

**London Borough of Sutton**  
**People Directorate – Children’s Social Care**  
**Pen Picture Guidance**

**Purpose of Pen Picture:**

To ensure that files contain a clear description and up to date photograph of children/young people we are responsible.

When any professional needs to gain a quick understanding of any young people we are working with it is crucial that we have up to date basic information to draw upon. Our descriptions and summaries of children can be in many different documents and it is important that we have a quick summary (which is up to date) to draw on.

We need this in the following circumstances:

- When children go missing, to aid investigations, publicity etc
- When they are at risk of CSE and professionals need to gain a
- When cases are being covered during the allocated social workers absence on leave, when other workers cover emergencies etc.
- For professionals auditing cases.
- For management oversight decisions by line and senior managers where it is important to have a sense of each young person we are responsible for.

**Which children require a Pen Picture?**

- All looked after children (Section 20, ICO and CO, care leavers),
- Children at risk of missing and exploitation. This refers to children subject to CIN or CP plans where there is a risk of or concerns regarding a child or young person going missing or being at risk of exploitation, such as CSE.

**Where should the pen picture be stored?**

Please upload this word document into documents in Frameworki and call it Pen Picture.

Create a case note called Pen Picture to alert anyone accessing the system where to find this document

**How frequently should this be updated?**

The pen picture should be updated every 6 months in line with statutory reviewing points (CP conference, LAC Review, CIN Plan Review) or if significant changes take place.

**Immediate Action to take:**

Begin to this immediately so that you can work on each of your cases over the coming weeks

Please discuss your caseload with your manager if you are unsure about this process or which children to create a pen picture for.

**Timescales:**

All children/young people at risk of missing and CSE by **31<sup>st</sup> August 2015**.

All LAC cases should have a pen picture by **14<sup>th</sup> September 2015**.

\*Please discuss any challenges to meeting these timescale with your line manager in order to prioritise/plan effectively.