

Recording that a Child is the subject of a Child Protection Plan

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1. Information Included in the Record

Children's Social Care produce a list of children resident in the area who are considered to be at continuing risk of [Significant Harm](#), and for whom there is a [Child Protection Plan](#). This includes those who have been placed there by another authority or agency. This is referred to as the List of Children Subject to a Child Protection Plan.

The following information will be kept and must be updated as circumstances change by notification to the Designated Manager (Children subject to a Child Protection Plan).

- The child's full name, home address, gender, date of birth and ethnic origin;
- The child's address if not living at home;
- The child's legal status;
- The full names, any other known names and addresses of the parents and those with [Parental Responsibility](#);
- Name and address of any other adult members of or regular visitors to the household, together with information on their relationship to the child;
- Details of any relevant offences of the persons mentioned above;
- Full names, dates of birth and gender of other children in the household, their legal status, whether they are the subject of a [Child Protection Plan](#) and if so, under which Category of Significant Harm;
- The date and source of the first referral;
- The date when the decision was taken that the child required a Child Protection Plan;
- The name and contact number of the [Lead Social Worker](#);
- Details of professionals/agencies involved with the child and family and the members of the [Core Group](#);
- GP's name, address and contact number;

- Health visitor/school nurses name, address and contact number;
- Child's school, playgroup, nursery or childminder, if any, including name, address and contact number of any Designated Teacher;
- The date of the next [Child Protection Review Conference](#);
- The date when the Child Protection Plan was discontinued or when the child moved to a new area (including arrangements for the transfer conference, the transfer of the case responsibility and the records);
- A record of all enquiries in respect of children with a Child Protection Plan;
- A copy of the Child Protection Plan pro forma from the Lead Social Worker after each Core Group meeting.

2. Enquiries by Other Agencies

- i. Enquiries to the List Administrator should only be made in respect of children about whom there are concerns. In such circumstances formal checks may only be made by contacting the local Safeguarding Unit;
- ii. Routine checks for agencies are also carried out by the Safeguarding Units. These are checks such as in the recruitment of foster carers and prospective adopters, or in line with policies in member agencies. These checks are not deemed to be formal checks;
- iii. Access to the List of Children with a Child Protection Plan can be sought in the following ways:
 - a. Professionals from other agencies must access the List during normal working hours by contacting the local [Safeguarding Unit](#);
 - b. Outside normal working hours, all professionals should contact Duty and Advice (Leicester City), the local Emergency Duty Team, which has direct access to the List.
- iv. List enquiries and details of the outcome will be recorded. The Safeguarding Units in the local authority will monitor all enquiries to the List;
- v. Enquirers will be checked before information is provided and information will only be shared on a "call back" basis;
- vi. Where an enquiry is made about a child with a Child Protection Plan the enquirer will be given the name of the child's Lead Social Worker and the Lead Social Worker will be informed of the enquiry so that it can be followed up. If an enquiry is made about a child at the same address as a child with a Child Protection Plan, the information should be sent to the child's Lead Social Worker;

- vii. If an enquiry is made about a child who does not have a Child Protection Plan this will be recorded with the advice given to the enquirer;
- viii. Where two separate enquiries are made about a child without a Child Protection Plan the relevant Children's Social Care Services Team, in consultation with other agencies, should consider whether the child may be a [Child in Need](#) and there is a degree of concern sufficient to warrant a further assessment and/or [Section 47 Enquiry](#).