

Children in Care Roles and Responsibilities: Process Map

Before first Children and Young People in Care Review

Social Worker (SW)	Practice Manager (PM)	Independent Reviewing Officer	Admin Officer (AO)
<p>Decision for child to become CiC confirmed by HoS</p> <p>Part 1 Placement Plan sent to Family Placement Team to identify suitable placement</p> <p>Pre-placement planning meeting Care Plan and Placement Plan and consents , Initial Health Assessment and consents and</p>	<p>Practice Manager, SW or FSW chairs pre-placement planning meeting and produces record of meeting</p>		
Child becomes a Child in Care			
<p>Change form completed by SW and sent to PM</p> <p>If not completed previously the Placement Plan and Care Plan must be completed within 5 and 10 days respectively of start of placement (usually at pre placement or placement planning meeting)</p> <p>IHA and PEP should be completed in time for the 1st Children and Young People in Care review</p> <p>SW consults with child about review and care plan at least 20 days before review. Child's Consultation Form completed if appropriate and forwarded to IRO</p> <p>SW completes review invitation list and forwards to childcare.reviews@york.gov.uk at least 15 days before review</p> <p>SW completes Review Report and forwards to PM and IRO at least 3 days before review</p>	<p>PM authorises change form, forwards to 'ACE change forms mailbox'</p> <p>PM endorses Care Plan and Placement Plan</p> <p>PM periodically checks file to ensure statutory visits undertaken and recorded, IHA/ PEP initiated and key documents completed, signed and distributed</p> <p>PM endorses Review Report Including commentary about agreed Care Plan</p>	<p>IRO sends introductory letter to child and arranges initial visit</p> <p>IRO makes Introductory visit CiC Handbook and Pledge DVD given & explained to child</p> <p>Discussion with SW at least 15 days prior to review to confirm review invitees / process/ venue etc</p> <p>Scrutinises Placement Plan, Care Plan , PEP Health Plan, Review Report and Consultation papers prior to review meeting</p>	<p>Change Form processed by AO to</p> <ul style="list-style-type: none"> • initiate payment to carer. • allocate IRO. • Update MOSAIC • send reminders re need for IHA and PEP child care review <p>Invitations and consultation forms distributed</p>

Process following Children and Young People in Care Review

child / significant others as deemed appropriate			Health Plan and PEP attached to child's record and data entered onto MOSAIC when received from school/health
Children and Young People in Care Meeting / consultations			

<p>SW confirms agreement / dissent with review decision on Review Record</p> <p>SW updates care plan to reflect any review decisions within 10 working days of review</p> <p>SW distributes and seeks signatures on updated care plan as appropriate</p> <p>SW addresses any Tracked Recommendation as appropriate and advises IRO when complete</p> <p>SW addresses review recommendations and updates the PEP, Review Health Assessment, SDQ and Placement Plan as required</p>	<p>PM</p> <p>Confirms agreement / dissent with review decision on Review Record within 5 working days of receipt and advises IRO and AO when completed.</p> <p>PM liaises with IRO if any Tracked Recommendation need to be renegotiated</p>	<p>IRO writes to child confirming review decision, unless alternative feedback agreed and sends a Rate My Review card</p> <p>IRO completes Review Record and Monitoring Form within 5 working days and forwards to SW, PM and AO and confirms if any Tracked Recommendation have been issued</p> <p>IRO saves copy of Monitoring Form on s drive and sets up a flagged reminder if any Tracked Recommendation</p> <p>If there is disagreement IRO determines whether dispute resolution process should be initiated, and writes to review participants to confirm any action to be taken</p> <p>IRO Updates monitoring form to reflect progress with any Tracked Recommendation and renegotiates with higher management if appropriate</p>	<p>AO updates MOSAIC with information from Monitoring Form</p> <p>AO forwards copy of Review Record to SM for endorsement if PM has failed to respond within 5 day timescale.</p> <p>AO distributes Review Record within 20 working days of review</p> <p>AO closes Review Record and prepares new review record ready for next CCR</p>
---	--	--	---

Process prior to subsequent reviews

Social Worker (SW)	Practice Manager (PM)	Independent Reviewing Officer	Admin Officer (AO)
---------------------------	------------------------------	--------------------------------------	---------------------------

Process following Children and Young People in Care Review

		(IRO)	
<p>SW undertakes statutory visits and addressed review recommendations</p> <p>SW regularly reviews CiC activity report, and takes action to initiate review of the Health Assessment, Personal Education Plan, SDQ when required to do so.</p> <p>SW advises the IRO if there is any delay in implementing any of the above, or if any significant changes are proposed / arise.</p> <p>SW consults with child about review and care plan at least 20 days before review. Child's Consultation Form completed if appropriate and forwarded to IRO</p> <p>SW and IRO liaise at least 15 days prior to review to confirm arrangements for the review</p> <p>SW updates review invitation list and forwards to childcare.reviews@york.gov.uk at least 15 days before review</p> <p>SW updates the Placement Plan and Review Report and forwards to PM and IRO at least 3 days before review</p>	<p>PM periodically reviews case file to ensure statutory visits undertaken and key documents completed, signed and distributed as appropriate</p> <p>Endorses updated Review Report and Placement Plan</p>	<p>Subsequent reviews to be held within 3 months of the first, then at least every 6 months.</p> <p>IRO liaises with key parties following any significant changes to determine if an earlier review is required</p> <p>IRO consults directly with the child about the care plan and forthcoming review.</p> <p>IRO and SW liaise at least 15 days prior to review</p> <p>IRO scrutinises ,Placement Plan Care Plan, PEP, Health Plan, Review Report and consultation forms</p>	<p>AO files a copy of the PEP, RHA, SDQ on the child's case file, upon receipt- and enters key data onto the MOSAIC.</p> <p>At least 20 days prior to next review AO sends SW request for updated invitation list.</p> <p>Invitations and consultation form distributed</p> <p>AO forwards copies of any returned consultation forms to SW and IRO and attaches a copy to the child's case record</p>
<p>Review meeting(s)</p>			
<p>Process after these reviews is as for ICCR- except IRO will also confirm the long term 'permanency' plan for the child</p>			