

CHILD'S PLANNING PROCESS

F A Q

These are based on questions raised over the last few months. If you have other queries/issues please send them to partnershiphub@moray.gov.uk

**The Child's Planning Process is new to everyone.
It is happening at a time of significant change everywhere.
Please remember this, when you are approached for advice and
support from a colleague.**

**Investing in each other now, will ultimately make the process work
smoothly and result in the best outcomes for the children of Moray
...and that is why we all come to work in the morning.**

As the Named Person (NP) I am not sure what to do about an Identified Need .

- Talk to your line manager, Locality Wellbeing Officer (LWO), go to surgery/ network meetings in your areas.
- Look at [Morinfo](#) for services.
- If you manage a service ensure it is on [Morinfo](#).
- Have regular discussions with colleagues.

When do I share information when it is not a child protection concern?

- Always follow the [Data Protection Act](#) and [European Court of Human Rights Article 8](#).
- Informed consent is always the preferred option unless it places a child at risk of harm.
- The current Grampian Information Sharing Guidance has been withdrawn. New guidance is being developed and should be available by end of January 2017.
- When information has been shared, with or without consent, it should be recorded within case file notes stating when, who, why and what has been shared. Rationale for not sharing information should also be recorded. It may also be applicable to record it within the chronology.

How do we transfer information securely?

- Transferring information electronically should always be done securely if at all possible.
- When this is not possible but it is essential to transfer information, and having given consideration to alternative ways of doing so, e-mailing is still, probably, the safest way to do so, ensure that a test e-mail is sent first to confirm that the information is being sent to the right person. Most electronic security breaches happen because of human error eg the message is sent to the wrong person.

I am aware that not everyone is following the new procedures and some have refused to complete the new paper work. What should I do?

- If a professional is refusing to follow policy and procedure this should be reported to your line manager and ultimately Head of Service.
- If the refusal is having an impact on the immediate needs of a child, this escalation must take place without delay.
- **No process/ form should be used as a reason not to meet the child's needs by any agency/ professional.**

Who completes forms A and B and when?

- Forms A and B should be used by all services to record a request for assistance for a child where a wellbeing concern has been identified.
- Forms A and B should be accepted by all services as a record of a request for assistance.
- If additional information is required within the form, the service should discuss how best this can be distributed to all professionals with the partnershiphub@moray.gov.uk
- The decision to request assistance from another service should always be based on a discussion with the NP.
- Completing forms A and B, as a **record of the request for assistance**, should be agreed between the agency with the concern and the NP, dependant on the circumstances. As a general guide, if the agency being asked to provide the assistance needs to record the child's demographic information, they should use forms A and B. Some exceptions will apply. Professional discretion is allowed but should not be used to simply circumvent the process!
- The amount of detail provided on forms A and B should be proportionate to the concern/need.
- The NP must always have an overview of any support being provided for a child where a wellbeing concern has been identified or there has been a change in the child's circumstances; both positive and negative.
- Forms A and B can be standalone documents with no further paperwork or interventions required/ completed in the future if the identified need is /has been met through the support requested.
- **COMPLETING FORMS A AND B DOES NOT MEAN THAT A FULL CHILD'S PLAN IS REQUIRED**, if it has been agreed that a Targeted Intervention is not required.

I've received forms A and B but not all the areas have been completed. What should I do?

- The new Child's Plan is meant to be completed proportionately i.e. only the relevant areas need to be completed.
- If the forms contain all the information you require, to take forward the work which has been requested, then continue to do so.
- If this is not the case, contact must be made with the originator to request the information. It might be possible to do this by telephone as opposed to sending the form back and creating an unnecessary delay.
- Everyone is being asked to put N/A or similar in areas which are not completed so that it is a conscious decision not to complete rather than an area being missed by mistake.

I have tried to contact another professional to request support for a child but have been unable to progress it. What do I do?

- If due to disagreement, this should be reported to your line management, as above.
- If due to professionals just not catching each other, look at other means to initiate contact eg email.

What do I do as the Named Person if a service says that my Request for Assistance is not appropriate?

- If a service believes that a request for assistance is not appropriate, they should discuss their reasons with NP/ LP. If no agreement can be reached eg the NP/ LP continues to request assistance but the service do not believe it is appropriate, the service is required to put their reasons in writing to the NP/ LP.
- Integrated Children's Services have agreed to look at how they can better explain and clarify the thresholds for their services.

What should I do if a service says that I must complete a separate referral form?

- The aim is that forms A and B will replace all referrals forms to reduce duplication etc.
- If a service requests you complete another style of form, ask why a form A and B is not accepted.
- If they persist, please let the Partnership Hub – partnershiphub@moray.gov.uk - know so that discussions can be held with the service to understand the difficulties from their point of view and reach an agreement for the way forward.
- It is possible that some services will need additional information. Any service in this situation should discuss their needs with the Partnership Hub to see how best to progress.
- Meeting a child's identified needs should not be delayed while professionals argue which form to complete! Progress the support required but discuss the problem with the Partnership Hub so that it can be resolved.

When do we start a full child's plan?

- A single agency can use the child's plan paperwork if they wish for their own records.
- When a targeting intervention/ co-ordinated response is required the paperwork/ process must be used (see the GIRFEC pathway).
- The decision to develop a full child's plan should be based on professional judgement and discussion.

Who completes the full child's plan?

- In the first instance, the Child's Plan is initiated by the NP.
- The Lead Professional (LP) co-ordinates the completion of the child's plan once identified and agreed based on discussion with Team Around the Child (TAC).
- Future Child's Plans are updated by the LP until the case is closed.

When do you use the National Risk Assessment Framework (NRAF)?

- A NRAF should be used in all cases where there is multi agency working resulting from a targeted intervention/ coordination is required due to the level of complexity/ risk involved. It can also be used where a single agency only is involved, or where there are universal services with support, but it is accepted that agencies may use their own agencies risk assessment format, and /or the tools within the NRAF without completing the full NRAF, when working with a family in these situations

- In multi-agency working, any specialist assessments should feed into the NRAF.
- The NRAF should always be completed by the TAC, co-ordinated by the Lead Professional.
- **Completion of an NRAF may be an identified action from an initial Child's Planning Meeting.**
- The NRAF, once completed, should feed into and help to inform the analysis of the Child's Plan.

When should a child's plan meeting take place?

- Where there is agreement by the TAC that one is required. A meeting is not always necessary, discussion by phone/ email may be appropriate. In these circumstances, the decision not to hold a meeting should be recorded within the child's record by all member of the TAC.

How do you agree who the Lead Professional should be?

- The TAC should decide **before** any meeting, in discussion with child and family. A resolution pathway is in place and can be found on the GIRFEC webpage if agreement cannot be reached. Disagreements about who should be the Lead Professional should be resolved out with meetings.

Who organises the meetings and does the invitations?

- Initial meeting should be organised by the NP. Follow up meetings by the LP.
- Administrative support should be provided by the NP/ LP own establishment.
- In complex cases support may be requested from LWO.
- Note – invitations are NOT required for professionals – see guidance on GIRFEC webpage.

Is a minute always required?

- It is important to note down the important areas of discussion and the decisions made at a Child Planning Meeting. This should be recorded on forms C and D of the Child's Plan, eg the headings from a Solution Oriented (SO) meeting can be transposed onto form C, or if the meeting is small, an A4 version of SO Quadrant could be used and scanned on to form C.
- A detailed minute is only required for Child Protection and Looked After Child cases and where the case is particularly complex.
- **If** a minute is taken, it should include the analysis of the information discussed at the meeting so that this can be copy and pasted into section C, with the actions in section D, and the full minute kept in the file.

Where does the child's plan go? Who holds the master copy?

- The master should be held securely by NP always, and the LP once allocated, in the child's file in either a hard or electronic form.

What happens to the other meetings eg guidance, parents, CSP, TAC?

- Where there is a child's plan in place due to the need for multi-agency co-ordination, all aspects of the child's wellbeing should be considered at the Child's Planning Meeting eg child planning meeting must include a review of the Co-ordinated Support Plan if one is in place.

- Single agencies may still require to review their specific detailed involvement separately.

Where does an Individual Education Plan (IEP) fit?

- This is a single agency plan so sits out with the Child's Planning Process but can be used to inform the Child's Plan.

How do we move from LIAP to the Child's Planning Process?

- By August 2017 all children with a child's plan should have it recorded in the new format.
- Backdated information does not need to be transferred but will be kept on file.
- Ideally, at the next child's planning meeting, use section C to record the discussion and section D to record the new action plan. At the following review, follow the new procedure for reviewing the Child's Plan.