

CYC CHILDREN'S SOCIAL CARE

PRACTICE IMPROVEMENT PLAN 01 Dec 2013 – 28 Feb 2014

	Recommended Action to Children's Social Care	Source	Actions Required	Lead Officer	Timescale	Outcomes
1.	Ensure that there is a Supervision Policy which supports reflective supervision and that practice is compliant with the Policy	Baby A: 5 C Family: 4 F Family: 4 Child: O: 3&4	New Supervision Policy	Nik Flavell	02/12/13	All staff to receive regular reflective supervision using Morrison's Supervision Cycle, accurately and promptly recorded using a consistent approach. Regular auditing by PSW/PA of Supervision files to ensure quality of Supervision for practitioners, inc. Professional support and development needs
			New Supervision Record	Donna Barnes	02/12/13	
			Audit of child's case files to identify recording of Supervision	Carolyn Ford	02/12/13	
			Regular audits of Supervision to ensure compliance with new Policy and to inform ongoing training and support to Supervisors	Donna Barnes & Nik Flavell	31/01/14	
			Mandatory Training for Managers in reflective Supervision	Donna Barnes	28/02/14	

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2.	Ensure robust and effective Management oversight of cases	Baby A: 6 C Family: 5 Baby A: 7	New Single Assessment Record to include section for Manager to record rationale for decisions and actions Audit of child's case files to identify recording of management oversight of cases Regular audits of cases to ensure management oversight of cases	Donna Barnes Carolyn Ford	02/12/13 02/12/13	Every case open to Children's Social Care has regular Management oversight recorded on the child's case file All significant decisions for a child made by a Manager has decision recorded with clear rationale and agreement on the child's case file All written Reports authorised by Managers Regular systematic auditing by PSW/PA of case files to ensure regular management oversight on all open cases
3.	Ensure regular, systematic auditing of cases to quality assure services to children and young people and their parents and carers	Baby A: 8 Baby A: 11 C Family: 5 Child O: 6	Case File Audit tool to be developed Audit Policy to be developed and	Donna Barnes & Nik Flavell Donna Barnes &	20/12/13 20/12/13	Managers to be aware of 'what is happening' at the frontline through regular systematic auditing Audits findings to inform

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			implemented Regular Auditing to commence across Safeguarding Management Group and Senior Management Team	Nik Flavell All Managers	 02/01/14	service improvement Audits to inform Senior managers of service deficits
4.	Ensure that the voice of the child is obtained and recorded in all assessments and care planning activities	Baby A: 11 C Family: 1 Child O: 1	New Single Assessment Record to include section to record child's voice Training for all CSC staff in direct work with children and young people Developing a resource library of tools to support direct work with children and young people	Donna Barnes Donna Barnes Donna Barnes	02/12/13 28/02/14 31/01/14	All children open to Children's Social Care have their views, wishes and feelings recorded and considered as part of ongoing work with them Staff supported in their use of a range of tools to engage children and young people
5.	Ensure that all staff are skilled in undertaking assessments, including obtaining the views and	Baby A: 11 HC Family: 5 Baby A: 14 HC Family: 1	Training for all CSC staff in assessment skills	Donna Barnes	28/02/14	All staff proficient in assessment, with assessments informed by the appropriate use of

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	wishes of parents and carers, incorporating historical context and exercising risk analysis in decision-making	HC Family: 8 F Family: 1	Introduction of new evidence-based assessment tools such as Signs of Safety, Framework for Assessment Family Pack, Three Houses etc.	Donna Barnes	28/02/14	assessment tools
6.	Ensure that Children's Social Care is able to record Child Sexual Exploitation at the point of referral and at conclusion of assessment to better understand local prevalence and the development of effective responses	Child B: 2	<p>RAISE database to be developed to include CSE concerns within a 'pick list' at point of referral to ensure Management Information can run return on this information</p> <p>Children's Social Care to attend and actively participate in Regional and local CSE Working Groups developing the effectiveness of responses to CSE</p>	<p>Nik Flavell</p> <p>Nik Flavell</p>	<p>31/01/14</p> <p>02/12/13</p>	<p>Children's Social Care to contribute data to CYSCB understanding local prevalence of CSE</p> <p>CSC to provide an effective response to CSE concerns across the safeguarding continuum</p>

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7.	Ensure that Children's Social Care work force are aware of the legal framework of their work and understand how to effectively escalate concerns to Legal Gateway Meeting, Public Law Outline and applications for Orders of the Court	C Family 2 Child O: 2	Training for all CSC staff in legislative framework for children and young people and their parents and carers New Policy to define purpose of Legal Gateway Meeting	Donna Barnes Philippa Gowland Nik Flavell	28/02/14 02/12/13	Children's Social Care staff effectively use legislation to safeguard and promote the welfare of children
8.	Ensure that all work with children and young people and their parents and carers respects, values, takes into account and is informed by relevant issues of diversity	C Family: 6 Child O: 5	All children, young people and their parents and carers open to Children's Social Care have relevant issues of diversity recorded on RAISE including age, gender, ethnicity, language, religion, sexual orientation and disability Training for all CSC staff in working with issues of diversity	Nik Flavell Donna Barnes	28/02/14 28/02/14	All work with children and young people and their parents and carers is undertaken with dignity and respect All assessments, plans and interventions are informed by and reflect issues of diversity

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9.	Ensure that Children's Social Care responds effectively to referrals involving sexual harmful behaviour perpetrated by children and young people against others	HC Family: 2 HC Family: 3	Tender for specialist training for Social Work staff on assessment and intervention of children and young people who are alleged to be or found to be perpetrators of sexually harmful behaviours	Donna Barnes WDU	28/02/14	Referrals relating to sexually harmful behaviour responded to by staff trained in working with children and young people who are perpetrators of sexually harmful behaviours
10	Ensure that at the conclusion of work by Children's Social Care with a child or young person, there is a record of the outcomes achieved (Closure Summary)	HC Family: 6	New Closure Summary form on RAISE	Nik Flavell	31/12/13	Every case closed by Children's Social Care has a Closure Summary form completed on RAISE
11	Ensure that Chairs of Conferences appropriately apply threshold criteria when exercising professional judgement in the assessment of risk when deciding whether	HC Family: 7	Guidance to be issued to Conference Chairs about application of WTG 2013 thresholds in decision-making around de-listing children subject to Child Protection Plans	Nik Flavell	02/12/13	Children and young people subject to Child Protection Plans will only be delisted at the first Review Child Protection Conference if threshold to maintain listing is clearly not met and

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	to agree to de-list at first RCPC		Training for Chairs on ensuring Plans that result from Conference (TAC, CIN and CP) are SMART compliant and manage the risks identified	Donna Barnes	02/12/13	where de-listing does occur, a clear plan to manage identified risks is established
12	Ensure that all Child in Need cases have a clear Plan and such plans are systematically and regularly reviewed by involved multi-agency professionals	HC Family: 9 F Family: 3	<p>New Child in Need Plan form</p> <p>New Child in Need Plan Review Record</p> <p>New Guidance for the review of children subject to a Child in Need Plan</p> <p>All cases open to Children's Social Care assessed as Children in Need to have an accompanying Child in Need Plan</p>	<p>Nik Flavell</p> <p>Nik Flavell</p> <p>Nik Flavell</p> <p>All Managers</p>	<p>31/12/13</p> <p>31/12/13</p> <p>31/12/13</p> <p>28/02/14</p>	Children and young people assessed as Children in Need have a clear plan to support their health and development which is regularly reviewed by the multi-agency professionals involved with them

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13	Ensure that all staff are able to easily access and reference relevant, up-to-date Children's Social Care procedures and forms	HC Family: 10	<p>CYC to renew licence for Tri.X to provide web-based procedures for Children's Social Care</p> <p>December 2012 version of Tri.X procedures to be reviewed and updated in light of national and local changes to policy and procedures</p> <p>All Children's Social Care staff to have a hyperlink on their desk-top to enable quick access to procedures</p> <p>All Children's Social Care staff to be trained on accessing and navigating online procedures</p> <p>Regular review of procedures by relevant Managers to inform</p>	<p>Dot Evans</p> <p>Nik Flavell Debra Lane Mary McKelvey</p> <p>Nik Flavell ICT</p> <p>Nik Flavell</p> <p>Nik Flavell</p>	<p>31/01/14</p> <p>02/12/13</p> <p>31/01/14</p> <p>31/01/14</p> <p>28/02/14</p>	<p>Children's Social Care maintains up-to-date and nationally compliant procedures on-line, easily accessible to all staff who are trained in navigating the procedures to inform and underpin their practice with children and families</p>

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			annual update process			
14	Ensure that the Children's Social Care policy in relation to Residence Orders is clear in the support to be offered to families, compliant with legislation and statutory guidance	F Family: 2	New Policy Guidance to be issued	Nik Flavell Debra Lane Philippa Gowland	31/01/14	Children's Social Care clear in its communication of the support it offers to those affected by Residence Orders
15	Ensure that Children's Social Care have clear referral pathways based on CYSCB thresholds and Working Together 2013 where concerns are raised about a child	F Family: 5	Review of referral pathways Child in Need Assessment Teams staff trained on thresholds and referral pathways Child in Need Assessment Teams allocated dedicated Business Support to enhance timely response to referrals, including notification to	Nik Flavell Donna Barnes Dot Evans	02/12/13 02/12/13 02/12/13	All enquiries to Children's Social Care dealt within a timely manner with thresholds consistently applied so children get the help they need when they need it

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			referrer of initial determination			

Recommendations Sources:

C Family: Single Agency Review, November 2013
 F Family: Single Agency Review, January 2013
 Child B: Serious Case Review

HC Family: Single Agency Review, July 2013
 Baby A: Serious Case Review
 Child O: Single Agency Review

PIP Author: Nik Flavell, Principal Advisor

Practice Improvement Plan endorsed by:

..... Dot Evans, Head of Service

Date: