information on parental capacity to consent, in line with High Court case-law.
<b>Decision to Look After and Care Planning</b>	Additional information has been added in to Section 1.3, Section 20 Accommodation, in line with recent case-law.
<b>Ceasing to Look After a Child</b>	<p>This chapter has been updated in line with the Children and Social Work Act 2017 and revised statutory guidance.</p> <p>These changes relate to the status of 'previously Looked After Children'. A previously Looked After Child is one who is no longer looked after in England and Wales because they are the subject of an Adoption, Special Guardianship or Child Arrangements Order which includes arrangements relating to with whom the child is to live, or when the child is to live with any person, or has been adopted from 'state care' outside England and Wales.</p> <p>Previously Looked After Children are entitled to support from their school through the Designated Teacher (see Section 2.5, Children Who Move into Permanency).</p>
<b>Permanence Planning Guidance</b>	<p>This chapter has been updated in line with the Children and Social Work Act 2017 and revised statutory guidance.</p> <p>These changes relate to the status of 'previously looked after children'. A previously Looked After Child is one who is no longer looked after in England and Wales because they are the subject of an Adoption, Special Guardianship or Child Arrangements Order which includes arrangements relating to with whom the child is to</p>

	<p>live, or when the child is to live with any person, or has been adopted from 'state care' outside England and Wales.</p> <p>Children subject to a Adoption, Special Guardianship or Child Arrangements Order are entitled to support from their school, through the designated teacher.</p>
<b>Placements in Secure Accommodation</b>	<p>This chapter has been updated to fully reflect the updated guidance 'Secure children's homes: how to place a child aged under 13 (July 2018)'. (See Section 6, Placements of Children under the age of 13 Years).</p>
<b>Looked After Reviews</b>	<p>Section 9, The Role of the Looked After Review in Achieving Permanence for the Child has been amended to reflect the outcome of a High Court Judgement in respect of children who were subject to Section 20 and where there were concerns of significant delays in their planning for permanence. The court noted the IROs' recognition and action over a number of reviews but acknowledged that a more robust response had been needed.</p>
<b>Education of Looked After and Previously Looked After Children</b>	<p>This chapter has been updated to reflect amendments made by the Children and Social Work Act 2017.</p> <p>These changes relate to the status of 'previously looked after children' i.e. a previously looked-after child is one who is no longer looked after in England and Wales because s/he is the subject of an adoption, special guardianship or child arrangements order which includes arrangements relating to with whom the child is to live, or when the child is to live with any person, or has been adopted from</p>

	<p>'state care' outside England and Wales. The chapter includes a new Section 15, Mental Health and a new Section 8, Safeguarding the Looked After Child at School.</p> <p>In addition, the chapter reflects the statutory guidance Keeping Children Safe in Education, as it relates to Looked After Children and guidance regarding Data protection and safeguarding as set out in Data protection: a toolkit for schools (Open Beta: Version1.0) (August 2018).</p>
<b>Adoption Support</b>	<p>This chapter has been updated in line with the Children and Social Work Act 2017 and revised statutory guidance which require schools, through the Designated Teacher for Looked After Children, to offer support to previously looked after children.</p> <p>A previously looked-after child is one who is no longer looked after in England and Wales because subject of an Adoption, Special Guardianship or Child Arrangements Order which includes arrangements relating to with whom the child is to live, or when the child is to live with any person, or has been adopted from 'state care' outside England and Wales).</p>
<b>Adoption Reviews</b>	<p>Section 5.1.f has been amended to reflect the status of adopted children as being 'previously looked after' when considering their educational needs. A link to DfE guidance on Promoting the Education of Looked After and Previously Looked After children has also been added.</p>
<b>Life Story Books Guidance</b>	<p>This chapter has been reviewed.</p>



<b>Later Life Letters</b>	This chapter has been fully reviewed.
<b>Applications for Special Guardianship Orders</b>	<p>This chapter has been updated in line with the Children and Social Work Act 2017 and revised statutory guidance which require schools, through the designated teacher to provide support to previously Looked After Children.</p> <p>A previously Looked After Child is one who is no longer looked after in England and Wales because they are the subject of an Adoption, Special Guardianship or Child Arrangements Order which includes arrangements relating to with whom the child is to live, or when the child is to live with any person, or has been adopted from 'state care' outside England and Wales.</p> <p>It has also been updated to reflect the Local Government and Social Care Ombudsman good practice points to follow when working with Special Guardians. A link to the full report 'Firm Foundations: Complaints about Council Support and Advice for Special Guardians (Local Government and Social Care Ombudsman)' has been added into the Relevant National Guidance section of this chapter.</p>

August 2018

<b>Updated Chapters</b>	
<b>Chapter Name</b>	<b>Details</b>

<b>Child in Need Plans and Reviews</b>	This chapter has been updated by adding a new Section 4, Children in Need Moving to Another Local Authority - Principles. Information and communication is important between the respective local authorities to ensure appropriate services continue for the child and family and, where relevant, any risk of harm is recognised and identified with the receiving local authority. It should be noted that the responsibility for safeguarding and promoting the welfare of the child lies with the local authority where the child is to be found.
<b>Death or Serious Injury to a Child (Looked After and Child In Need)</b>	This chapter has been amended. From 29 June 2018 local authorities in England must notify the national Child Safeguarding Practice Review Panel within 5 working days of becoming aware of a serious incident.
<b>Recording Policy and Guidelines</b>	This guidance has been reviewed and updated following the introduction of the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.
<b>Case Records and Retention</b>	Section 1, The Case Record has been updated in line with Adoption and Care Planning (Miscellaneous Amendments) Regulations 2018, which permits the transfer of a copy of the child's case record (or part of that record) to another adoption agency when the local authority considers this to be in the interests of the child.

<b>Access to Records</b>	This chapter has been updated and should be re-read throughout.
<b>Confidentiality Policy</b>	This guidance has been reviewed and updated following the introduction of the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.
<b>Unaccompanied Asylum Seeking Children</b>	This chapter has been updated to reflect the Care of Unaccompanied Migrant Children and Child Victims of Modern Slavery - Statutory Guidance for Local Authorities (2017)
<b>Provision of Accommodation to Homeless 16 and 17 year olds</b>	This guidance has been updated to reflect changes in homelessness and children's legislation.
<b>Private Fostering Policy</b>	This chapter has been updated.
<b>Kinship Care</b>	This chapter has been updated.
<b>Placements with Parents</b>	This chapter has been updated to reflect that the DBS has no eligibility for a standard or enhanced check for birth parents or other adults living in the household. However, the Local Authority has a requirement under the Care Planning, Placement and Case Review (England Regulations) 2010 to obtain information about unspent convictions and cautions before placing a child back with parents. (See Section 1.2, Assessment and Checks before Placement).

<b>Social Worker Visits to Looked After Children</b>	Section 2, Exceptions has been revised to set out more clearly the circumstances where visiting requirements differ from those set out in Section 1, Normal Frequency.
<b>Contact with Parents/Adults and Siblings</b>	Section 2, Different Types of Contact has been updated to take account of the use of mobile communication with regards to contact.
<b>Health Care Assessments and Plans</b>	A new Section 3.5, Consent to Health Care Assessments has been added.
<b>Leaving Care and Transition</b>	This chapter has been updated to add clarification in relation to Qualifying Young People. See Section 1, Definitions.
<b>Assessment and Approvals of Foster Carers</b>	Section 8, After the Panel Recommendation has been updated to clarify the decision as to the suitability of the applicant must be made within 7 working days of receipt of the panel's recommendation and final set of panel minutes – The Children Act 1989 Guidance and Regulations Volume 4 and Standard 14 (14.9) Fostering panels and the fostering service's decision-maker.
<b>Adoption Panel</b>	This guidance has been reviewed and updated following the introduction of the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 replaced reference to Data Protection Act 2018.

<b>Inter Country Adoption</b>	Section 8, Home Study has been updated to include a link to Benefits (GOV.UK).
<b>Adoption Case Records</b>	Section 3, Security Retention and Sharing of Records has been updated in line with Adoption and Care Planning (Miscellaneous Amendments) Regulations 2018, which provides that an adoption agency may disclose an adoption case record to another adoption agency for purposes related to either agency's functions as an adoption agency. Further information has been added in relation to adoption records where an Adoption Order is not made.

February 2018

<b>Updated Chapters</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Assessments</b>	In Section 13, Recording a note has been added that if the child has any sort of disability or additional needs, in recording the assessment the social worker should complete the questionnaire attached to Practice Briefing Note 0006. This will be found in the Children's Services Procedures Manual under Dudley Practice Guidance: Best Practice.

<b>Care and Supervision Proceedings and the Public Law Outline</b>	Section 4.2, Case Analysis has been updated to reflect the 'permanence provisions' of the Care Plan added by S.8 Children and Social Work Act 2017 (amending section 31(3B) Children Act 1989) which a court is required to consider when deciding whether to make a Care Order.
<b>Unaccompanied Asylum Seeking Children</b>	Section 3, Assessment has been updated with regards to in advance of undertaking an age assessment for an unaccompanied asylum seeking child, local authorities must seek Home Office assistance with verifying the authenticity of identity documents e.g. travel documents or a birth certificate. A link to the relevant contact details for local authorities has been added. The statutory guidance has been updated to link to the DfE 2017 Care of unaccompanied migrant children and child victims of modern slavery – statutory guidance for local authorities. The Modern Slavery Act 2015 is referenced in relation to age assessments.
<b>Families with No Recourse to Public Funds</b>	A link to Securing British Citizenship for Looked After Children (NRPF Network) has been added to this chapter.
<b>Young Carers</b>	This chapter has been updated throughout and should be re-read.
<b>Decision to Look After and Care Planning</b>	This chapter has been amended to reflect the outcome of an Appeal Court hearing (2017) with respect to 'consent'. The court recognised that the term 'consent' itself was not used in Section 20. However, it described previous court observations

	as 'good practice guidance', emphasising its judgment should not alter the content or effect of these. (See Section 1.3.1, Obtaining Parental Consent).
<b>Permanence Planning Guidance</b>	Section 5, Assessing and Planning for Permanence has been updated to reflect the additional 'permanence provisions' of the Care Plan (under s.8 Children and Social Work Act 2017 amends section 31(3B) Children Act 1989) which a court is required to consider when deciding whether to make a Care Order.
<b>Placements with Parents</b>	Section 1.2, Assessment and Checks before Placement has been updated to include consideration should be given as to whether the home environment is safe for the child including where relevant, the need for a risk assessment of any pets and the environment in which they are kept.
<b>Placements with Connected Persons</b>	Section 3, Approval of Immediate Placements of Looked After Children with Connected Persons has been updated to include matters that should be considered when placing a child with a Connected Person should include an initial risk assessment of any pets, together with the environment in which the pet is kept.
<b>Social Worker Visits to Looked After Children</b>	Please note visits must be to where the child is living; seeing the child in school cannot be counted as a placement visit. A record of each visit should be entered on CCM within 24 hours. This entry should focus on the most recent visit and should not

	<p>attempt to cover the child's history to date. When siblings are placed together, the worker should resist the temptation to copy a single record to all children as this can mask individual needs and voices.</p>
<b>Looked After Reviews</b>	<p>This chapter has been amended to fully reflect the Volume 2: care planning, placement and case review guidance and regulation with respect to the circumstances as to when a Looked After Review should be brought forward. The list is not exhaustive. (See Section 2, Frequency of Looked After Reviews).</p>
<b>Change of Name of a Looked After Child</b>	<p>This chapter has been updated and should be re read.</p>
<b>Supervision and Support of Foster Carers</b>	<p>Section 5, Support Provided by the Supervising Social Worker (During Placement) has been updated to reflect that the Safer Caring Plan, any changes in household circumstances along with any health and safety issues including the addition of any new pets and the environment in which they are kept should be reviewed as required.</p>
<b>Assessment and Approvals of Prospective Adopters</b>	<p>Section 5.3, Assessments has been updated to include where the applicants have pets, a risk assessment should be conducted and any associated risks should be taken into account with regard to the pet itself and where the pet is kept. Where necessary, an independent assessment should be</p>



	undertaken by a vet to establish whether the dog falls within the scope of the Dangerous Dogs Act 1991.
<b>Placement for Adoption</b>	This chapter has been amended to emphasise 'procedural fairness' as a key aspect of the adoption planning process in respect of ensuring parents are provided with information throughout, including the dates of placement/proposed changes of a child's Status, etc. This follows the outcome of a judicial review ([2017] EWHC 1041 (Admin)). (See new Section 4.2, Procedural Fairness).
<b>Fostering for Adoption, Concurrent Planning and Temporary Approval as Foster Carers of Approved Prospective Adopters</b>	Section 4.1, Duty to Consider Fostering for Adoption Placement has been updated to reflect the additional consideration (added by section 9 Children and Social Work Act 2017 into the list of considerations whenever a court or adoption agency is coming to a decision relating to the adoption of a child), of the relationship which the child has with relatives, with any person who is a prospective adopter with whom the child is placed and with any other person in relation to whom the court or agency considers the relationship to be relevant.
<b>New Chapters and Features</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Children's Consultation and Participation</b>	Participation of children and young people in decisions about their lives is an essential part of growing up and if done well it

	enhances children's safety and well-being and improves services designed to support and protect them.
<b>Deprivations of Liberty</b>	This procedure should be used by practitioners working with children and young people under the age of 18, where a deprivation of liberty may be occurring. It applies to all social care practitioners carrying out any social care function with children who are receiving care or treatment in any setting.
<b>Mental Capacity</b>	This resource will support practitioners working in statutory social care or healthcare to understand the Act and practice confidently when supporting people to make decisions, assessing mental capacity and applying the Best Interests principle.
<b>Guidance when Considering Discharge of a Care Order</b>	This guidance outlines the steps to be taken when considering the Discharge of a Care Order as part of the care plan. The decision that the care plan is for discharge of the order must be made at a statutory (Looked After Child) Review.
<b>Junior Individual Saving Accounts for Looked After Children</b>	Statutory guidance on Junior ISAs for children and young people who have been in local authority care for 12 months or more.

August 2017

**Updated Chapters**

Chapter Name	Details
<b>Contacts and Referrals</b>	This chapter has been updated throughout to bring it in line with the Single Point of Access Protocol and should be reread.
<b>Assessments</b>	This chapter has been updated. Links have been added to relevant Chapters in the West Midlands Safeguarding Procedures and to the local guidance notes on drawing up a Chronology.
<b>Child Protection Enquiries (Section 47)</b>	Links have been added to the local guidance on setting the agenda for a Strategy Meeting.
<b>Child in Need Plans and Reviews</b>	Information has been added in Section 2, Child in Need Plans on the local requirements about frequency of visits and planning meetings.
<b>Applications for Emergency Protection Orders</b>	Links have been added to the local Court and Care Planning Protocol and Court Improvement Strategy.
<b>Care and Supervision Proceedings and the Public Law Outline</b>	Links have been added to the local Court and Care Planning Protocol and Court Improvement Strategy. The process has been amended to acknowledge the role of the Court and Care Planning Team.

<b>Complaints and Representations</b>	A link has been added to the full Complaints Procedure on the Dudley MBC website.
<b>Death or Serious Injury to a Child (Looked After and Child In Need)</b>	This chapter has been updated in line with the requirement to notify Ofsted of any serious childcare incident using the Ofsted online notification form.
<b>Children and Young People Aged 0-25 with Special Educational Needs and Disabilities</b>	Links have been added to the Eligibility Criteria for the Children with Disabilities Team, and to the Local Offer. It has also been amended to reflect the outcome of a court judgement on Ordinary Residence that was included in DHSC, Care and support statutory guidance (December 2016) (see Section 12, Funding Issues - Ordinary Residence). A link has been added into Further Information to guidance on SEND: 19- to 25-year-olds' entitlement to EHC plans (DfE 2017).
<b>Direct Payments</b>	A link has been added to the Eligibility Criteria for the Children with Disabilities Team.
<b>Short Breaks</b>	A link has been added to the Eligibility Criteria for the Children with Disabilities Team.
<b>Private Fostering</b>	Links have been added to the Private Fostering Statement of Purpose, and information about training available for private foster carers, on the Dudley MBC website. The process for receiving notification of private fostering has been brought in line with the MASH procedure. The wording has been changed to clarify that, although there is no specific power or duty to

	provide financial support for privately fostered children, if the child is in need, assistance may be provided under section 17 Children Act 1989. It also adds clarity to the definition of private fostering with regards to the legislation and children under 16 who spend more than 2 weeks in residence during holiday time in a school.
<b>Young Carers</b>	A link has been added to information about support for young carers on the Dudley MBC website. Additional information has been added on identifying and the needs of young carers.
<b>Decision to Look After and Care Planning</b>	Links have been added to the Corporate Planning Strategy and local guidance on the Placement Process. Information has been added about the Adolescent Response Team (ART) for children on the cusp of care.
<b>Permanence Planning Guidance</b>	Links have been to the local guidance on Achieving Permanence and local information about Family Group Conferences. The procedure has been updated to add a requirement to arrange an Achieving Permanence Consultation Meeting.
<b>Placements with Connected Persons</b>	Links have been added to the Corporate Parenting Strategy, Placement Process Guidance, guidance on Travel and Transport Arrangements and the Checklist for Full Approval of Kinship Carers. The procedure has been amended in line with

	local practice about how financial support is provided in the period before full approval.
<b>Placements in Foster Care</b>	Links have been added to the Corporate Parenting Strategy, Placement Process Guidance, and guidance on Travel and Transport Arrangements. The process has been amended in line with the local Placements Process Guidance, clarifying the roles of the Access to Resources and placements Panel (ARPP) and the Placements Team. A note has been added that emergency placements can only be approved by the Head of Service.
<b>Placements in Residential Care</b>	The chapter has been amended in line with the local Placements Process Guidance, clarifying the roles of the Access to Resources and placements Panel (ARPP) and the Placements Team.
<b>Placements in Secure Accommodation</b>	This chapter has been amended to clarify the local arrangements for arranging secure escorts. Note - Placements in Scotland: Schedule 1, Children and Social Work Act 2017 means that local authorities are able to make placements in Secure Accommodation under Section 25 in Scotland.
<b>Looked After Reviews</b>	A link has been added to the Corporate Parenting Strategy.

<b>Secure Accommodation (Criteria) Reviews</b>	This chapter has been amended to clarify who is responsible for arranging and chairing these reviews (the Head of Safeguarding and Review).
<b>Social Visits (Including Overnight Stays)</b>	This chapter has been extensively updated and should be read throughout.
<b>Education of Looked After Children</b>	A link has been added to information on the Virtual School for Looked After Children. The process for completion of the initial PEP has been amended in line with the local Placements Process Guidance.
<b>Health Care Assessments and Plans</b>	The process for arranging an Initial Health Assessment has been amended in line with the local Placements Process Guidance.
<b>Leaving Care and Transition</b>	Links have been added to local information on financial support available for care leavers.
<b>Adoption Support</b>	A link has been added to the Information for Adopters page on the Dudley MBC website.
<b>Allegations Against Prospective Adopters and in Relation to Children Placed for Adoption or Already Adopted</b>	A note has been added identifying the designated allegations manager as the Service Manager (Adoption & Fostering). Contact details for the Local Authority Designated Officer (LADO) with responsibility for dealing with allegations about persons who work with children have also been added.

<b>Inter Country Adoption</b>	<p>Section 3, Initial Meeting the DfE have published Intercountry Adoption and Resident Status Requirements which set out the minimum requirements, however entry clearance requirements vary depending upon the circumstances of each case and prospective adopters will need to obtain their own independent legal advice to establish the requirements that apply to their individual circumstances.</p> <p>In Section 4, Formal Approval, a link has been added to Intercountry adoption: means test form which contains information on how to apply for a fee reduction for people who wish to adopt a child from overseas and who earn £45,000 per year or less.</p> <p>In Section 12, After Approval information has been added on the Intercountry Adoption Forms: checklist for adoption which details the paperwork adoption agencies must include in the intercountry adoption applications they submit to DfE.</p>
<b>Applications for Special Guardianship Orders</b>	<p>This chapter has been updated by adding link to the local Policy and procedure on Special Guardianship. Some amendments have been made to bring the process in line with this local documents. It is important that you familiarize yourself with local Policy and procedure on Special Guardianship.</p>
<b>List of Agency Decision Makers, Designated Managers and Nominated Officers</b>	<p>This chapter now contains a list of managers responsible for making specific decisions and the planning forums that make recommendations about these decisions.</p>



New Chapters and Features	
Chapter Name	Details
<b>Financial Arrangements for Care Leavers</b>	A guide to the financial support available to young people leaving the care of Dudley Council.

March 2017

Updated Chapters	
Chapter Name	Details
<b>Assessments</b>	This chapter has been updated to reflect the outcome of a judgment following an application to remove a child at birth. The judge highlighted 'good practice steps' to undertaking assessments and issuing care proceedings in respect of the removal of a child at birth, including the assessment process (see Section 11.1, Pre-birth 'Good Practice Steps').
<b>Care and Supervision Proceedings and the Public Law Outline</b>	This chapter has been updated to reflect the outcome of a judgment following an application to remove a child at birth. The judge highlighted what were thought to be 'good practice steps' to issuing

	care proceedings in respect of the removal of a child at birth (see Section 3.1, Pre-birth Planning and Proceedings).
<b>Legal Planning Meetings</b>	This chapter has been updated to reflect the outcome of a judgment following an application to remove a child at birth. The judge set out what were thought to be 'basic and good practice steps' (see Section 2, Considerations).
<b>Placements in Secure Accommodation</b>	This chapter has been updated to incorporate changes with regard to referrals for secure welfare placements, which from May 2016 are made through the National Secure Welfare Unit (NSWCU).
<b>Looked After Reviews</b>	This chapter has been amended to note The Law Society guidance 'Attendance of solicitors at local authority Children Act Meetings' and their Code of Conduct where the child or family who attend reviews are supported by a legal representative (see Section 8, Independent Reviewing Officer's Responsibilities).
<b>Appointment and Role of Independent Reviewing Officers</b>	This chapter has been updated in relation to the role of the Independent Reviewing Officer in line with the Children Act 1989 Guidance and Regulations - Volume 2: Care Planning, Placement and Case Review. In particular, the IRO being sensitive to the close and active involvement of parents of a child looked after in a series of Short Breaks and problem-solving where there might be difficulties or issues.

<b>Staying Put</b>	A link has been added to Staying Put: What does it mean for you? by the Catch 22 National Care Advisory Service.
<b>Inter Country Adoption</b>	This chapter now links to the Adoption and Special Guardianship Support Fund.
<b>Applications for Special Guardianship Orders</b>	This chapter has been updated to clarify the level of parental responsibility extend to the Special Guardian, Further detail has been added with regard to who may apply for Special Guardianship. The DfE has updated the Special Guardianship Guidance to include details of the Adoption and Special Guardianship Support Fund as the Fund now covers therapeutic support for children, living in England, who were previously in care immediately before the making of a Special Guardianship Order.
<b>New Chapters and Features</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Electronic Recording of Meetings</b>	This chapter has been added to the manual.
<b>Relinquished Children</b>	This chapter has been added to the manual.

May 2016

<b>Updated Chapters</b>
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Chapter Name	Details
<b>Decision to Look After a Child (Care and Permanence Planning)</b>	This chapter has been updated to reflect the President of the Family Division, Sir James Munby's guidance with regard to obtaining parental consent for children accommodated through Section 20 of the 1989 Children Act. Also, his concerns about bringing such matters to court where this is required. There are new sections and amendments as a result.
<b>Special Guardianship</b>	In Section 5, Planning Meeting, has been revised and updated to reflect the enhanced assessment and reporting requirements (for all applications made from 29 February 2016) as set out in the Special Guardianship (Amendment) Regulations 2016
<b>Advocacy and Independent Visitors</b>	This chapter has been significantly updated in line with the DfE statutory guidance - Volume 2: Care Planning, Placement and Case Review. A link to this statutory guidance has been included. A new Section 1.1, Duties of an Advocate has been added, together with the appointment of Independent Visitors.
<b>Court Reports in Adoption/Special Guardianship Cases</b>	In Section 3, Special Guardianship Applications – Matters to be Dealt with in Report to Court, has been revised and updated to reflect the enhanced assessment and reporting requirements (for all applications made from 29 February 2016) as set out in the Special Guardianship (Amendment) Regulations 2016.
<b>New Chapters and Features</b>	

Chapter Name	Details
<b>Ceasing to Look After</b>	This chapter reflects the statutory guidance 'Ceasing to look after a child' in 'Care Planning, Placement and Case Review Regulations' The Local Authority has a duty to ensure that when children have been Accommodated under Section 20 (Children Act 1989) and are discharged from, or leave care, that the discharge is in their best interests and that they will be safeguarded and their welfare will be promoted. Where a child has been Accommodated for 20 days or more, the decision should be made by a Nominated Officer, or Director of Children's Services if the child/young person is 16/17 yrs and has been Accommodated under Section 20, before discharge.

October 2015

Updated Chapters	
Chapter Name	Details
<b>Placements in Secure Accommodation</b>	Details have been added as the DfE have updated the Guidance on what local authorities need to do to place a child under 13 in a secure children's home (Secure children's homes: how to place a child aged under 13), and guidance on when it is appropriate to do so.

<b>Looked After Reviews</b>	This chapter has been updated to include the requirements of The Children Act 1989 Guidance and Regulations - Volume 2: Care Planning, Placement and Case Review.
<b>Health Care Assessments and Health Care Plans</b>	Details have been added for accessing CAMHS funding for Looked After Children placed out of Borough.
<b>Adoption Support Services</b>	This chapter has been amended in Section 9.8, Remuneration for Former Foster Parents - adopters who have previously been foster carers may be paid remuneration for a transitional period. This must be agreed before the adoption order is made.
<b>Intermediary Services</b>	Section 7.7, Offence has been added saying an intermediary agency that discloses information in contravention of the regulations is guilty of an offence and liable to a fine.
<b>Special Guardianship</b>	Section 16, Special Guardian Duty on the Death of the Child has been added, it describes actions to be taken when a child subject to a Special Guardianship Order dies.
<b>Social Worker Visits</b>	This chapter has been updated to reflect the revised visiting requirements in respect of long term foster placements as set out in The Children Act 1989 Guidance and Regulations - Volume 2: Care Planning, Placement and Case Review.

<b>Child Trust Fund and Individual Savings Account for Looked After Children</b>	This chapter has been slightly updated to show that the annual limit on contributions to Child Trust Funds/ Junior ISA's for Looked After Children increases to £4080.00
<b>Short Breaks</b>	A link to the Residential Special Schools National Minimum Standards in Section 7, Short Break Settings and the revised links to new Quality Standards for Children's Homes and Care Quality Commission (CQC) have been added.
<b>New Chapters and Features</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Permanency Planning Paperwork</b>	This chapter has been added to the manual.
<b>Monitoring Quality (including Regulation 44 Visits and Regulation 45 Reports)</b>	This chapter is currently being revised and will be available at the next update.
<b>Looked After Children and the Safe Use of Technology</b>	This guidance explains how carers and other professionals can support looked after children to access technology and the internet as safely as possible. It also includes advice on foster carers' own use of technology where may it impact on looked after children and carer's responsibilities relating to this.

<b>Keeping Children's Possessions and Memories Safe - Guidance for Moving Children from a Foster Placement</b>	This sets out the process that must be followed for recording the important items for a child in preparation for a time when they may move placement.
<b>Removed Chapters</b>	
<ul style="list-style-type: none"> <li>• <b>Internet Security;</b></li> <li>• <b>Internet Safety Policy for Looked After Children;</b></li> <li>• <b>Regulation 33 Visits.</b></li> </ul>	

February 2015

<b>Updated Chapters</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Confidential Reporting Procedure</b>	A link has been added to Raising Concerns At Work: Whistleblowing Guidance For Workers And Employers In Health And Social Care (2014).
<b>Care and Supervision Proceedings and the Public Law Outline</b>	This chapter has been extensively updated and replaces the previous chapter 1.7.1 entitled Public Law Outline. You should read this chapter through out.



<b>Decision to Look After a Child (Care and Permanence Planning)</b>	This chapter has been updated in line with Looked-after Children: Contact with Siblings - Update to Children Act 1989 Guidance and Regulations - Volume 2: Care Planning, Placement and Case Review. Additional information has been added in to Section 1, Decision to Look After Child in relation to sibling placement.
<b>Remands to Local Authority Accommodation or to Youth Detention Accommodation</b>	This chapter has been updated in line with. Children Act 1989 Guidance and Regulations - Volume 2: Care Planning, Placement and Case Review (Supplement) - Looked After Children and Youth Justice - Application of the Care Planning, Placement and Case Review (England) Regulations 2010 to Looked After Children in Contact with Youth Justice Services (April 2014) Additional information has been added throughout the chapter, and it should be re-read.
<b>Delegated Authority Guidance</b>	Changes have been made to Appendix 1: The Delegated Authority (Decision Support Tool) about the use of Social Media.
<b>Placement with Parents</b>	Additional information has been added into Section 1.9, Ending of Placement, to take account of recent case-law on the notice that should normally be given to parents on the ending of a placement.
<b>Placements in Secure Accommodation</b>	A link has been added to Statutory Guidance for Local Authorities on Court Orders and Pre-Proceedings (2014).
<b>External Placements</b>	This chapter has been updated in line with the guidance Out of Authority Placement of Looked After Children - Supplement to the

	Children Act 1989 Guidance and Regulations - Volume 2: Care Planning, Placement and Case Review and should be re-read.
<b>Contact with Parents and Siblings</b>	<p>This chapter has been updated in line with Looked-after Children: Contact with Siblings - Update to 'The Children Act 1989 Guidance and Regulations - Volume 2: Care Planning, Placement and Case Review'.</p> <p>Additional information has been added in to Section 1, Approving and Planning Contact, in relation to sibling placement.</p>
<b>Supervision of Foster Carers</b>	A link has been added to The Fostering Network.
<b>First Aid, Home Remedies and Prescribed Medicines</b>	This chapter has been amended and changes have been made to Section 7, Prescribed Medication Procedure for Tipton Road Residential Unit for Children with Learning Disabilities.
<b>Assessment and Approval of Agency Adoptive Parents</b>	<p>This chapter has been updated line with the Children and Families Act 2014 and the overall aim of speeding up the adoption process. The chapter has been updated throughout and should be re-read. Information has been added in relation to:</p> <ul style="list-style-type: none"> <li>• Fostering for Adoption (Section 1, Responding to Initial Enquiries and Section 5.4, Fostering for Adoption);</li> <li>• Adoption Register (Section 9, After the Panel Recommendation);</li> </ul>

	<ul style="list-style-type: none"> <li>• Duty to provide information on adoption support services (Section 1, Responding to Initial Enquiries and Section 2, Registration of Interest in Adoption);</li> <li>• Ethnicity (Section 15.3, Ethnicity).</li> </ul>
<b>Adoption Support Services</b>	This chapter has been updated in line with the Children and Families Act 2014. A new Section 2, Duty to Provide Information Concerning Adoption Support, has been added.
<b>Intermediary Services</b>	This chapter has been substantially updated and should be re read in its entirety.
<b>Special Guardianship</b>	This chapter has been amended and Section 16, The Process for Special Guardianship In Dudley for Looked After Children has been added.
<b>Leaving the Looked After Service</b>	This chapter has been updated in line with Children Act 1989 Guidance and Regulations Volume 3: Planning Transition to Adulthood for Care Leavers. Section 4, Education, Training and Employment, Section 15, Access to Records and Appendix 1: Needs Assessment and Content of Pathway Plans for Relevant and Former Relevant Children have been added.
<b>Looked After Children and Young People in Contact with Youth Justice Services</b>	This chapter has been updated in line with the above revised statutory guidance Children Act 1989 Guidance and Regulations - Volume 2: Care Planning, Placement and Case Review (Supplement) - Looked After Children and Youth Justice -

	Application of the Care Planning, Placement and Case Review (England) Regulations 2010 to Looked After Children in Contact with Youth Justice Services (April 2014). Additional information has been added throughout the chapter, and it should be re-read.
<b>Child Trust Fund and Individual Savings Account for Looked After Children</b>	This chapter has been updated in regard to an increase in the annual amount that can be contributed to £4,000.
<b>Cross-Border Child Protection Cases Under the 1996 Hague Convention</b>	This chapter has been slightly updated as links have been added to Working with Foreign Authorities: Child Protection Cases and Care Orders Departmental Advice for Local Authorities, Social Workers, Service Managers and Children's Services Lawyers (July 2014) which is advice from the DfE containing a set of principles for social workers working on Child Protection cases and Care Orders, where the child has links to a foreign country. A link has been also added with information on the ICACU which provides advice on working with overseas authorities.
<b>Local Contacts</b>	These have been updated.
<b>New Chapters and Features</b>	
<b>Chapter Name</b>	<b>Details</b>
<b>Child Sexual Exploitation (Dudley SCB Child Protection Procedures Manual)</b>	This chapters includes a range of tools and resources for working with children and young people who are at risk of or are being sexually exploited.

