



Wokingham Children's Services Procedures Manual

Amendments

October 2024

Updated Chapters	
Chapter Name	Details
Children's Services Policies, Values and Principles	This chapter has been updated in line with Working Together to Safeguard Children.
Equality and Diversity	This procedure has been updated with additional priority areas.
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 chapter Family Networks and Family Group Decision Making.
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, Age Assessment. A link to Operation Innerste Process: Caseworker Guidance has been added in Further Information.
Kinship Care	This chapter has been updated to reflect Championing Kinship Care: The National Kinship Care strategy.
Placements with Connected Persons	This chapter has been refreshed.
Recruitment, Assessment and Approvals of Foster Carers	Information on Ofsted checks has been added into Section, 5.1 Checks.

Recruitment, Assessment and Approvals of Prospective Adopters	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.
Local Contacts	These details have been updated.
List of Agency Decision Makers, Designated Managers and Nominated Officers	These details have been updated.
New Chapters and Features	
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.
Next Update: April 2025	

[2024 Amendments](#)

[2023 Amendments](#)

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	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. 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 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.
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 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.
Allegations Against Foster Carers	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.
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).
Local Contacts	These details have been updated.
List of Agency Decision Makers, Designated Managers and Nominated Officers	These details have been updated.
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 updated 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	<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>
Case Records and Retention	This chapter has been updated in relation to the Independent Inquiry into Child Sexual Abuse.
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.
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 Child in Care	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 – Youth Custody Service (Youth Justice Resource Hub).
Children and Young People in Care in Contact with Youth Justice Services	Section 2, Looked After Children who are Arrested has been updated in relation to appropriate adults.
Recruitment, Assessment and Approvals of Prospective Adopters	This chapter has been refreshed.
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.
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 a Special Guardianship Order (SGO) is Granted, 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	These details have been updated.
List of Agency Decision Makers, Designated Managers and Nominated Officers	These details have been updated.
Removed Chapters	
<ul style="list-style-type: none"> • Staying Put Policy and Procedure - Children in Care and Leaving Care; • Financial Arrangements for Care Leavers. 	

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.
Contact with Parents/Adults and Siblings	Section 3, Supervised Contact 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.
Positive Relationships and Behaviour Management	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 of This Chapter).
Fostering Panel	This chapter has been updated.
Local Contacts	These details have been updated.
List of Agency Decision Makers, Designated Managers and Nominated Officers	These details have been updated.
New Chapters and Features	
Chapter Name	Details
Equality and Diversity	This procedure has been added to the manual.
Risk Assessment and Planning	This procedure has been added to the manual.
Providing Personalised Care	This procedure has been added to the manual.

Health and Safety	This procedure has been added to the manual.
Leisure Activities	This procedure has been added to the manual.
Training and Development of Foster Carers	This procedure has been added to the manual.

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 given a general refresh.

Legal Gateway/Planning Meetings	This chapter has been given a general refresh.
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	<p>Part 1 of this chapter has been updated in line with case-law.</p> <p>Information has also been added on recording by employees in a professional capacity.</p>
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 16, 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 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.
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 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.
Education of Children in Care 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 Further Information) 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 to the Ofsted good practice guidance which is non statutory -

	Guidance: Positive Environments Where Children Can Flourish (Ofsted).
Local Contacts	These details have been updated.
List of Agency Decision Makers, Designated Managers and Nominated Officers	These details have been updated.
New Chapters and Features	
Chapter Name	Details
Placements in Other Arrangements	This procedure has been added to the manual.

October 2021

Updated Chapters	
Chapter Name	Details
Strategy, Vision, Mission and Values	This chapter has been updated.
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 has been updated to reflect revisions contained in the statutory guidance Working Together to Safeguard Children.
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.
Care and Supervision Proceedings and the Public Law Outline	This chapter has been updated. The 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 to reflect Practice Guidance on Special

	Guardianship (Family Justice Council, June 2020). See in particular Section 9, Expectations of the Local Authority by the Court.
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 updated.
Family and Friends Care	This chapter has been revised. New Section 7, Education has been added and information added on the School Admission Code.
Criminal Injuries Compensation Authority Claims for Children in Care	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 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. In Section 3, Placements in Scotland, Northern Ireland, Isle of Man and Guernsey, additional information has been added in relation to placements in Scotland, in line with a High Court case.
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.
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. In Section 12, The Special Guardianship Support

	Plan, information has been added on the School Admission Code. It has also been updated 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.
Local Contacts	These details have been updated.
List of Agency Decision Makers, Designated Managers and Nominated Officers	These details have 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.

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 been added in relation to NICE Quality Standard: Decision-Making and Mental Capacity.
Assessment Process	This chapter has been updated.
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	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.
Families with No Recourse to Public Funds	This chapter has been refreshed and should be re-read in its entirety.

<p>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</p>	<p>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).</p>
<p>Placements in Secure Accommodation on Welfare Grounds</p>	<p>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 13 Years has been updated following publication of revised DfE guidance. The link to the Secure Children's Home website has also been updated.</p>
<p>Notifications of Significant Events</p>	<p>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.</p>

Holidays and School Trips In and Outside the UK	<p>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.</p>
Leaving Care and Transition	<p>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.</p>

Responsibilities of the Local Authority to Former Looked After Children and Young People in Custody	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) 2020 (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 made to Prepare for a review panel: adopters and foster carers.
Assessment and Approvals of Prospective Adopters	A revised link has been made to Prepare for a review panel: adopters and foster carers.
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.
Local Contacts	These details have been updated.
List of Agency Decision Makers, Designated Managers and Nominated Officers	These details have been updated.

October 2020

Updated Chapters	
Chapter Name	Details
Complaints and Representations	A link has been added to Children's social care: getting the best from complaints.
Unaccompanied Migrant Children and Child Victims of Trafficking and Modern Slavery	Further Information has been updated to include a link to Statutory Guidance Modern Slavery: How to Identify and Support Victims and Modern Slavery Police Transformation Unit guidance on referrals and safeguarding processes when dealing with a child victim of modern slavery (June 2020).
Local Contacts	These details have been updated.
List of Agency Decision Makers, Designated Managers and Nominated Officers	These details have been updated.
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.

April 2020

Updated Chapters	
Chapter Name	Details
Assessments	This chapter has been updated in line with the new digital referral system for reporting potential victims of Modern Slavery.
Care and Supervision Proceedings and the Public Law Outline	This chapter has been updated to reference and note the Family Justice Council: Interim Guidance on Special

	Guardianship (Family Justice Council, May 2019) (see Section 1, Introduction).
Recording Policy and Guidelines	This chapter has been amended to reflect the Ofsted 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.
Secure Accommodation (Criteria) Reviews	This chapter has been reviewed and updated. The requirement for clear separation of reviews (for clarifying

	<p>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.</p>
Notifications of Significant Events	<p>This chapter has been updated throughout and should be re-read.</p>
Education of Children in Care 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>

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.
Allegations Against Foster Carers	This chapter has been reviewed and refreshed, and terminology has been updated where required.
Assessment and Approvals of Prospective Adopters	A link has been added to Attending an IRM Panel: information sheets. See Section 10, Representations / Independent Review Procedure.

Access to Birth Records and Adoption Case Records	A link has been added to Attending an IRM Panel: information sheets. See Section 3.2, Adoption Orders made on or after 30 December 2005.
Applications for Special Guardianship Orders	This chapter has been updated to reference and reflect the Family Justice Council: Interim Guidance on Special Guardianship, (Family Justice Council, May 2019) (see new Section 6.2, Special Guardianship Applications in Care Proceedings).
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 paragraphs 11 and 12.
Local Contacts	These details have been updated.
List of Agency Decision Makers, Designated Managers and Nominated Officers	These details have been updated.

October 2019

Updated Chapters	
Chapter Name	Details
Care and Supervision Proceedings and the Public Law Outline	<p>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.</p> <p>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 10, Good Local Authority Practice During Proceedings).</p>

Death or Serious Injury to a Child (Looked After and Child in Need)	This procedure 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.
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	<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</p>

	from 'state care' outside England and Wales.
Unaccompanied Migrant Children and Child Victims of Trafficking and Modern Slavery	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.
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.
Decision to Look After and Care Planning	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).

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).
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 Children in Care	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.
Education of Children in Care and Previously Looked After Children	This chapter has been significantly updated and should be re-read throughout.
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

	<p>trafficking or unaccompanied asylum seeking children;</p> <ul style="list-style-type: none"> • 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.
Children and Young People in Care 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.
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).

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 12, Children Approved for Adoption for Whom no Placement has been Identified).
Local Contacts	These details have been updated.
List of Agency Decision Makers, Designated Managers and Nominated Officers	These details have been updated.
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 has been added to the manual.