

Telford & Wrekin Children's Services Procedures Manual Amendments October 2020 to October 2024

October 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.
Contacts and Referrals	This chapter has been updated.
Assessments	This chapter has been updated.
Child Protection Enquiries (Section 47)	This chapter has been updated.
Aftercare under Section 117 of the Mental Health Act 1983	This chapter has been refreshed.
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 added to chapter Family Networks and Family Group Decision Making.

Disclosure of Information between Family and Criminal Agencies and Jurisdictions: 2024 Protocol	This link has been updated.
Children and Young People Aged 0-25 with Special Educational Needs and Disabilities	Section 15, 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 to BASW Age Assessment Practice Guidance has been added in Section 4, Assessment. A link to Operation Innerste Process: Caseworker Guidance has been added in Further Information.
Placements with Kinship Foster Carers	This chapter has been refreshed.
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 into Section 5.2, Ofsted Check.

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.
List of Agency Decision Makers, Designated Managers and Nominated Officers	This chapter has been updated.
New Chapters and Features	
Chapter Name	Details
Family Networks and Family Group Decision Making	This chapter has been added.
Children and Young People's Continuing Care National Framework	This chapter has been added.

April 2024

Updated Chapters	
Chapter Name	Details
Contacts and Referrals	A new Section 6, Children in Specific Circumstances has been added to reflect guidance from the refreshed Working Together to Safeguard Children.

Aftercare under Section 117 of the Mental Health Act 1983	Section 2, Ordinary Residence has been updated in line with case law.
Death or Serious Injury to a Child (Looked After, Child in Need or Care Leaver Up to and Including the Age of 24)	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.
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.
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.
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.
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 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.
Placements in Other Arrangements	This chapter has been updated.
Health and Safety	Additional information has been added about online safety.
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.
Telford & Wrekin Social Work Learning Resource	Details have been added about CareKnowledge a service we are subscribed to.
New Chapters and Features	
Chapter Name	Details
Supporting the Education and Promoting the Achievement of Children with a Social Worker, in Care and Previously Children in Care	This chapter has been added.

November 2023

Updated Chapters	
Chapter Name	Details
Local Contacts	Local contacts has been updated.

October 2023

Updated Chapters	
Chapter Name	Details
Capacity and Consent	Amendments have been made to reflect case-law in relation to assessing legal capacity.
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	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.

Unaccompanied Migrant Children and Child Victims of Trafficking and Modern Slavery	Information in relation to the National Age Assessment Board has been added into Section 4, Assessment.
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 updated.
Health and Safety	Information in relation to allergies has been added into Section 6, Diet, Nutrition and Allergies.
Health Care Assessments and Plans	Information in relation to allergies has been added into Section 4, Health Plans.
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.
New Chapters and Features	
Chapter Name	Details
Ofsted Inspection Framework	This chapter has been added.

April 2023

Updated Chapters	
Chapter Name	Details
Aftercare under Section 117 of the Mental Health Act 1983	This chapter has been amended to include a link to Self-harm: Assessment, Management and Preventing Recurrence NICE Guidance in the Further Information section.
Care and Supervision Proceedings and the Public Law Outline	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.
Children and Young People Aged 0-25 with Special Educational Needs and Disabilities	This chapter has 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.

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. Amendments also include information from Annex to MOJ Circular 2022/03: Additional Information on Remand to Local Authority Accommodation (RLAA).
Positive Relationships and Behaviour Management	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.
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.
Children Involved in the Youth Justice System Additional National Guidance	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.
Children in Care 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.

Applications for Special Guardianship Orders	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.
Local Contacts	This chapter has been updated.
List of Agency Decision Makers, Designated Managers and Nominated Officers	This chapter has been updated.

February 2023

Updated Chapters	
Chapter Name	Details

List of Agency Decision Makers, Designated Managers and Nominated Officers	This chapter has been updated.
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October 2022

Updated Chapters	
Chapter Name	Details
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.
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
Children and Young People Aged 0-25 with Special Educational Needs and Disabilities	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.
Decision to Look After	This chapter has been updated.
Care Planning	This chapter has been updated.

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.
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.
Education of Children with a Social Worker, Looked After and Previously Looked After Children	This chapter has been updated to reflect Keeping Children Safe in Education 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.
Positive Relationships and Behaviour Management	This chapter has been updated throughout and should be re read.
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.
New Chapters and Features	
Chapter Name	Details
Equality and Diversity	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.
Training and Development of Foster Carers	This chapter has been added.

April 2022

Updated Chapters	
Chapter Name	Details
Capacity and Consent	Section 4.3, Consent to the Use of Medication to Suppress Puberty has been updated in line with case-law.
Aftercare under Section 117 of the Mental Health Act 1983	Section 2, Ordinary Residence has been updated in line with case-law.
Care and Supervision Proceedings and the Public Law Outline	This chapter has been amended throughout and should be re-read.
Legal Gateway/Planning Meetings	This chapter has been amended 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) (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 been 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.
Short Breaks	Information 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 has been added into Section 7, Short Break Settings.
Unaccompanied Migrant Children and Child Victims of Trafficking and Modern Slavery	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. 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.
Decision to Look After and Care Planning	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.
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.
Remands to Local Authority Accommodation or to Youth Detention Accommodation	Information in relation to children under the age of 16 being placed in 'other arrangements' placements has been added into Section 3, Local Authority Accommodation.
Education of Looked After and Previously Looked After Children	<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 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>
New Chapters and Features	
Chapter Name	Details

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

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.
Assessments	This chapter has been amended to add a new Section 15, 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	Section 4.3, Consent to the Use of Medication to Suppress Puberty has been updated 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 Sharing 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	A link has 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. It has also been updated in to reflect Practice Guidance on Special Guardianship (Family Justice Council). See Section 9, Expectations of the Local Authority by the Court in particular.
Children and Young People Aged 0-25 with Special Educational Needs and Disabilities	This chapter has been refreshed and includes links to related reports from the House of Commons Library (see Section 16, Further Information and Statutory Guidance).
Unaccompanied Migrant Children and Child Victims of Trafficking and Modern Slavery	Minor amendments have 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 reviewed and refreshed and should be re-read in its entirety.
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	This chapter has been updated.
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 Outside England and Wales	This chapter has been updated. Additional information in relation to placements in Scotland, in line with a High Court case has been added

	into Section 3, Placements in Scotland, Northern Ireland, Isle of Man and Guernsey.
Advocacy and Independent Visitors	This chapter has been updated.
Life Story Guidance	The new Life Story Guidance has been moved to the Monitoring and Reviews section.
Education of Looked After and Previously Looked After Children	This chapter has been revised. Information on the School Admission Code has been added into Section 6, When a Child Needs or Joins a New School.
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.
Applications for Special Guardianship Orders	This chapter has been revised. Information on the School Admission Code has been added into Section 12, The Special Guardianship Support Plan. It has also been updated to reflect Practice Guidance on Special Guardianship published by the Family Justice Council. See Section 6.2, Special Guardianship Applications in Care Proceedings and new Section 16, Special Guardianship Orders in International Cases.

Court Reports in Placement Order Applications and Adoption/Special Guardianship Guidance	This chapter 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 procedures manual.

July 2021

Updated Chapters	
Chapter Name	Details
Life Story Guidance	This chapter has been added to the manual and should be read.

April 2021

Updated Chapters	
Chapter Name	Details

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. Information has also been added in relation to NICE Quality Standard: Decision-Making and Mental Capacity.
Complaints and Representations	Information contained in this procedure has been reviewed and refreshed as required.
Children and Young People Aged 0-25 with Special Educational Needs and Disabilities	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.
Families with No Recourse to Public Funds	This chapter has been reviewed and refreshed and should be re-read in its entirety.
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	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 new Section 4, Housing Protocols for Care Leavers).
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.

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.
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).
Assessment and Approvals of Foster Carers	A revised link has been added to Prepare for a review panel: adopters and foster carers.
Review and Termination of Approval of Foster Carers	A revised link has been added to Prepare for a review panel: adopters and foster carers.

October 2020

Updated Chapters	
Chapter Name	Details
Unaccompanied Migrant Children and Child Victims of Trafficking and Modern Slavery	Section 11, Further Information has been updated to include a link to Statutory Guidance Modern Slavery: How to Identify and Support Victims.
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.
New Chapters and Features	
Chapter Name	Details
Capacity and Consent	This chapter has been added to the procedures manual.
Use of Social Media Sites by Social Care and Safeguarding Staff	This chapter has been added to the procedures manual.
Storage of Data on Mobile Devices	This chapter has been added to the procedures manual.

April 2020

Updated Chapters	
Chapter Name	Details
Assessments	<p>This chapter has been updated in line with the new digital referral system for reporting potential victims of Modern Slavery.</p> <p>Note: The existing paper forms will be accepted until 29th February 2020.</p>
Recording Policy and Guidelines	<p>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?)</p>
Children and Young People Aged 0-25 with Special Educational Needs and Disabilities	<p>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.</p>
Unaccompanied Migrant Children and Child Victims of Trafficking and Modern Slavery	<p>This chapter has been updated to take account of the new NRM digital referral form to report Modern Slavery.</p>
Notifications of Significant Events	<p>This procedure has been updated to reflect revised guidance issued by Ofsted to Children's Homes Providers in August 2019. The revised guidance sought to clarify what is meant by a 'serious event' in relation to a child living in a Children's Homes with the aim of reducing the overall number of notifications made to Ofsted, and in particular reducing the</p>

	number of repeat notifications made as a result of submitting additional / updated information.
Education of Looked After and Previously Looked After Children	<p>This chapter has been updated to reflect Keeping Children Safe in Education 2019 which replaces the 2018 version. Section 8, Safeguarding the Looked After Child at School has been amended to include reference to Upskirting (which is now a criminal offence) and serious violence.</p> <p>In Section 1.3, Role of the Local Authority, Virtual School Head (VSH), and School, OFSTED's advice that Local Authorities should exercise due diligence in ensuring schools for LAC pupils are registered with the DFE has been added.</p>