



# COUNCIL OF THE ISLES OF SCILLY

## CHILDREN IN NEED POLICY AND PROCESSES

### Child in Need Plans

#### A Child Subject to a Child in Need Plan Stepping Down to Early Help Services

When progress has been made at CiN level and the child has been assessed as no longer in need of statutory services the plan should be stepped down to early help services to ensure change is sustained and embedded.

The first stage of the step down process commences when the social worker recommends to their Manager that the case can step down. This discussion should take place within supervision and clearly recorded on the child's file with the rationale for the recommendation. The manager's view and oversight of this recommendation is also recorded.

The next stage of the step down process is for the social worker to contact the relevant Early Help professional, already linked into the CiN process This is to ensure the right practitioners are present at the final combined step down and CiN review meeting.

The final stage of the Step Down process takes place at the final CIN review chaired by the Social Worker. The Social Worker will share an up to date assessment and their recommendation and rationale for the decision for step down to be made.

The Social worker, the Early Help practitioners and the family develop an early help plan using the Early Help Plan. The plan should have clear goals, actions, timescales and responsibilities. The plan should include a coherent contingency plan should new risks emerge or progress not be sustained.

If the EH plan identifies the need for a Team around the Child and Family meeting (TAC) the date of this is agreed and the participants invited. The TAC meeting must take place within six weeks of the final CiN review / step down meeting.

If the family are to be supported by a single service no TAC meeting is required but reviews of the EH plan must be completed and submitted.

The Social Worker will complete the Closing Summary within 10 working days of the final CiN review / Step down meeting and share this with the Early Help Lead Practitioner.

## A Child Ceasing to be on a Child Protection Plan

Following a step down from Child Protection Plans families will be offered the support of a Child in need plan. The length of time this plan is required will be based upon the assessment of need as agreed within the conference that makes the decision that the risk of significant harm is low.

Families can decline this offer of support.

## A Child Ceasing to be Looked After

Where a child ceases to be Looked After, the child will step down to become a Child In Need and agreed at their Looked after Children's review chaired by the Child's Independent Reviewing Officer. A Child In Need meeting should be convened prior to a child in care returning home.

This review will consider the child's support needs and agree a comprehensive plan to meet the child's needs. This plan should also include a robust contingency plan to ensure that the child is safeguarded.

## Step-up from Early Help to Children Social Care

Where a family is being supported by Lead Professional under Early Help and there is concern from the Lead Practitioner, or the multi-agency team supporting the family, that needs are increasing, and there is evidence of risk or harm and impact of neglect the Lead Professional should discuss this with their manager and, if it is agreed that such a risk exists, the Lead Professional should complete [Inter Agency Referral Form](#) and send with the Early Help assessment, plan and last meeting minutes to [childrensocialcare@scilly.gov.uk](mailto:childrensocialcare@scilly.gov.uk) Please see below for guidance to request to step the child/ren up to Children's Social Care.

- If possible, invite the social worker to the next Early Help meeting
- Please allow at least 5 working days' notice when requesting attendance for a social worker at a TAC/F Meeting
- If the step up is relating to non-engagement, there must be clear evidence what has been done to try and engage the family
- If the concerns are relating to neglect then it would be helpful for the Lead Professional to have completed the Graded Care profile
- Step-up will referrals include the most recent Early Help Assessment, Plan and last set of minutes from the last review

At the step up TAC/F meeting the Lead Professional, multi-agency colleagues, family and Social Worker will carefully review all the available evidence against the threshold and use of SOS format evidenced.

The outcome of the meeting, and the rationale for the decision, should be clearly and accurately recorded in the minutes/notes of the meeting.

If it is agreed that the case should step-up to Children Social Care, then a Contact will be created on Azeus and reviewed by the social worker and their manager to agree to the appropriate level of assessment and intervention with reference to the recent 'Step-Up' meeting.

The Lead Practitioner is responsible for providing relevant documentation which will normally include an up-to-date Early Help Assessment, Plan and last meeting minutes with a case summary to support an interagency referral.

If, following a step-up TAC/F meeting, the decision is that the case can remain at Early Help and professionals working with the child/family remain concerned as to the decision, the Lead Professional should discuss this with their Manager and if required this should be escalated to the Head of Children and Families Manager, in the first instance. If there is no agreement, then agencies should consider escalating and referring the Resolving Professional Differences Policy.

#### [Incidents or Events that Lead to a CSC Contact or Referral for a Child/Family already receiving Support from Early Help Services in an Unplanned Manner](#)

From time to time Children Social Care (CSC) will receive referrals for children/families with Early Help support. If there is no need for any CSC involvement the Contact will be recorded and linked the existing Early Help Episode depending on the nature of the incident that led to the contact/referral this may indicate that the Lead Professional should call a review meeting to ascertain if the child/family requires more support.

If the Contact requires safeguarding screening, then this will be completed by the social worker and signed off by their manager and progressed to a referral for statutory intervention and assessment completed by a social worker.

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