

Slough CS Amendments Register October 2018 to September 2024

September 2024

Updated Chapters	
Chapter Name	Details
Children's Services Policies, Values and Principles	This chapter has been revised in line with Working Together to Safeguard Children and the Slough Children First Vision.
Contacts and Referrals	This chapter has been updated.
Assessments	This chapter has been updated.
Child Protection Enquiries (Section 47)	This chapter has been updated.
Care and Supervision Proceedings and the Public Law Outline	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 the chapter Family Networks and Family Group Decision Making.

Disclosure of Information between Family and Criminal Agencies and Jurisdictions: 2024 Protocol	This chapter has been updated.
Serious Incident Notifications	<p>This chapter has been updated in line with Working Together to Safeguard Children, which provides that the local authority should also notify the Secretary of State for Education and Ofsted of the death of a care leaver up to and including the age of 24. This should be notified via the Child Safeguarding Online Notification System. The death of a care leaver does not require a rapid review or local child safeguarding practice review. However, safeguarding partners must consider whether the criteria for a serious incident have been met and respond accordingly, in the event the deceased care leaver was under the age of 18. If local partners think that learning can be gained from the death of a looked after child or care leaver in circumstances where those criteria do not apply, they may wish to undertake a local child safeguarding practice review.</p>
Children and Young People Aged 0-25 with Special Educational Needs and Disabilities	Section 17, Resolving Disagreements has been updated to include information on Guidance: Carry Out an Order in Special Educational Needs Cases.
Personal Budgets and Direct Payments	This chapter has been refreshed.

Unaccompanied Migrant Children and Child Victims of Trafficking and Modern Slavery	A link has been added in Section 4, Age Assessment to BASW Age Assessment Practice Guidance. In Further Information, a link has been added to Operation Innerste Process: Caseworker Guidance.
Applications for Special Guardianship Orders	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.
Aftercare under Section 117 of the Mental Health Act 1983	This chapter has been refreshed.
Placements with Connected Persons	This chapter has been refreshed.
Placements in Secure Accommodation on Welfare Grounds	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.
Appointment and Role of Independent Reviewing Officers	This chapter has been updated, Reviewing Service Escalation and Dispute Resolution Protocol in the relevant guidance has been updated.
Notifications of Significant Events	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.

Supporting the Education and Promoting the Achievement of Children with a Social Worker, Looked After and Previously Looked After Children	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.
Children Involved in the Youth Justice System Additional National Guidance	This chapter has been updated, links have been added to Care Experience Matters (GOV.UK), Children as Suspects and Defendants (CPS), Guidance: Use of Force, Restraint and Restrictive Practices in the Children and Young People Secure Estate and A Joint Thematic Inspection of Work with Children Subject to Remand in Youth Detention.
Assessment and Approvals of Foster Carers	Information on Ofsted checks has been added in to Section 5.1, Checks.
New Chapters	
Chapter Name	Details
Family Networks and Family Group Decision Making	This chapter has been added to the manual.
Children and Young People's Continuing Care National Framework	This chapter has been added to the manual.

March 2024

Updated Chapters	
Chapter Name	Details
Care and Supervision Proceedings and the Public Law Outline	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.
Children and Young People Aged 0-25 with Special Educational Needs and Disabilities	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. Section 4, Social Care Support for Children with Social Care and Disabilities has also been revised throughout and should be reread.
Families with No Recourse to Public Funds	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.
Young Carers	This chapter has been refreshed.
Aftercare under Section 117 of the Mental Health Act 1983	Section 2, Ordinary Residence has been updated in line with case law.

Placements in Residential Care	This chapter has 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; and President of the Family Division Practice Guidance: Placements in Unregistered Children's Homes in England or Unregistered Care Home Services in Wales.
Placements in Secure Accommodation on Welfare Grounds	Section 10, Use of Inherent Jurisdiction to Authorise a Placement Involving a Deprivation of Liberty has 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; and President of the Family Division Practice Guidance: Placements in Unregistered Children's Homes in England or Unregistered Care Home Services in Wales.
Placements in Other Arrangements	In Relevant Guidance, information has been added on 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.
Health and Safety	Additional information has been added about online safety.

Supporting the Education and Promoting the Achievement of Children with a Social Worker, Looked After and Previously Looked After Children	This chapter has been refreshed.
Early Permanence: Fostering for Adoption, Concurrent Planning and Temporary Approval as Foster Carers of Approved Prospective Adopters	This chapter has been refreshed and a link added to National Early Permanence Practice Standards (Coram Centre for Early Permanence).
Scheme of Delegation	This document has been updated.

September 2023

Updated Chapters	
Chapter Name	Details
Capacity and Consent	Amendments have been made to reflect case-law in relation to assessing legal capacity.
Children and Young People Aged 0-25 with Special Educational Needs and Disabilities	This chapter has been updated. New Section 17, Resolving Disagreements has been added to include information in relation to legal aid for foster carers and prospective adoptive parents in First Tier Tribunal appeals. It has also been updated to include information from Guidance: Area SEND Inspections Framework and Handbook (November 2022).

Placing and Visiting Children with Special Educational Needs and Disabilities or Health Conditions in Long-Term Residential Settings	This chapter has been updated to include information from the UK Social Work Practice in Safeguarding Disabled Children and Young People report.
Unaccompanied Migrant Children and Child Victims of Trafficking and Modern Slavery	This chapter has been updated. Information has been added in to Section 4, Assessment in relation to the National Age Assessment Board.
Decision to Look After	Section 3, Section 20 Accommodation has been updated in line with case-law.
Placements in Other Arrangements	This chapter has been refreshed.
Remands to Local Authority Accommodation or to Youth Detention Accommodation	This chapter has been amended to include information from Annex to MOJ Circular 2022/03: Additional Information on Remand to Local Authority Accommodation (RLAA).
Health and Safety	Information has been added into Section 6, Diet, Nutrition and Allergies, in relation to allergies.
Health Care Assessments and Plans	Information has been added into Section 4, Health Plans in relation to allergies.
Marriage/Civil Partnership of a Looked After Child	This chapter has been amended to reflect that the Marriage and Civil Partnership (Minimum Age) Act 2022 raised the age of marriage

	and civil partnership to 18 in England and Wales, with effect from 26 February 2023.
Leaving Care and Transition	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.
Managing Concerns, Complaints and Allegations against Foster Carers	Information has been added in Section 4, Allegation of Abuse/Risk of Serious Harm on the Difference Between an Allegation of Harm and a Concern.
Allegations Against Prospective Adopters and in Relation to Children Placed for Adoption or Already Adopted	This chapter has been amended in line with revised Keeping Children Safe in Education. New Section 2, The Difference Between an Allegation of Harm and a Concern has been added.
New Chapters	
Chapter Name	Details
Ofsted Inspection Framework	This chapter has been added to the manual.

March 2023

Updated Chapters	
Chapter Name	Details
Care and Supervision Proceedings and the Public Law Outline	This chapter has been amended throughout in line with Management Guidance in Public Law Children Cases: March 2022. In 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. In Relevant Guidance a link has been added to Pre-proceedings and Family Justice Hub (Research in Practice).
Case Records and Retention	This chapter has been updated in relation to the Independent Inquiry into Child Sexual Abuse.
Special Guardianship Orders	The Applications for Special Guardianship Orders has been updated.
Aftercare under Section 117 of the Mental Health Act 1983	This chapter has been amended to refer to Guidance issued by the Local Government and Social Care Ombudsman and the Parliamentary and Health Service Ombudsman. A link has also been added to Self-harm: Assessment, Management and Preventing Recurrence NICE Guidance in the Further Information section.

Placements Outside England and Wales	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.
Remands to Local Authority Accommodation or to Youth Detention Accommodation	This chapter has been amended in line with the Police, Crime, Sentencing and Courts Act 2022.
Family Time with Parents/Adults and Siblings	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 Family Time must be clearly recorded in the child's record and shared with the parents within 3 months of the visit.
Positive Relationships and Behaviour Management	This chapter has been updated.
Children Involved in the Youth Justice System Additional National Guidance	This chapter has been added, 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.
Looked After Children and Young People in Contact with Youth Justice Services	Section 2, Looked After Children who are Arrested has been updated in relation to appropriate adults.
Adoption Panel	This chapter has been refreshed.

Placement for Adoption	This chapter has been refreshed.
Adoption Support	This chapter has been refreshed.
Disruption of Adoptive Placements	This chapter has been refreshed.
Scheme of Delegation	This PDF has been updated.
Removed Chapters	
<ul style="list-style-type: none"> Allocation of Work and Transfer between Teams 	

September 2022

Updated Chapters	
Chapter Name	Details
Friends, Family and Connected Persons	This chapter has been updated and needs to be re-read.
Aftercare under Section 117 of the Mental Health Act 1983	Section 2, Ordinary Residence has been updated in line with case-law.
Decision to Look After	This chapter has been updated and needs to be re-read.

Ceasing to Look After a Child	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).
Placements in Foster Care	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).
Placements in Residential Care	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).
Placements in Secure Accommodation on Welfare Grounds	Section 10, Use of Inherent Jurisdiction to Authorise a Placement Involving a Deprivation of Liberty has been updated in line with case-law.
Education of Children Looked After and Previously Looked After	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.
Health Care Assessments and Plans	This chapter has been updated.
Restrictive Physical Intervention and Restraint	This chapter has been updated throughout and should be re-read.
Leaving Care and Transition	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.)
Fostering Panel	This chapter has been updated throughout and should be re-read.
New Chapters and Features	
Chapter Name	Details
Equality and Diversity	This chapter has been added.
Care Planning	This chapter has been added.
Risk Assessment and Planning	This chapter has been added.
Providing Personalised Care	This chapter has been added.

Health and Safety	This chapter has been added.
Leisure Activities	This chapter has been added.
Youth Offending Additional National Guidance	Links have been added to the National Appropriate Adult website, the Probation Service Management of Young Adults Policy Framework and the HMPPS Child Safeguarding Policy Framework.
Connected Persons Team Statement	This PDF has been added.

March 2022

Updated Chapters	
Chapter Name	Details
Contacts and Referrals	Guidance contained in this chapter has been reviewed and updated as required to reflect guidance from the refreshed Working Together to Safeguard Children.
Capacity and Consent	Section 4.3, Consent to the Use of Medication to Suppress Puberty has been updated in line with case-law and 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 has been updated to reflect revisions contained in the statutory guidance Working Together to Safeguard Children.

Care and Supervision Proceedings and the Public Law Outline	This chapter has been revised throughout and should be reread. In addition a Pre-Proceedings Flowchart has been added in relevant guidance
Legal Gateway/Planning Meetings	This chapter has been updated throughout and should be re-read.
Complaints and Representations	This chapter has been amended to reflect the Children's Statutory Complaint Process: Guide for Practitioners (Local Government & Social Care Ombudsman, 2021). (See Relevant Guidance).
Electronic Recording of Meetings and Conversations	Part 1 of this chapter has been updated in line with case-law. Information has also added on recording by employees in a professional capacity.
Use of Social Media Sites by Social Care and Safeguarding Staff	This chapter has been given a general refresh.
Children and Young People Aged 0-25 with Special Educational Needs and Disabilities	This chapter has been refreshed and updated and includes links to related reports from the House of Commons Library. (See Section 17, Further Information and Statutory Guidance).
Short Breaks	Information has been added in to 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.

Unaccompanied Migrant Children and Child Victims of Trafficking and Modern Slavery	Section 6.1, Placement Options has been updated in relation to placements in 'other arrangements'. Section 4, Assessment was updated in relation to Age Assessments. Minor amendments have also been made to this chapter in line with the UK's exit from the EEA.
Families with No Recourse to Public Funds	This chapter has been updated throughout and should be re-read.
Relinquished Children	This chapter has been updated to reflect case-law setting out lessons for the future in non-notification cases.
Special Guardianship Orders	This chapter has been revised. In Section 12, The Special Guardianship Support Plan, information has been added on the School Admission Code. It has been updated also to reflect Practice Guidance on Special Guardianship published by the Family Justice Council (June 2020). See Section 6.2, Special Guardianship Applications in Care Proceedings and new Section 16, Special Guardianship Orders in International Cases.
Decision to Look After and Care Planning	This chapter has been revised throughout and should reread. The document What you do when a Child is Becoming Looked After or when a Child is in Care which sets out the process and the forms to be used when a Child is Becoming Looked After or when a Child is in Care.

Criminal Injuries Compensation Authority Claims for Looked After Children	This chapter has been refreshed and a link added to House of Commons Library Briefing Paper: Criminal Injuries Compensation for Victims of Child Abuse.
Placements with Parents	Section 1, Planned Placements has been updated to add information on placements in 'other arrangements.'
Out of Area Placements	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.
Placements Outside England and Wales	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.
Remands to Local Authority Accommodation or to Youth Detention Accommodation	Information has been added in to Section 3, Local Authority Accommodation, in relation to children under the age of 16 being placed in 'other arrangements' placements.
Delegation of Authority to Foster Carers and Residential Workers	New Section 7.4, Consent to Life-ending Withdrawal of Medical Support has been added, to reflect a High Court judgment.
Education of Children Looked After and Previously Looked After	This chapter has been significantly amended to reflect the 'Review of Sexual Abuse in Schools and Colleges (Ofsted)'; updated

	<p>'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 child on child 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>
Restrictive Physical Intervention	A link has been added in Relevant Information to Guidance: Positive Environments Where Children Can Flourish (Ofsted).
Leaving Care and Transition	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.
Scheme of Delegation	This chapter has been updated
New Chapters and Features	
Chapter Name	Details

Placements in Other Arrangements	This chapter has been added to the manual.
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September 2021

Updated Chapters	
Chapter Name	Details
Assessments	This chapter has been updated 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.
Capacity and Consent	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.
Friends, Family and Connected Persons	This chapter has been updated and needs to be re-read.
Placements in Residential Care	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.
Placements in Secure Accommodation on Welfare Grounds	A new Section 10, Use of Inherent Jurisdiction to Authorise a Placement Involving a Deprivation of Liberty When One or More of the Relevant Criteria Under Section 25 Children Act 1989 are Not

	Satisfied has been added. Section 6, Placements of Children under the age of 13 Years has been updated following publication of revised DfE guidance.
Advocacy and Independent Visitors	This chapter has been updated throughout and should be re-read.
Holidays and School Trips In and Outside the UK	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.
Education of Children Looked After and Previously Looked After	This chapter has been updated to reflect changes from the revised Working Together to Safeguard Children. Information was added on the School Admission Code in Section 6, When a Child Needs or Joins a New School.
Leaving Care and Transition	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 Leavers as well as Section 7,

	Reviews of Pathway Plans and Section 13, Where Care Leavers Live or Move to a Different Local Authority Area.
Responsibilities of the Local Authority to Former Looked After Children and Young People in Custody	This chapter has been updated to reflect the Joint Housing Protocols for Care Leavers: good practice advice, Section 2.6 Care leavers leaving custody (DfE and MHCLG) (see Section 3.9, Planning for Release).
Adoption Panel	This chapter has been updated and should be re-read.
Access to Birth Records and Adoption Case Records	This chapter has been given a general refresh throughout and information added on applying for a copy of a birth certificate online.
Adoption Statement of Purpose	This document has been updated.
New Chapters and Features	
Chapter Name	Details
Aftercare under Section 117 of the Mental Health Act 1983	This chapter has been added to the manual.

January 2021

Updated Chapters	
Chapter Name	Details
Complaints and Representations	Information contained in this procedure has been reviewed and refreshed as required.
Placements in Secure Accommodation on Welfare Grounds	Section 6, Placements of Children under 13 years has been updated following publication of revised DfE guidance.
Looked After Reviews	This chapter has been updated with a link in relevant guidance to the Reviewing Service Escalation and Dispute Resolution Protocol.
Appointment and Role of Independent Reviewing Officers	This chapter has been updated with a link in relevant guidance to the Reviewing Service Escalation and Dispute Resolution Protocol.
Notifications of Significant Events	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.

Assessment and Approvals of Foster Carers	A link has been added to Prepare for a Review Panel: Adopters and Foster Carers. The DfE has withdrawn the Attending an IRM Panel: information sheets.
Review and Termination of Approval of Foster Carers	A link has been added to Prepare for a Review Panel: Adopters and Foster Carers. The DfE has withdrawn the Attending an IRM Panel: information sheets. See Section 6, Representations/Review Procedure.
Assessment and Approvals of Prospective Adopters	This chapter has been amended in Section 10, Representations / Independent Review Procedure a link has been added to Prepare for a Review Panel: Adopters and Foster Carers. The DfE has withdrawn the Attending an IRM Panel: information sheets.
New Chapters and Features	
Chapter Name	Details
Capacity and Consent	This chapter has been added to the manual.
Use of Social Media Sites by Social Care and Safeguarding Staff	This chapter has been added to the manual.
Storage of Data on Mobile Devices	This chapter has been added to the manual.

July 2020

Updated Chapters	
Chapter Name	Details
Children's Services Policies, Values and Principles	A new Section 6, Our Social Work Model 'Safe, Secure and Successful' has been added.
Threshold Guidance: Supporting Professional Judgement	This link has been updated.
Assessments	This chapter has been updated in line with the new digital referral system for reporting potential victims of Modern Slavery.
Recording Policy and Guidelines	This chapter has been amended to reflect the Ofsted X (formerly known as Twitter) Blog of 24/7/19 by Yvette Stanley, Ofsted's National Director for Social Care. The Blog highlights feedback from a number of inspections and explores what good recording should look like (Ofsted: developments in children's social care – What makes an effective case record?).
Children and Young People Aged 0-25 with Special Educational Needs and Disabilities	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.

Unaccompanied Migrant Children and Child Victims of Trafficking and Modern Slavery	This chapter has been updated to take account of the new NRM digital referral form to report Modern Slavery. Further Information has been updated to include a link to Statutory Guidance Modern Slavery: How to Identify and Support Victims.
Court Reports in Placement Order Applications and Adoption/Special Guardianship Guidance	This chapter has been updated to note the Family Justice Council: Interim Guidance on Special Guardianship (Family Justice Council, May 2019). See Section 3, Special Guardianship - Matters to be Dealt with in Report for the Court and final sections 11 and 12.
Notifications of Significant Events	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.
Managing Concerns, Complaints and Allegations against Foster Carers	This chapter has been reviewed and refreshed, and terminology has been updated where required.
New Chapters and Features	
Chapter Name	Details
Social Work Model - Safe, Secure and Successful	This link has been added to the manual.

March 2020

Updated Chapters	
Chapter Name	Details
Care and Supervision Proceedings and the Public Law Outline	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).
Private Fostering	This chapter has been amended. It confirms in Section 14, After the Private Fostering Arrangement Ends that any request for support by the young person should be made to the local authority in which they are resident or where the education and training is being provided.
Applications for Special Guardianship Orders	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 6.2, Special Guardianship applications in care proceedings).
Placements with Parents	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).

Secure Accommodation (Criteria) Reviews	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.
Notifications of Significant Events	This chapter has been reviewed and substantially updated and should be re-read.
Education of Children Looked After and Previously Looked After	This chapter has been substantially updated and should be re-read.
Assessment and Approvals of Foster Carers	A link has been added to Attending an IRM Panel: information sheets. See Section 9, Representations / Independent Review Procedure.
Supervision and Support of Foster Carers	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).

Review and Termination of Approval of Foster Carers	A link has been added to Attending an IRM Panel: information sheets. See Section 6, Representations/Review Procedure.
Assessment and Approvals of Prospective Adopters	This chapter has been amended to reflect the national changes in adoption registration and matching (see Section 9, After the Panel Recommendation). A link has also been added to Attending an IRM Panel: information sheets. See Section 10, Representations / Independent Review Procedure.
Placement for Adoption	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).
Access to Birth Records and Adoption Case Records	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.
New Chapters and Features	
Chapter Name	Details
Placing and Visiting Children with Special Educational Needs and Disabilities or Health Conditions in Long-Term Residential Settings	This chapter reflects statutory guidance in relation to children who are placed by health authorities or local authorities for more than 3 months in residential establishments for educational purposes and children placed in care homes or independent

	hospitals (including hospices) by health authorities or local authorities (Sections 85 and 86 of the Children Act 1989).
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August 2019

Updated Chapters	
Chapter Name	Details
Children's Consultation and Participation	This chapter has been completely re-written.
Assessments	This chapter has been revised to reflect updated guidance on Assessment in Working Together to Safeguard Children.
Applications for Emergency Protection Orders	This chapter has been updated throughout and should be re-read.
Care and Supervision Proceedings and the Public Law Outline	This chapter has been updated throughout and should be re-read.
Legal Gateway/Planning Meetings	This chapter has been updated throughout and should be re-read.
Recording Policy and Guidelines	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).
Children and Young People Aged 0-25 with Special Educational Needs and Disabilities	This chapter has been updated throughout and should be re-read.
Unaccompanied Migrant Children and Child Victims of Trafficking and Modern Slavery	This chapter has been updated when 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.
Supporting Young People aged 16 and 17 who are Homeless or at Risk of Homelessness	This chapter has been updated throughout and should be re-read.
Decision to Look After and Care Planning	This chapter has been updated throughout and should be re-read.
Ceasing to Look After a Child	<p>This chapter has been updated in line with the Children and Social Work Act 2017 and revised statutory guidance. These changes relate to the status of '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</p>

	<p>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>
Permanence Planning Guidance	This chapter has been updated throughout and should be re-read.
Remands to Local Authority Accommodation or to Youth Detention Accommodation	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.
Social Worker Visits to Looked After Children	This chapter has been updated throughout and should be re-read.
Leaving Care and Transition	<p>Amendments have been made in:</p> <ul style="list-style-type: none"> • Section 5, Leaving Care Assessment of Need - in relation to children who are victims of trafficking or unaccompanied asylum seeking children; • Section 7, Reviews of Pathway Plans - in relation to Relevant/Former Relevant young people moving to 'unregulated' accommodation; and • Section 8, Personal Advisers - in relation to frequency of visits by Personal Advisers.

Looked After Children and Young People in Contact with Youth Justice Services	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.
Responsibilities of the Local Authority to Former Looked After Children and Young People in Custody	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.
Adoption Support	<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>
Adoption Reviews	Section 5, The Conduct of Adoption Reviews (bullet point 1.(6)) 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.
New Chapters and Features	

Chapter Name	Details
Children Missing from Home and Care	This chapter has been added to the manual.
Serious Incident Notifications	This chapter has been added to the manual.
Section 20 Accommodation	This chapter has been added to the manual.
Virtual School - Model Children Looked After Policy for Schools	This document has been added to the manual.
Virtual School - Promoting the Education of Children Looked After in Early Years	This document has been added to the manual.
Virtual School - Personal Education Planning - Process and Responsibilities	This document has been added to the manual.
Virtual School - Measuring Attainment and Progress EHWB Attendance and Exclusions	This document has been added to the manual.
Virtual School - Service Standards	This document has been added to the manual.
Virtual School - Pupil Premium Policy for Children Looked After	This document has been added to the manual.
Virtual School - Bullying Policy	This document has been added to the manual.

January 2019

Updated Chapters	
Chapter Name	Details
Children's Services Policies, Values and Principles	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.
Assessments	Section 4, Communication has been updated to include reference to parents with learning disabilities.
Allocation of Work and Transfer between Teams	This policy has been updated.
Child in Need Plans and Reviews	The 'Children in Need: Practice Guidance' and 'CIN Standards' have been updated and they should be re-read.
Care and Supervision Proceedings and the Public Law Outline	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).
Death or Serious Injury to a Child (Looked After and Child in Need)	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.
Recording Policy and Guidelines	This guidance has been reviewed and updated following the introduction of the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.
Case Records and Retention	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.
Access to Records / Subject Access Requests	This guidance has been reviewed and updated following the introduction of the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

Confidentiality Policy	This guidance has been reviewed and updated following the introduction of the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.
Electronic Recording of Meetings and Conversations	This guidance has been reviewed and updated following the introduction of the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.
Short Breaks	Additional information has been added Section 1, The Legal Basis for Short Breaks about the legal basis for short breaks under Section 20 Children Act 1989, with short breaks, lasting a continuous period of more than 24 hours.
Friends, Family and Connected Persons	This chapter has been updated and needs to be re-read throughout.
Relinquished Children	Section 5, Consent and Competency has been updated to include additional information on parental capacity to consent, in line with High Court case-law.
Applications for Special Guardianship Orders	This chapter has 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) (May 2018)' has been added into the Relevant National Guidance section of this chapter.

Decision to Look After and Care Planning	Additional information has been added in to Section 1.3, Section 20 Accommodation, in line with recent case-law.
Permanence Planning Guidance	A new Section 6, Family Finding Process has been added.
Placements with Connected Persons	This chapter has been updated and needs to be re-read throughout.
Placements in Secure Accommodation on Welfare Grounds	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).
Looked After Reviews	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.
Education of Looked After and Previously Looked After Children	This chapter has been updated throughout and should be re-read.
Leaving Care and Transition	This chapter has been updated throughout and should be re-read.

Fostering Panel	This chapter has been updated throughout and should be re-read.
Assessment and Approvals of Foster Carers	This chapter has been updated throughout and should be re-read.
Exemptions and Extensions/Variations to Foster Carer Approval	This chapter has been updated throughout and should be re-read. Section 5, Extension/Variation to the Foster Carer's Terms of Approval has been significantly revised.
Supervision and Support of Foster Carers	The following details have been amended the Supervision Visit will be once in every 6 weeks, there will be two unannounced visits every year. Updated Disclosure and Barring Service checks on members of the family take place of every two years, update medicals on the carers every 3 years or as necessary. Supervising Social Workers should attend placement stability meetings as required and also provide support to foster carers at the end of a placement.
Review and Termination of Approval of Foster Carers	This chapter has been reviewed throughout and should be re-read.
Managing Concerns, Complaints and Allegations against Foster Carers	This chapter has been reviewed throughout and should be re-read.

Adoption Panel	This guidance has been reviewed and updated following the introduction of the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.
Life Story Books Guidance	This chapter has been fully reviewed.
Later Life Letters	This chapter has been fully reviewed.
Scheme of Delegation	This list has been updated.
New Chapters and Features	
Chapter Name	Details
Financial Arrangements for Care Leavers	This guidance has been added to the manual.
Adoption Statement of Purpose	This document has been added to the manual.

October 2018

Updated Chapters	
Chapter Name	Details
Child Protection Enquiries (Section 47)	Links have been added to 'Child Protection Conference: A guide for parents and carers' and 'Your Child Protection Conference: A guide for children and young people'.
Child in Need Plans and Reviews	Links have been added to 'Children in Need: Practice Guidance' and 'CIN Standards'.
Complaints and Representations	An updated link to the Statutory Complaints Procedure has been added.
Whistleblowing or Raising Concerns at Work	A link to the Slough Children First Whistleblowing Policy has been added.
Direct Payments	This procedure has been updated to reflect local practice.
Short Breaks	A link to the Slough Children First: Short Breaks Statement has been added.
Private Fostering	Links have been added to 'Private Fostering: Information Sheet' and 'Private Fostering: Statement of Purpose'.

Young Carers	A link to the Slough Young Carers Pathway has been added.
Local Authority's Sufficiency Duty - Accommodation for Looked After Children	A link to the Slough Children First: Sufficiency Strategy for children looked after has been added.
Decision to Look After and Care Planning	A link to the Scheme of Delegation has been added.
Staying Put	A link to the Slough Children First: Staying Put Policy has been added.
Assessment and Approvals of Prospective Adopters	A link to the Slough Children First Adoption Statement of Purpose has been added.
New Chapters and Features	
Chapter Name	Details
Allocation of Work and Transfer between Teams	This policy has been added to the manual.
Chronologies	This guidance has been added to the manual.
Supervision Policy	This policy has been added to the manual.
Financial Arrangements for Care Leavers	A link to the Slough Children First website has been added to the manual.

Fostering Statement of Purpose	A link to the Slough Children First Fostering Statement of Purpose has been added to the manual.
Local Contacts	A link to the Local Contacts has been added.