

## Response to Request for Information

Reference      FOI 002787  
Date            20 September 2018

### ***Child in Need Procedures***

**Request:**

Can I please have a copy or link to your children services child in need procedures and any associated documents.

Also any policy and procedures about recording electronically child in need meetings.

[In response to your above questions, please find attached information.](#)

# Children & Young People

## Social Work Assessment

### PURPOSE:

This Policy and Procedure is built on the right of all children who may be in need as defined in the Children Act to have an up-to-date social work assessment of their needs including the views of parents/carers, other professionals and of the child(ren) or young person themselves to enable the delivery of Services as appropriate.

## Policy and Procedure

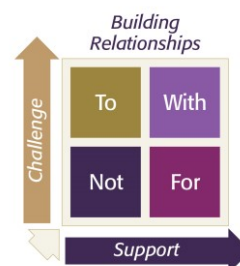
Approved by – Children and Young People Management Team  
17.08.2018

Published – August 2018

Review Date – August 2020

### RESTORATIVE PRACTICE

All contact and work received by families from the City of Wolverhampton Council within the City will be based around restorative practice principles. This is to ensure we improve the life outcomes for all children, young people and families we work with. In Wolverhampton we intend to use restorative principles and behaviours with colleagues as well as children and families, to help develop positive working relationships.



<b>REVIEW LOG</b>			
<b>Date</b>	<b>Version</b>	<b>Comments</b>	<b>Approved by</b>
	1.0	Policy previously part of the Tri-X Manual	
Dec 2013	1.1	Policy reviewed and amended to reflect new CareFirst Assessment Form (incorporating IA/Core) and the new 45 working day timescale.  The Looked After Children Social Care Policy has also been incorporated into this document.	Children, Young People & Families Management Team (12.12.13)
March 2015	1.2	Added to ensure consent is gained with parents to contact agencies for information they hold on the child/family.	Children & Young People Management Team (May 2016)
July 2016	1.3	Policy amended to reflect where a 15 day assessment is completed and more information is required a new full 45 day assessment must be triggered and undertaken.	Children & Young People Management Team (18.08.16)
March 2018	1.4	Added that for CIN cases children will be seen within 5 days of referral or step up from early intervention.  Added: clear timescales for the review of a SW Assessment.	Children & Young People Management Team (29.03.18)
August 2018	1.5	Added: Section 3.6-Sensitive Health Information	

<b>CONSULTATION</b>
<p>The following people have been consulted on this policy:</p> <ul style="list-style-type: none"> <li>- <b>Head of Child Protection/Child in Need</b></li> <li>- <b>Principal Social Worker</b></li> <li>- <b>Children &amp; Young People Management Team</b></li> <li>- <b>MASH Manager</b></li> </ul>

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- 5.0 Social Work Assessment for Looked After Children**
- 6.0 Sharing Assessments/Outcomes with the Family**

## **Appendices**

- A Assessment Flowchart for Social Work Assessment with and without Child Protection Enquiries (this does not apply to LAC)**
- B Assessment Agreement**

## 1.0 **INTRODUCTION**

The purpose of a Social Work Assessment is to conduct an assessment of the child/young person's needs, which will inform decisions about their care plan and the services should be provided.

This Policy is divided into the three sections Social Work Assessments (without Child Protection Enquiry), Social Work Assessments (with Child Protection Enquiry) and Social Work Assessment (for Looked After Children)

Within Wolverhampton we have two types of Assessment:

- Social Work Assessment
- Child Protection Enquiry Assessment (CPEA)

A Social Work Assessment is allocated with either a 15 or 40 day timescale depending on the apparent complexity. The assessment will assess the child's needs and inform decision about the services should be provided to meet the identified unmet needs.

A Child Protection Enquiry Assessment combines both the Section 47 enquiry and assessment. The assessment is a thorough and in depth assessment on matters where a child or young person is thought to be or has suffered significant harm which have been the subject of the enquiry.

## 2.0 **LEGISLATIVE FRAMEWORK**

The following legislation/guidance underpins this Policy:

- The Children Act 1989 Sections 17 and 47;
- The Framework for Assessment for Children in Need and their Families

## 3.0 **SOCIAL WORK) ASSESSMENT**

### 3.1 **Criteria for the Social Work Assessment**

These procedures apply to any Social Work Assessment completed for any child or young person, whose needs are of a moderate to high level, at Level 4 or above of the [Wolverhampton Threshold Policy/Model](#) but not those children thought to be suffering or likely to suffer from Significant Harm.

### 3.2 **Purpose of the Social Work Assessment(without Child Protection Enquiry)**

The purpose of the Social Work Assessment is to conduct an in depth assessment of the child's needs and to inform decisions about the services should be provided to meet the identified unmet needs.

### 3.3 **Timescales of the Social Work Assessment (without Child Protection Enquiry)**

**At the point of allocating the Social Work Assessment the Manager, depending on the apparent complexity, will indicate a timescale for completion of the assessment this will either be 15 days or 40 days.**

All Social Work Assessment must be concluded within a maximum of 45 working days from the date the referral is accepted (normally within 24 hours of a referral being received).

The child or young person must be seen by the social worker conducting the assessment within 5 days from the date of referral or step up from early intervention. This must be clearly recorded within the Social Work Assessment Form on CareFirst.

CIN cases children will be seen within 5 days of referral

A family meeting must be held during the assessment period and should therefore be held within 45 days of a new case allocation. See Family Meeting procedure.

A Social Work Assessment must be updated/reviewed when a child/young persons circumstances change significantly or when the care plan needs to change (see Section 3.8).

### **3.4 Steps of Support Sessions**

Steps of support sessions provide continuing support to the allocated social worker whilst they are undertaking the Social Work Assessment. The steps of support sessions are in three stages as outlined below:

- **Step one**

To be undertaken within 2 working days of the referral being allocated.

Discuss the referral, action taken so far and the process for the on-going assessment. This will include:

- agreeing key issues
- sources of information and seeking the child's wishes and feelings

Discussion to be written up as a Management discussion on CareFirst.

Date for stage two discussion (12 -14 days from referral) set.

Social Care Agreement (Appendix B) to be completed and signed to agree the plan for assessing the case.

- **Step 2**

To be undertaken within 12 -14 days of the referral being received.

For assessment to be concluded within 15 days or a Child Protection Enquiry Assessment the following applies:

Discuss progress and outcomes of the Social Work Assessment. This will include:

- Is the genogram, ecomap and chronology completed?
- Analysis of the information
- Conclusions and agreed outcomes

Discussion to be written up as a Management decision on CareFirst.

For assessments to be concluded within 40 days the following applies:

Discuss the Social Work Assessment. This will include:

- How far is the Social Worker with completing the genogram, ecomap and chronology?
- Agree specific scales and questionnaires and research/theory to be drawn upon
- Any unexpected findings
- Whether any CP issues have been uncovered during the assessment

Discussion to be written up as Management decision on CareFirst.

Date set for stage three discussion (35- 38 working days from referral)

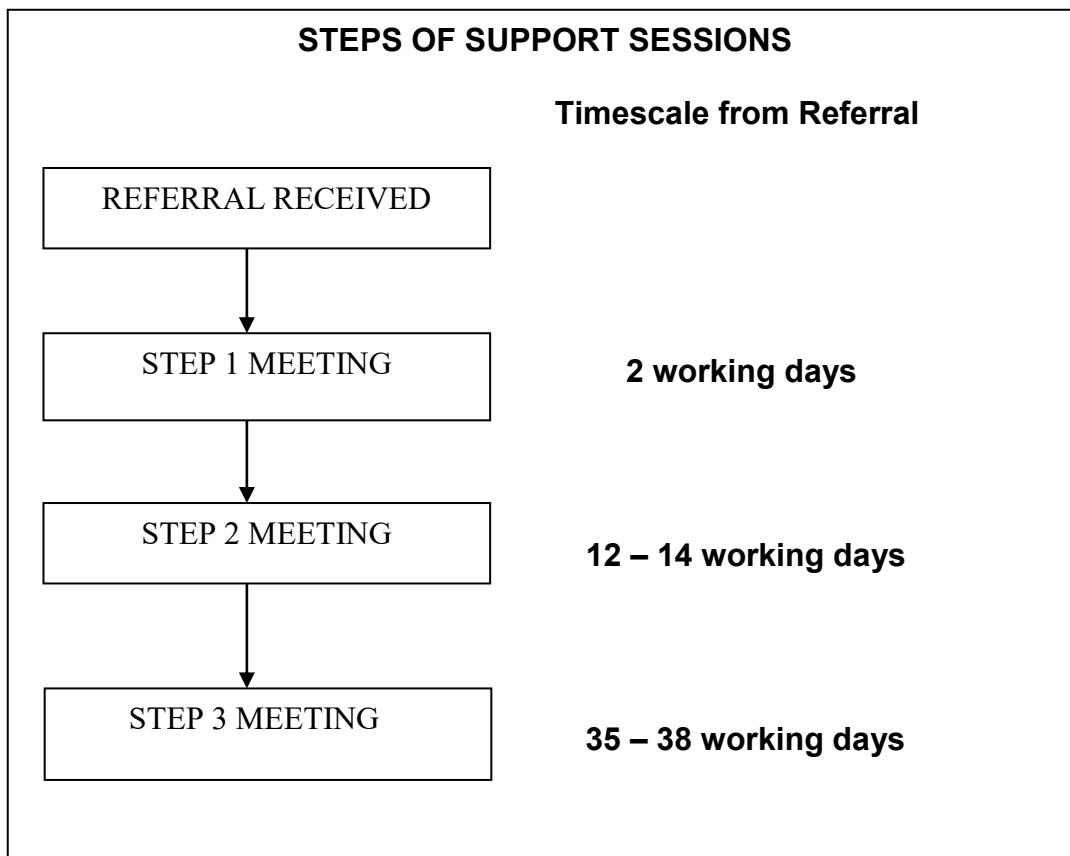
- **Step 3**

To be undertaken between 35 – 38 days from referral being received.

Discuss progress and outcomes of the Social Work Assessment. This will include:

- Is the genogram, ecomap and chronology completed?
- Analysis of the information
- Conclusions and agreed outcomes

Discussion to be written up as a Management decision on CareFirst.



### **3.5 Process of the Social Work Assessment.**

At the beginning of the Social Work Assessment the parameters of the assessment work will be clarified and agreed with the child and family and put into writing. At this point consent must be gained from parents to enable us to contact other agencies involved with them to obtain information they hold on them. If parents refuse consent then the social worker must consider if any action is required to overrule the refusal of consent to safeguard the child. Consent must be gained using the Social Care Consent Form. The consent form must then be uploaded to the document hub.

The child or young person must be seen by the social worker conducting the assessment within 5 days from the date of referral or step up from early intervention. This must be clearly recorded within the Social Work Assessment Form on CareFirst.

A family meeting must be held during the assessment period and should therefore be held within 45 days of a new case allocation. See Family Meeting Procedure.

See section 3.7 Recording, for details of the records that should be completed.

If the child appears to have any disabilities, the Disabled Children and Young People's 0-25 Team must be consulted.

The assessment method will vary dependent on the child and family's circumstances but opportunities to work directly with the child and the child's family must be incorporated at every stage.

Any existing assessments or the views of other service providers/agencies known to the child/family should be integrated into the Social Work Assessment.

Where information has already been gathered by other agencies as part of their assessments, there is no need to duplicate the information gathering although the social worker should check with the child and family that the information gained from the other agencies is correct. The social worker will still need to complete the Social Work Assessment having regard to its specific purpose.

Where the child has previously lived overseas (outside the UK) or members of the family have been in the armed forces every reasonable effort should be made to obtain information in relation to that period.

It is possible that the obtaining of such information may take more than 45 days, but the timescales of the Assessment should not be compromised unless approved by a Manager. Under normal circumstances, the assessment should be completed within the required timescale and, if information of concern comes to light later, the manager must consider what actions to take.

During the course of the Social Work Assessment it may be necessary to provide or refer the child for services; where the need for services is clearly identified, their provision should not wait for the completion of the assessment.



If, during a Social Work Assessment, information comes to light that suggests that a child is suffering or likely to suffer Significant Harm, a Strategy Discussion/Meeting must be convened with a view to incorporating a Child Protection Enquiry into the Social Work Assessment.

Where attempts to engage the child and parent in the Social Work Assessment are unsuccessful, the social worker and manager must consider what action or approach is required to safeguard the child and take legal advice as necessary.

### **3.6 Sensitive Health Information**

Sensitive information ordinarily remaining confidential (e.g. HIV diagnosis, pregnancy miscarriage, mental health condition, life limiting condition etc.) should only be recorded and disclosed in Social Work Reports if it has direct significance for the safety of the child.

### **3.7 Outcome of the Social Work Assessment**

During the course and upon completion of the Social Work Assessment it will be necessary to decide the services that should be provided.

The services that will be appropriate will be different for each child, depending on his/her needs.

Where the Social Work Assessment concludes that it may be appropriate for the child to be Looked After, a Care Plan and Placement Information Record will be required.

### **3.8 Recording of the Social Work Assessment**

The Social Work Assessment must be recorded on the Assessment form on CareFirst.

### **3.9 Reviewing/updating the Social Work Assessment**

The Social Work Assessment needs to be reviewed/updated when a child or young persons circumstances change significantly or when the Care Plan needs to change this is regardless of status.

Where a decision is made to step a case up or down the Assessment should be updated.

For CIN and CP cases as a minimum an Assessment must be reviewed and updated on a 6 monthly basis alongside a clear review of threshold.

For LAC cases as a minimum an Assessment must be reviewed and updated on an annual basis.

The return home of a child or young person who is accommodated under Section 20 must be on the basis of an up-to-date assessment and the establishment of a Child in Need Plan. Where a parent withdraws agreement to Section 20 Accommodation without notice but no emergency action is considered necessary, then a new Assessment should be undertaken as soon as possible and a new Child in Need Plan established.

Minimum 6 monthly Review of Assessment	Minimum 6 monthly Review of Assessment	Minimum Annual Review of Assessment
Or immediately in the following scenarios:	Or immediately in the following scenarios:	Or immediately in the following scenarios:
<ul style="list-style-type: none"> <li>- Major transitional event</li> <li>- Changes in circumstances</li> <li>- Closure</li> <li>- Step down</li> </ul>	<ul style="list-style-type: none"> <li>- Major transitional event</li> <li>- Changes in circumstances</li> <li>- Closure</li> <li>- Step down</li> </ul>	<ul style="list-style-type: none"> <li>- Transitional arrangements (school change/ placement move etc.)</li> <li>- Changes in circumstances</li> <li>- Return home</li> </ul>

#### **4.0 CHILD PROTECTION ENQUIRY ASSESSMENT (CPEA)**

##### **4.1 Criteria for the Child Protection Enquiry Assessment (CPEA)**

This procedure is for a Child Protection Enquiry Assessment combines both the Section 47 enquiry and assessment. The assessment is a thorough and in depth assessment on matters concerning risk or harm which have been the subject of the enquiry.

It is conducted upon children in need believed to be suffering or likely to suffer from Significant Harm, See Wolverhampton's Safeguarding Children's Board, Section 47 Enquiries/Assessment procedures. At this point consent should be gained from parents to enable us to contact other agencies involved with them to obtain information they hold on them. If parents refuse consent then the social worker must consider if any action is required to overrule the refusal of consent to safeguard the child. Consent must be gained using the Social Consent Form. The consent form must then be uploaded to the document hub.

##### **4.2 Purpose of the Child Protection Enquiry Assessment**

The purpose of the Child Protection Enquiry Assessment is to determine whether there is a continuing risk of Significant Harm to the child.

A Child Protection Enquiry, as required by [Wolverhampton Safeguarding Children's Board Procedures](#), is incorporated into this Assessment.

##### **4.3 Timescales of the Child Protection Enquiry Assessment**

It is expected the Child Protection Enquiry Assessment will be concluded in time for the Initial Child Protection Conference, which is normally convened within 15 days of the Strategy Discussion. The ability to achieve this will depend on the complexity and the urgency of the case.

If the Child Protection Enquiry does not result in a Child Protection Conference, the Assessment must be completed or ended within 15 days of the Strategy Discussion.

Where a 15 day Assessment is undertaken and then proceeds to an Initial Child Protection Conference it is expected a new full 45 day Assessment will be triggered immediately afterwards (next working day) to gather more in depth information.

A Social Work Assessment must be updated/reviewed when a child/young persons circumstances change significantly or when the care plan needs to change (see Section 4.8).

Assessments should be updated between review child protection conferences these should commence the next working day after the conference. It is the responsibility of the Social Work Unit Manager to discuss this with the Social Worker, trigger the assessment on CareFirst and initiate Steps of Support.

#### **4.4 Steps of Support**

See Section 3.4. Please note that additional steps of support sessions should be held where required.

#### **4.5 Process of the Child Protection Enquiry Assessment**

The Child Protection Enquiry Assessment will be completed by the Social Worker; enquiries may be carried out either as a single agency or jointly with a police officer. The process of gathering information is as set out in **Paragraph 2.4** for the Social Work Assessment see **Wolverhampton Safeguarding Children's Board, Section 47 Enquiries/Core Assessments Procedure**.

Detail of the procedures for Child Protection Enquiries, including the arrangements for ABE or other interviews and medical assessments are contained in the [Wolverhampton LSCB's Procedures](#). If the child appears to have any disabilities, the 0-25 Disabled Children and Young People's Team must be consulted.

Where the child has previously lived overseas (outside the UK) or members of the family have been in the armed forces information should be obtained in relation to that period. See keywords Forces Children or Overseas Children for guidance on obtaining this information.

Note re timescales: it is possible that the obtaining of such information may take more than timescales set, but the timescales should not be compromised unless the manager approves it. Under normal circumstances, the assessment should be completed within the required timescale and, if information of concern comes to light later, the manager must consider what actions to take.

Where attempts to engage the child and parent in the Assessment are unsuccessful, the social worker and manager must consider what action or approach is required to safeguard the child and take legal advice as necessary.

#### **4.6 Outcome of the Child Protection Enquiry Assessment**

All reasonable efforts should be made to obtain sufficient information to conclude the Assessment in time for the Initial Child Protection Conference, which is normally convened within 15 days of the Strategy Discussion (see **Wolverhampton Safeguarding Children's Board, Section 47 Enquiries Procedure**)[Link](#). However, the ability to achieve this will depend on the complexity and the urgency of the case. It may be necessary for the Assessment to continue beyond the Initial Child Protection Conference. Where this is the case it is expected a new full 45 day Assessment will be triggered immediately afterward the Initial Child Protection Conference to gather more in depth assessment information.

See the following procedures:

- [Wolverhampton Safeguarding Children Board Section 47 Enquiries](#)
- [Wolverhampton Safeguarding Children Board Strategy Discussion Procedures](#)
- [Wolverhampton Safeguarding Children Board Initial Child Protection Conferences](#)

Following a Child Protection Enquiry Assessment a number of outcomes may take place or be authorised by the manager; they are:

1. That an Initial Child Protection Conference is convened and a decision reached to make the child subject to a Child Protection Plan, in which case, a Core Group will be established (10 days from the point of conference) to formulate the Plan. In these circumstances the manager must consider whether or not sufficient information has been obtained. If not, it can continue up to a maximum of 45 days, at which point the Child Protection Plan may be amended in the light of its findings.
2. That an Initial Child Protection Conference is convened but the child is not made subject to a Child Protection Plan.
3. That there are strong indicators that Significant Harm has not taken place and is not likely to; in which case, the manager may authorise that an Initial Child Protection Conference is not convened. In these circumstances the manager must consider whether or not to further the Assessment (please note the assessment must be concluded within 45 days).

During the course and upon completion of the Child Protection Enquiry Assessment, it will be necessary to decide the services should be provided. Even where an assessment concludes that there is no need for social work involvement, the manager must consider whether the provision of other services is necessary and agree with the social worker what steps need to be taken to arrange for these to be delivered. If the child appears to have disabilities, the Disabled Children & Young People's Team must be consulted with a view to deciding whether it is necessary to transfer the case.

#### **4.7 Recording of the Child Protection Enquiry Assessment**

During the course of the Assessment, a Child Protection Enquiry Assessment on CareFirst must be completed.

Where the Social Work Assessment concludes that it may be appropriate for the child to be Looked After, a Care Plan and Placement Information Record will be required.

See Care Plans Guidance and see Placement Information Records Guidance.

Otherwise, another Relevant Children's Plan should be drawn up if services are provided.

#### **4.8 Reviewing/updating the Child Protection Enquiry Assessment**

A new or further child protection enquiry should be completed if there is another instance/even when it is deemed that the child or young person is suffering or likely to suffer significant harm.

The return home of a child or young person who is accommodated under Section 20 should be on the basis of an up-to-date assessment and the establishment of a Child in Need Plan. Where a parent withdraws agreement to Section 20 Accommodation without notice but no emergency action is considered necessary, then a new Social Work Assessment should be undertaken as soon as possible and a new Child in Need Plan established.

#### **5.0 SOCIAL WORK ASSESSMENT FOR LOOKED AFTER CHILDREN**

Initially an Assessment should be concluded within a maximum of 45 working days of the child becoming looked after (where one has not already been completed prior to the child or young person becoming looked after). Dependent on the nature of the case the assessment might need to be concluded sooner.

Any further assessments undertaken must be completed within 45 working days.

Where a child is looked after and has a plan of long term fostering, permanence or is subject to placement with parents a comprehensive full assessment must be conducted annually.

In addition the assessment should be reviewed and updated in line with the LAC review schedule.

#### **5.1 When should an assessment be completed for Looked After Children**

An Assessment for looked after children and young people should take place in the following circumstances:

- Prior to placement with Parents
- Prior to placement with Family & Friends (Connected Person)
- When an external therapeutic placement is considered
- A change in the Care Plan
- At 16 years in order to inform a Pathway Plan (see Pathway Plan Policy & Procedure)

All Looked After Children should have an assessment reviewed and updated annually.

#### **5.2 Process of the Assessment**

At the beginning of the Assessment the parameters of the assessment work will be clarified and, if possible, agreed with the child, family and carers and put into writing.

See **section 5.4: Recording**, for details of the records that should be completed.

If the child appears to be disabled, the Disabled Children & Young People's Team must be consulted to consider any specific needs arising from this.

The assessment method will vary dependent on the child and family's situation but opportunities to work directly with the child and the child's family must be incorporated at every stage.

Any existing assessments or the views of other service providers/agencies known to the child/family should be integrated into the Assessment.

Where information has already been gathered by other agencies as part of their assessments, there is no need to duplicate the information gathering although the social worker should check with the child and family that the information gained from other agencies is correct. The social worker will still need to complete the Assessment having regard to its specific purpose.

Where the child has previously lived overseas, outside the UK or members of the family have been in the armed forces information should be obtained in relation to that period.

During the course of Assessment it may be necessary to provide or refer the child for services or to commission additional specialist assessments.

### **5.3 Steps of Support Sessions**

Steps of support sessions provide continuing support to the allocated social worker whilst they are undertaking/updating the Social Work Assessment. The steps of support sessions are in three stages as outlined below:

- **Step one**

To be undertaken within 2 working days of the referral being allocated.

Discuss the referral, action taken so far and the process for the on-going assessment. This will include:

- agreeing key issues
- sources of information and seeking the child's wishes and feelings

Discussion to be written up as a Management discussion on CareFirst.

Date for stage two discussion (12 -14 days from referral) set.

Social Care Agreement (Appendix B) to be completed and signed to agree the plan for assessing the case.

- **Step 2**

To be undertaken within 12 -14 days of the referral being received.

For assessment to be concluded within 15 days or a Child Protection Enquiry Assessment the following applies:

Discuss progress and outcomes of the Social Work Assessment. This will include:

- Is the genogram, ecomap and chronology completed?
- Analysis of the information
- Conclusions and agreed outcomes

Discussion to be written up as a Management decision on CareFirst.

For assessments to be concluded within 40 days the following applies:

Discuss how the Social Work Assessment is going. This will include:

- How far is the Social Worker with completing the genogram, ecomap and chronology?
- Agree specific scales and questionnaires and research/theory to be drawn upon
- Any unexpected findings
- Whether any CP issues have been uncovered during the assessment

Discussion to be written up as Management decision on CareFirst.

Date set for stage three discussion (35- 38 working days from referral)

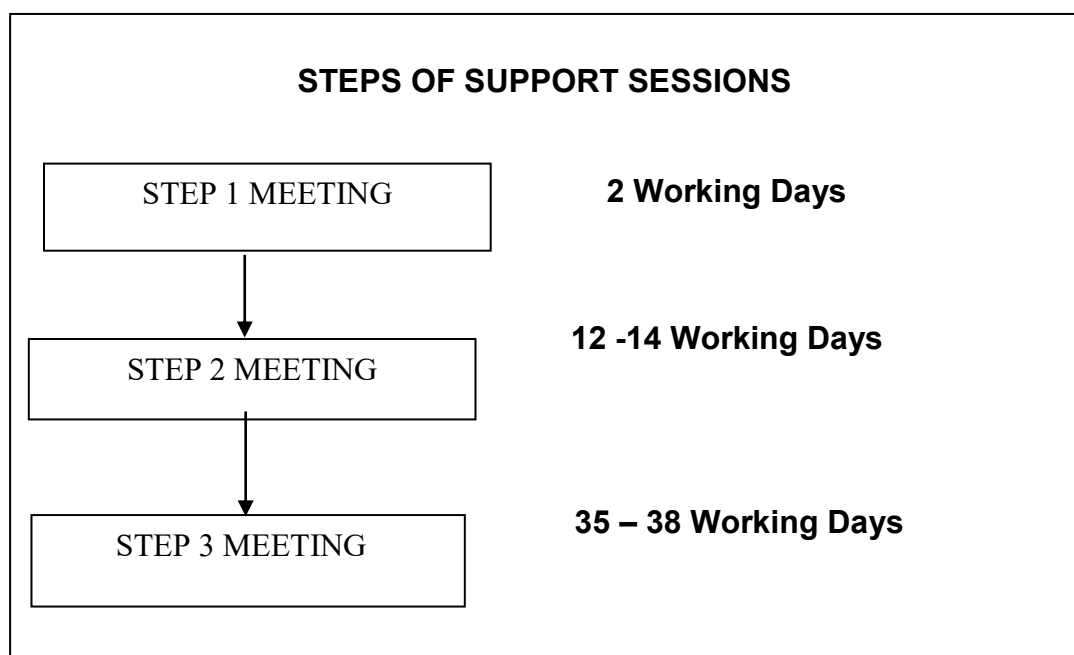
- **Step 3**

To be undertaken between 35 – 38 days from referral being received.

Discuss progress and outcomes of the Social Work Assessment. This will include:

- Is the genogram, ecomap and chronology completed?
- Analysis of the information
- Conclusions and agreed outcomes

Discussion to be written up as a Management decision on CareFirst.



### **5.3 OUTCOME OF THE ASSESSMENT**

During the course and upon completion of the Assessment it will be necessary to decide the services should be provided.

The services that will be appropriate will be different for each child or young person, depending on his/her needs.

### **5.4 RECORDING**

The Assessment must be recorded on CareFirst using the appropriate assessment form (depending on the nature of the reason for completing the assessment (e.g. where it's in relation to a CP concern it should be the Child Protection Enquiry Assessment etc).

### **5.5 REVIEWS**

The Assessment should be reviewed at a minimum, annually in order to ensure the Care Plan is continuing to meet the child's needs. This review does not require the completion of a new assessment unless any changes/significant events/concerns become evident then the assessment (outlined in Section 5.1) should be reviewed immediately. The social worker should check that the most recent assessment remains relevant and should record on CareFirst that this has been done.

### **6.0 SHARING ASSESSMENTS/OUTCOMES WITH THE FAMILY**

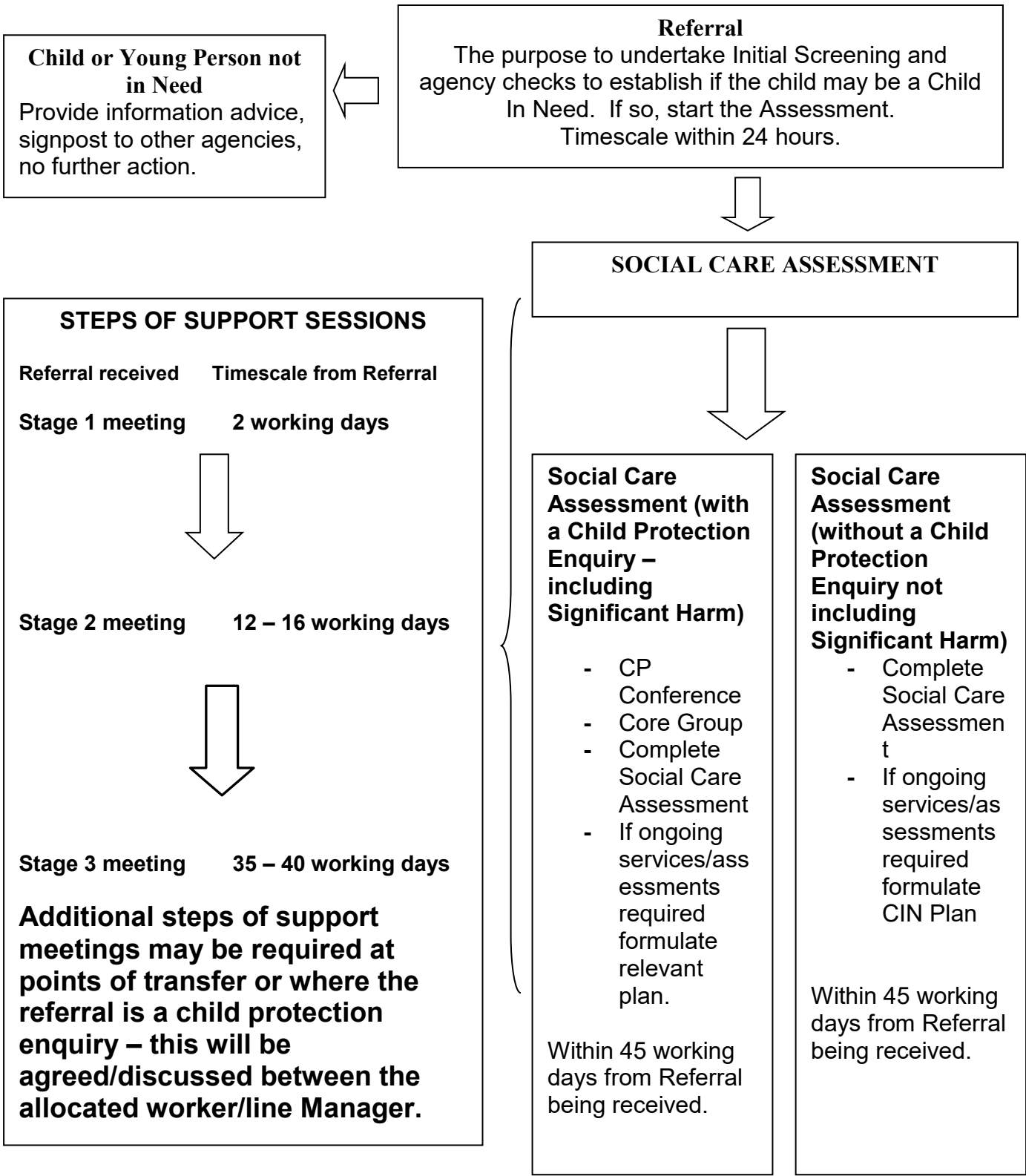
All assessments and outcomes should always be shared with the family. This is to ensure the family is clear on the outcome of the assessment and any actions/inaccuracies are identified.

This can be done either by existing planned meetings, visiting the family or inviting them into the office.



**Appendix A**

**ASSESSMENT FLOWCHART FOR SOCIAL CARE ASSESSMENT WITH AND WITHOUT CHILD PROTECTION ENQUIRIES (THIS DOES NOT APPLY TO LAC)**



**Social Work Assessment Agreement/Plan in Respect of:**

**Name of child:**

**Allocated Social Worker:**

**Reason for Assessment/Concerns:**

**Start Date:**

**Completion Date:**

**Genogram**  Y  N \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

**Ecomap**  Y  N \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

**Chronology**  Y  N \_\_\_\_\_ / \_\_\_\_\_ /20 \_\_\_\_\_

**Family Composition:**

Name	Address	DOB	Relationship

**Legal Status i.e.:** CIN CP LAC ICO

**Assessment Plan i.e. Assessment Framework tools to be used:**

**Agreed Dates of Social Work Assessment & Venue:**

Agreed dates	Venue	People to Attend	Purpose of Meeting	Topic of Discussion

**Expected date of Completion of Social Work Assessment:**

**Expectations of Local Authority:**

**Expectations of Parents/foster carer:**

**Wishes and Views of the Children:**

**Signatures**

\_\_\_\_\_  
Mother

\_\_\_\_\_  
Father

\_\_\_\_\_  
Social Worker

\_\_\_\_\_  
Manager

## **Complaints and disagreements**

If Parents have a complaint then this will be looked at first by [name & title]

If it cannot be resolved by the manager then a Formal complaint maybe made through the formal complaint's procedure, which will be supplied upon request.

## **Contingency Arrangements**

If the assessment is not completed, or is stopped by either the family or the workers, then a meeting will be called immediately to decide what will happen.

At all times [child's name] must be protected from risk of significant harm, and action will be taken to ensure this.

## **What will happen to the Social Work Assessment?**

The Completed Social Work Assessment will be discussed with the parents after the contents have been discussed they will be given a copy within \_\_\_\_\_ days. Any disagreements they have will be recorded at the end of the assessment.

# Children & Young People

## Child in Need Social Work Visits

### Procedure

**Purpose:**

**The Purpose of this Procedure is to outline the minimum expectations around visits to Children in Need to ensure their safety and well-being.**

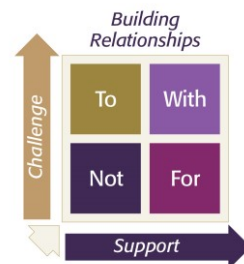
Approved by – Service Director – Children & Young People  
(04.05.17)

Published – 05 May 2017

Review Date – May 2019

**RESTORATIVE PRACTICE**

All contact and work received by families from the City of Wolverhampton Council within the City will be based around restorative practice principles. This is to ensure we improve the life outcomes for all children, young people and families we work with. In Wolverhampton we intend to use restorative principles and behaviours with colleagues as well as children and families, to help develop positive working relationships.



<b>REVIEW LOG</b>			
<b>Date</b>	<b>Version</b>	<b>Comments</b>	<b>Approved by</b>
May 2017	1.0	New Policy produced.	Service Director – Children & Young People (04.05.17)
This system of recording review dates is designed to ensure staff at all times use the correct version of the up to date Policy. This system is used on all Wolverhampton City Council – Children and Young People Policies and Procedures.			

<b>CONSULTATION</b>
The following people have been consulted on this policy: <ul style="list-style-type: none"> <li>- Children &amp; Young People Management Team</li> </ul>

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**1.0 Child in Need Social Work Visits**

**2.0 Recording CIN Visits**

**3.0 Monitoring of Performance**

## **1.0 CHILD IN NEED SOCIAL WORK VISITS**

For all Children in Need the child must be seen alone in the first instance within 5 working days of the date of referral or step up from early intervention. This will form part of the Social Work Assessment. Where the case is a child protection concern the child or young person must be seen (alone) immediately.

All children who are worked with as Children in Need under s17 (Children Act 1989) will be visited with a minimum frequency of 6 weekly. This brings visiting frequency in line with the minimum required for a child subject to a child protection plan. However, the frequency of visits should be dependent upon the needs of the child and family and will be more frequent with children just removed from child protection plans, for example.

When planning visits the following needs to be considered:

- The frequency of visits is determined at the initial Child in Need meeting, where the plan is determined and reviewed at subsequent CIN review meetings;
- Visits must involve seeing the child alone (i.e without the main parent or carer);
- Visits can be both announced and unannounced;
- Visits should have a defined purpose and impact and outcomes should be recorded on Care First via the Visit Form see 2.0 Recording.

## **2.0 RECORDING CIN VISITS**

- Visits must be recorded on CareFirst by the social worker within two days of the visit taking place. Where this is a new referral or step up this must be recorded in both the Visit Form and referenced within the Social Work Assessment.

Recording should include the time and date of every visit, stating who was present, confirming the social worker spoke with the child or providing a clear reason why not.

- Comments made by the child or the staff/carers/parents
- Any matters of particular note, either concerns or positive matters.

Where concerns are noted this should be sent to the Social Work Unit Manager via the drop down on CareFirst (visit form) to review.

The frequency of visits will be in line with the agreed plan and reflected on the recording drop down on CareFirst.

Where the child is not seen, efforts should be made by the social worker to attempt to see the child. All actions and attempts to see the child must be recorded on CareFirst. In circumstances where the child is still not seen



within 12 working days (from the point of referral/step up) this should be escalated to the social work manager for review.

### **3.0 MONITORING OF PERFORMANCE**

It is a social worker's responsibility to carry out and record visits to Children in Need.

It is a Social Work Unit Managers responsibility to ensure they have taken place and been recorded (within 48 hours) appropriately.

# Children & Young People

## Children In Need Plans

**Purpose:**

The Purpose of this guidance is to set out the standards that must be followed to ensure the well-being of any child or young person that is identified as a child in need.

## Policy & Procedure

Approved by – Children & Young People Management Team (14<sup>th</sup>  
April 2016)

Published – April 2016

Review Date – April 2017

<b>REVIEW LOG</b>			
<b>Date</b>	<b>Version</b>	<b>Comments</b>	<b>Approved by</b>
Feb 2010	1.0	New guidance introduced	Children & Families Management Team
December 2012	1.1	Policy reviewed and the following added: 2.5  1.0 Introduction revised.  3.0 point 1 has been amended to reflect reviews every 6-8 weeks.	Children, Young People and Families Management Team (13 <sup>th</sup> Feb 2013)
April 2013	1.2	3.0 point 1 Timescale of reviews amended to 3 months.	Children, Young People and Families Management Team (10 <sup>th</sup> April 2013)
May 2013	1.3	Section 4.0 added	Children, Young People & Families Management Team (3 <sup>rd</sup> July 2013)
January 2014	1.4	Section 5.0 – added - Edge of Care Meetings.	Children, Young People & Families Management Team (9 <sup>th</sup> January 2014)
June 2014	1.5	Edge of Care Meetings removed and detailed in a stand-alone Policy.	(10 <sup>th</sup> July 2014 – Edge of Care Meetings Policy approved)
April 2016	1.6	Amended to include levels of DCYP on CIN Plans.	Children & Young People Management Team (April 2017)
This system of recording review dates is designed to ensure staff at all times use the correct version of the up to date Policy. This system is used on all Wolverhampton City Council – Children, Young People and Families Policies and Procedures.			

<b>REVIEW LOG</b>
<p><b>The following people have been consulted on this Policy:</b></p> <ul style="list-style-type: none"> <li>• Deputy Head of Service – Child in Need/Child Protection</li> <li>• Child in Need/Child Protection Management Team</li> <li>• Children, Young People and Families Management Team</li> <li>• Integrated Working Consultant</li> <li>• Children &amp; Young People Management Team</li> </ul>

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- 1.0 Introduction
- 2.0 Child in Need Plan
- 3.0 Reviewing the Child in Need Plan
- 4.0 De-escalating Child in Need cases to be managed under an Early Help Plan.
- 5.0 Disabled Children & Young People

## 1.0 INTRODUCTION

The Wolverhampton Safeguarding Children Board Threshold Policy recognises that many agencies, organisations, parents, carers and other family members are involved with supporting children and young people. Effective joint working through a common understanding and use of the principles and processes within the Threshold Policy will help improve the way in which children's needs are effectively managed across the needs spectrum.

Any child accepted as meeting Children Act (1989) criteria is entitled to an assessment of need and potentially to the delivery of on-going services to secure their well-being as a 'child in need'. Some children meeting these criteria may also meet the criteria that require a Child Protection Plan or require a child to become a Looked After Child – in both cases separate expectations are in place. However, all other children who have been accepted under Children Act criteria will have the status of 'child in need' requiring appropriate assessment and delivery of services. When our work with such children and young people will go beyond a period of 6 - 8 weeks a Child in Need meeting needs to be set up to establish a Child in Need Plan.

A Social Work Assessment should be concluded within a maximum of 45 working days (see Social Work Assessment Policy and Procedure).

## 2.0 CHILD IN NEED PLAN

The purpose of the Child In Need Plan is to agree a multi-agency plan which will meet the child and families assessed needs. It should clearly state

- the overall objectives of the plan
- desired outcomes
- the services to be provided by all the agencies and each agencies responsibility for monitoring the identified outcomes.
- the key worker with overall responsibility for the plan - this will usually be a social worker from Children's Social Care
- the timescale for provision
- review arrangements.

2.1 Any referrals for additional services made to other agencies should be recorded on the plan and there purpose indicated.

2.2 **The Plan must focus on the child** and on achieving improved outcomes and ensuring the child is safe, even though services may be provided to a number of family members as part of the Plan. The complexity of the child's needs will determine the scope and detail of the Plan. The Child in Need Plan will ensure that:

- all children and young people have clearly stated objectives in order for them to gain maximum life benefits from educational opportunities, health care and social care.
- there is a strategy for achieving these objectives with the family and that all agencies involved are signed up to.
- consideration is given to factors which protect children from harm and promote there well-being.

- a named professional is identified in the plan as the person who will ensure that they see the child and the plan states the frequency of that contact (this may be the social worker or another professional working with the child, as appropriate).

- 2.3 It is important that the child and the parents understand the nature and purpose of the support and monitoring planned by all agencies and the consequences if the objectives of the plan are not met.
- 2.4 A copy of the Child in Need Plan will be provided to the child, family and participants in the Plan.
- 2.5 Social workers will ask parents to sign to agree to the plan and the plan will be filed in the case file.
- 2.6 The Plan will be reviewed on a regular basis.

### **3.0 REVIEWING THE CHILD IN NEED PLAN**

1. Every Child in Need Plan will be reviewed every 3 months through a Child In Need Meeting (exception to this is disabled children & young people see Section 5.0) .
2. The CIN Meeting will be convened by the agency with key worker responsibility.
3. The TAC Meeting should include the children, parents, family and other people who have been involved in delivery of services specified in the Plan. If any member of the Group is unable to attend the meeting they should present their contribution in either written or verbal format via the agency which has convened the Review Meeting. It is important that the children and family attend the meeting and arrangements should be made which facilitate their attendance.
4. The meeting will normally be chaired by either a social worker or social work unit manager. The line manager will decide in consultation with the case manager who will chair the meeting based on:
  - the complexity of the case
  - the expertise of the worker
  - the potential for conflict or disagreement
5. The chair will ensure that:
  - the Review is as open and informal as possible
  - particular attention is given to the use of language and any special terms explained
  - the child and parents are given appropriate encouragement, assistance and opportunities to say what they wish
  - that differences and disagreements are respected and recorded
  - any needs with regard to age, disability, culture, religion or race are given special consideration

6. At each TAC progress against the action points of the Child in Need Plan and will be monitored in terms of the outcomes achieved. The meeting will agree any modifications needed to the plan and will set the date for the next TAC Meeting.
7. The Child in Need Plan should be recorded on a new document. Any amendments to the Plan should be represented on a new plan dated from the day of the Review meeting.
8. Copies of the amended Plan should be provided to the child, family and participants of the TAC within 10 working days of the meeting.
9. Where it is felt a child in need is on the edge of becoming looked after then an Edge of Care Meeting must be held (See Section 5.0 Edge of Care Meeting) within 5 working days of the concerns arising. Consideration should also be given to support that may be able to be provided by the specialist intensive support service to enable to children to remain safely living with birth parents.
10. No child in need case should be closed unless a Review of the Plan has been completed through a TAC meeting. Closure will be agreed when a decision is made that the Plan has achieved its objectives or is no longer required. The planned closure by social care must be clearly recorded within the minutes of the review meeting and follow the process outlined in Section 4.0.

#### **4.0 DE-ESCALATING CHILD IN NEED CASES TO BE MANAGED UNDER AN EARLY HELP PLAN**

- 4.1 If through Child in Need (CIN) Planning it is felt that a CIN Plan can be managed under an Early Help Plan the following should apply:
  - A case closure summary on CareFirst should be completed and be shared with the relevant Strengthening Families Delivery Manager by the Social Work Unit Manager.
  - Both Managers' should support the step down. Arrangements will then be made for an Early Intervention worker to be introduced to the family and to attend the final CIN meeting to then initiate an Early Help Plan.
- 4.2 The final CIN meeting should ratify handover of the case to Early Intervention Service. This should be recorded in the Plan.
- 4.3 The Social Worker must record this decision on CareFirst and confirm in writing to the Early Intervention Service. that they have agreed to lead on initiating an Early Help Plan and via a Team Around the Family identify who will be the Lead Professional.
- 4.4 The CIN Plan on CareFirst will then be closed clearly recording the case has been stepped down to an Early Help Plan.
- 4.5 If plans under the Early Help Plan breakdown at any point then the Lead Professional must discuss concerns with the previous allocated Social Worker if it is within 28 days of the case being closed. Any concerns after 28 days must be a new referral to the Multi Agency Safeguarding Hub.

## **5.0 DISABLED CHILDREN & YOUNG PEOPLE**

5.1 In relation to Disabled Children & Young People, under some circumstances it may be appropriate for there to be a statutory assessment of need undertaken by a social worker and for the child to be offered a Child In Need Plan.

5.2 It is recognised that Disabled Children & Young People are often more vulnerable than children without disabilities, so that the threshold for statutory assessment may be lower.

5.3 Some broad circumstances indicating the need for statutory assessment include:

- Imminent danger of family breakdown;
- Sudden and catastrophic trauma resulting in need for urgent multi-agency input & co-ordination;
- Carers/parents capacity to parent impaired by health/mental health problems or substance misuse;
- Complex family needs impacting on the parent/carers' ability to care for the child;
- To ensure regular CIN reviews and monitoring of/response to risk;
- Child protection and LAC.

These are in addition to existing criteria for children in need.

Also, if a family with a disabled child or young person has been offered an Early Help Assessment but they refuse and wish to have a Social Work Assessment this will need to be upheld and undertaken by a SW.

5.4 For DCYP it may be appropriate for the time intervals between their CIN plan reviews to be longer this will be in line with the following definitions:

- 'Active CiN' cases: Cases where there are either parenting, or welfare concerns which require a high level of support from a social worker. These cases are comparable to those CiN cases commonly found in the CIN/CP social work units and would require regular visits and CiN reviews. These will be dealt with in line with existing CIN timescales/policies.
- 'Maintained CiN' cases: Stable cases where there are no concerns regarding the parenting and welfare of the children. Children and their parents only need to be seen by a social care staff member once between reviews, i.e. once every six months. The child or young person must also be seen alone once every six months. A management decision can allow for a specified professional within the team, such as a Student Social Worker or Social Care Worker to undertake the task of seeing the child, and parents, as an exception, where there are no social work concerns. These matters would commonly involve low-level care packages, e.g. short breaks or direct payments. These decisions will be clearly recorded on the CIN Plan and authorised by the Social Work Unit Manager.



## **Children & Young People**

### **Section 17 Funding to support Children, Young People & Families**

#### **Policy & Procedure**

**Purpose:**

**The purpose of this policy is to outline how and under what circumstances we will utilise the Section 17 budget to support children, young people & families in the City.**

**For families with No Recourse to Public Funds (NRPF) see NRPF Policy.**

Approved by – Children & Young People Management Team (24.11.16)

Published – December 2016

Review Date – December 2018

<b>REVIEW LOG</b>			
<b>Date</b>	<b>Version</b>	<b>Comments</b>	<b>Approved by</b>
Nov 2016	1.0	New Policy Produced.	Children & Young People Management Team (24.11.16)
<p>This system of recording review dates is designed to ensure staff at all times use the correct version of the up to date Policy. This system is used on all Wolverhampton City Council – Children, Young People and Families Policies and Procedures.</p>			

<b>CONSULTATION</b>
<p>The following people have been consulted on this policy:</p> <ul style="list-style-type: none"> <li>- Business Manager- CIN/CP &amp; LAC</li> <li>- Business Manager – MASH</li> <li>- Head of Service – CIN/CP</li> <li>- Audit Services</li> <li>- Children &amp; Young People Management Team</li> </ul>

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- 1.0 Statutory Framework
- 2.0 What is Section 17 Funding?
- 3.0 In what cases should we provide Section 17 Funding?
  - 3.1 What needs to be considered prior to providing Section 17 Funding
- 4.0 How do we provide funding – key principles

## **Appendices**

- A Section 17 Funding – What can we use it for?
- B Making a Request for Funding

## 1.0 **STATUTORY FRAMEWORK**

'It shall be the general duty of every local authority, including The City of Wolverhampton Council:

- a. To safeguard and promote the welfare of children within their area who are in need; and
- b. So far as is consistent with that duty, to promote the upbringing of such children by their families.

By providing a range and level of services appropriate to those children's needs."

**Section 17 (3)** The service provided by an authority in the exercise of function conferred on them by this section may be provided for the family of a particular child in need or for any member of his family, if it is provided with a view to safeguard or promoting the child's welfare.

**Section 17(6)** The services provided by a local authority in the exercise of functions conferred on them by this section may include giving assistance in kind or, in exceptional circumstances, in cash (max £200)

**Section 17(8)** Before giving any assistance or imposing any conditions, a local authority shall have regard to the means of the child concerned and of each of his parents.

**Section 17(9)** No person shall be liable to make any repayment of assistance or of its value at any time when he is in receipt of income support or family credit under the Social Security Act 1986.

**Section 17(10)** For the purposes of this part of the Act, a child shall be taken to be in need if:

- a. He is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision for him of services by a local authority under this part;
- b. His health or development is likely to be significantly impaired, without the provision for him of such services; or
- c. He is disabled.

and 'family', in relation to such a child, includes any person who has parental responsibility for the child and any other person with whom he has been living.

**Section 17(11)** For the purposes of this part, a child is disabled if he is blind, deaf, or dumb or suffers from mental disorder of any kind or is substantially and permanently handicapped by illness, injury or congenital deformity or such other disability as may be prescribed; and in this part;

'Development' means physical, intellectual, emotional, social or behavioural development, and 'health' means physical or mental health.

## **2.0 WHAT IS SECTION 17 FUNDING?**

The Child Protection and Child In Need Service is not intended to provide income support, but in exceptional cases, where assessed as being 'In Need' and financial assistance is identified to enable to birth parents or carers to support their children we will consider providing financial assistance.

Payments should be considered under Section 17 of Children Act 1989 broadly according to the following categories:

1. Planned payments made in order to carry through a Child in Need/Child Protection Plan;
2. Payments for accommodation and subsistence for an unaccompanied minor over 16 (see Unaccompanied Asylum Seeking Children Policy)
3. Accommodation or subsistence for families without access to public funds (see No Recourse to Public Funds Policy)

## **3.0 IN WHAT CASES SHOULD WE PROVIDE SECTION 17 FUNDING?**

For Section 17(6) assistance to be appropriate a child must be assessed as 'in need'.

### **Levels of Need**

The City Council and partner agencies provide a range of services for children and their families from Universal Services available to all, through to targeted services for those requiring extra support, and specialist and rehabilitative services where crisis or urgent intervention is required.

Section 17 (6) is not a form of income support and therefore should usually be used on a 'one off' basis, though there will be some exceptions to this.

Where financial support is required on a more on-going basis e.g. rent for accommodation this must be underpinned by the Child In Need/Child Protection Plan and be approved by the Resource Panel (see Resource Panel Policy & Procedure).

## **3.1 WHAT NEEDS TO BE CONSIDERED PRIOR TO PROVIDING SECTION 17 FUNDING**

### **Assistance from other agencies**

Before assistance is offered under Section 17 (6) consideration must always be given to the possibility of obtaining assistance - or part assistance – from other agencies such as the Department of Works and Pensions or charitable agencies. Social Work Unit Managers must ensure all avenues have been explored prior to authorising any payments. See appendix A for more information. Where a one of payment of more than £200 is required this must be authorised via the Resource Panel.

Grants from charities may only be spent for the purposes specified in the initial request. The social worker is required to verify that the money has been spent in the way originally specified, any remaining balance may be spent on other kinds of assistance to the same

family only with written agreement from the charity concerned: otherwise, the balance must be repaid immediately it is known that it will not be needed.

### **Loan or Grant**

Section 17 (7) says assistance may be unconditional or subject to conditions as to the repayment of the assistance or its value (in whole or part) – e.g. it can be a grant or a loan.

No person shall be liable to make any repayment of assistance provided through Section 17 (6) if that person is in receipt of income support or family credit (Section 17 (9)). Thus any payments or assistance to people in this position will constitute a grant, although it would be appropriate to reclaim equipment when it is no longer needed.

For people not in receipt of income support or family credit, Section 17 (6) assistance should normally be given in the form of a loan unless there are exceptional circumstances making this inappropriate. When assistance is given on a loan basis, this should be made clear to the recipient and steps taken to see that the money is repaid or equipment returned when no longer needed. Written agreement must be obtained and witnessed.

### **Ongoing Payments**

All regular weekly payments must be authorised via the Resource Panel (see Resource Panel Policy). The Panel will ensure that a review period is agreed and identified at the outset. Many circumstances will have a natural review period e.g. processing of benefits claim expected to take 4 weeks. The maximum time for which payments can be made without being reviewed is 3 months. However in most circumstances it should be less.

## **4.0 HOW DO WE PROVIDE FUNDING – KEY PRINCIPLES**

### **4.1 Assessment**

Payments under Section 17 need to be made on the basis of an Assessment no matter how brief and must state clearly the need that is to be met and how the payment will meet that need. This must then be evidenced on appendix B and presented to a Social Work Unit Manager to authorise or the Resource Panel where payments are over £200 or on-going.

It is not possible to specify every situation in which the use of Section 17 (6) money might be appropriate. It must be remembered that Section 17 (6) is a limited budget and with the exceptions listed at the beginning is intended for emergency or serious situations in which there are no alternative or more appropriate sources of help.

There may be situations not mentioned where exceptional circumstances prevail and assistance is given. These guidelines are not aimed at preventing us assisting where appropriate but at ensuring that a similar standard is applied across the City.

See table (Appendix A) on the types of situations where Section 17 might be appropriate and the avenues that should be exhausted prior to funding being requested.

## **4.2 Approval**

All one of payments can be agreed by a Social Work Unit Manager unless they are one off payments over £200 and on-going payments lasting longer than a month must be agreed by the Resource Panel (see Resource Panel Policy & Procedure). Emergency decisions can be made outside of Panel by a Head of Service but must then retrospectively go to the next Resource Panel.

## **4.3 Making a request**

A social worker must complete an application form (appendix B) providing details of the user, reason for the financial assistance, avenues exhausted and amount required and the Plan this is evidenced in.

If the amount is within the permitted approval level the Social Work Unit Manager can authorise payment. If not the request should be forwarded to the next Resource Panel. If the request is urgent then a Head of Service can approve this however, it should retrospectively go to the Resource Panel.

The Social Work Unit Manager will consider the following:



- Is the payment legal and within the guidelines
- Which payment method is the safest/appropriate (cash/cheque/voucher etc)
- Is it the most economical option
- Is the Sc17 budget the correct one to use?
- Role of Authorising Officer (Social Work Unit Manager)
- To agree that the assistance is valid and is correct approach for meeting the service users needs and to confirm that there is money

## SECTION 17 FUNDING –WHAT CAN WE USE IT FOR?

CATEGORY	OPTIONS TO BE EXHAUSTED PRIOR TO USING SECTION 17	HOW SHOULD IT BE PROVIDED?	MAXIMUM AMOUNT/TIME SCAL E	AUTHORISATION
<b>Clothing &amp; Laundry</b>	<p>Provision of appropriate clothing for children (including coat/jacket, shoes/boots, seasonal)</p> <p>Use of Clothing Banks, Charity Shops, school clothing via school lost property etc.</p> <p>Laundry can include clothing, bedding and towels. Purchase of a washing machine/payment of Laundrette bills, provision of washing powder etc.</p>	<p><b>Vouchers, P Card loaded to restrict spend in appropriate shops; SW takes family shopping with cash.</b></p> <p><b>Payment direct to shop, loaded P Card</b></p>	<p><b>Clothing = One off payment £100 6 monthly</b></p> <p><b>One off payment for equipment £200 max.</b></p> <p><b>Laundry bills in an emergency – one off payment £20</b></p>	<b>SWUM</b>
<b>Utilities</b>	<p>Payment of gas/electric. SW to contact the Benefits Office to determine date when next benefit payment is due.</p>	<p><b>Tokens/Load on electricity or gas card/SW pays by cash</b></p>	<p><b>Max amount £20 per week in total – no more than 2 weeks at a time whilst awaiting benefits payment.</b></p>	<b>SWUM</b>



<b>Travel/Visits/ Contact</b>	<p>- Volunteer Drivers – contact Lisa Sidaway at LAC (Beldray) – tele. ext. 6951</p> <p>Bus fares</p> <ul style="list-style-type: none"> <li>- taxi fares only in exceptional circumstances where public transport is not appropriate (i.e.; moving belongings into new accommodation)– otherwise use other travel options</li> </ul> <p>Coach fare</p> <p>Rail fare</p> <p>Wolverhampton Community Transport</p>	<p><b>Via Lisa Sidaway</b></p> <p><b>Scratch card for day use/purchase of travel card by SW/SWUA via cash/P Card.</b></p> <p><b>Coach ticket via P Card</b></p> <p><b>Rail ticket via P Card</b></p>	<p><b>Payment via Cost Centre Code to allow Lisa Sidaway to recover any charges</b></p> <p><b>Cheapest option available</b></p> <p><b>Each case to be considered independently – could be daily/weekly/fort nightly/monthly – use discretion dependant on the circumstances.</b></p>	<b>SWUM</b>
<b>Passports</b>	<p>Is it needed?</p> <p>Consideration needs to be given to the individual circumstances</p>	<p><b>SW/SWUA purchase using P Card at Post Office</b></p>	<p><b>One-off payment limited to the cost of the Passport</b></p>	<b>SWUM</b>
<b>Postage</b>	<p>Consideration needs to be given to the individual circumstances</p>	<p><b>SW/SWUA to provide</b></p>	<p><b>One-off payment.</b></p>	<b>SWUM</b>

		<b>stamp/postage and take to Post Office (letters and parcels)</b>	<b>Limit determined by current postal charges</b>	
<b>Food Provisions</b>	<p>Food Banks and Soup Kitchens as per information website:  <a href="http://www.wolverhampton.gov.uk/article/3802/Food-banks-and-soup-kitchens">http://www.wolverhampton.gov.uk/article/3802/Food-banks-and-soup-kitchens</a></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">         Information -        Wolverhampton Food     </div> <div style="text-align: center;">         Map of Food Banks &amp;        Soup Kitchens 20.02.     </div> </div> <p>Hostel Food Package provisions</p> <p>Check the accommodation has kitchen/cooking facilities (i.e.; if in bed and breakfast then breakfast cost is already included)</p>	<p><b>Direct the client to the provisions available</b></p> <p><b>Booked via Hostel</b></p> <p><b>Use of vouchers/ pre-loaded P Cards limited to appropriate shops or SW takes shopping with cash</b></p>	<p><b>£50 per week max. for no more than 2 weeks at a time</b></p>	<p><b>SW</b></p> <p><b>SW</b></p> <p><b>SWUM</b></p>
<b>Rent/Accommodation</b>	<b>Homeless Services provision Refer to the Single Accommodation Model – hyperlink below.</b>	<b>See Single Accommodation Model for</b>	<b>As per Single Accommodation model</b>	<b>SW – contact Housing</b>

	<p><a href="#"><u>Single Accommodation Model (2) Draft (2).pdf</u></a></p> <p>If families have been housed by another Authority in the Wolverhampton area, consideration should be given to a joint visit by Housing Environmental Health Officers and SW's to ensure accommodation is fit for purpose. If concerns are raised, contact Anthony Walker – Homeless Strategy and External Relationships Manager (tele. ext. 1631)</p>	guidance		Services
Photographs	For Passport photos – dependant on individual circumstances – production of photos required to progress Passport Application	Cash – receipt required	£5 per person One-off payment	SWUM
NRPF	<p><b>As detailed in NRPF Policy</b></p> <p><b>No recourse to Public Funds is defined as:</b></p> <ul style="list-style-type: none"> <li>• A person who is subject to immigration control</li> <li>• Has no entitlement to welfare benefits, public housing or Home Office asylum support</li> </ul> <p>Most often does not have the right to work*</p> <p>*people granted leave as spouses or civic partners are permitted to take up work</p>	see policy	see policy	see policy

<b>Legal Costs</b>	<p>I.e.; SGO/ Child Arrangements Order/ Parental Responsibility Order/DNA Testing/Age Assessments</p> <p>Legal Advice or representation. Court Issue Fees</p> <p>Negotiate via Legal Services - Always contact Ian Twinberrow for advice and guidance – tele. ext. 1491</p>	<b>Invoice/cash direct to the Service via Ian Twinberrow</b>	<b>Contact Ian Twinberrow for advice, guidance and costs</b>	<b>SWUM/if over £500 Resource Panel approval required</b>
<b>In lieu of Benefits</b>	<p><b>Depending on the reason for not receiving benefit due:</b></p> <ul style="list-style-type: none"> <li>• <b>Short-term Benefit Advance from DWP; or</b></li> <li>• <b>Hardship Payment from DWP; or</b></li> <li>• <b>Benefit Dispute action</b></li> </ul> <p><b>SW to contact the Benefit Office to ascertain the situation before agreeing to any financial help</b></p>	<b>See individual items in table</b>	<b>See individual items in table</b>	<b>See individual items in table</b>
<b>Birth Certificates</b>	<p>Consideration needs to be given to the individual circumstances</p>	<b>SW to order and pay for at Registrar's Office in Wolverhampton. Other applications will depend on</b>	<b>Cost of provision of Birth certificate – can vary</b>	<b>SWUM</b>

		<p><b>individual circumstances.</b></p> <p><b>If SWUA required to progress then this should be at a predetermined time and day.</b></p>		
<b>Cash Support</b>	<p><b>Credit Union Crisis Loan</b>  <b>Only in exceptional circumstances as agreed with the Senior Social Work Manager</b></p> <p>Most instances will be covered by the other entries in this Table.</p>	cash	Max. £50 one off payment.	<b>SSWM</b>
<b>Childcare</b>	<p>Early Help 0-5 years provide a service to determine childcare availability within Wolverhampton.</p> <p>Terrific for Two's</p> <p>Nursery Education Funding – for 3 year olds</p> <p>SW to contact Children's Centres to determine if they can provide emergency respite childcare</p>	<p><b>Contact setting</b></p> <p><b>Contact setting</b></p> <p><b>Contact local Children's' Centre</b></p>	<p><b>Free – any top up fees paid direct to Provider</b></p> <p><b>Free/current charges</b></p>	<b>SW/SWUM</b>

	<p>HomeStart (possible provision of childcare prior to crisis point) – link below  <a href="http://home-start.org.uk">home-start.org.uk</a></p> <p>Holiday Clubs/ Breakfast Clubs/ After School Provision/local child minder – contact Early Help 0-5</p> <p>Use of family and friends</p>	<p><b>Contact HomeStart – see link</b></p> <p><b>Contact Setting</b></p> <p><b>Discuss with parent</b></p>	<p><b>Current charges will apply – payment direct to Provider</b></p> <p><b>No charge</b></p>	
<b>Medical Fees</b>	<p>Consideration needs to be given to the individual circumstances</p>	<p><b>Payment direct to Doctor via P card or Invoice</b></p>	<p><b>varies</b></p>	<p><b>SWUM – if over £500 refer to Resources Panel</b></p>
<b>Household Repairs</b>	<p><b>Credit Union Welfare Assistance or Crisis Loan</b></p> <p><b>Contact Citizens Advice to determine if support is available through any Home Improvement Grants</b></p> <p>National Phone Service 0344 411 1444</p> <p><b>Boilers, loft insulation and cavity Wall –</b></p>	<p><b>Payments via Invoice or P Card to Contractor etc.</b></p>	<p><b>Varies – costs could be covered by the landlord/Housing Association etc.</b></p>	<p><b>SWUM – if over £500 refer to Resources Panel</b></p>

	<p><b>contact energy provider</b></p> <p><b>Contact the Landlord/Housing Association/ Wolverhampton Homes</b></p> <p><b>Does the property/landlord have insurance to cover this eventuality</b></p>			
<b>Household Goods/Furniture</b>	<p><b>Credit Union Welfare Assistance Loan</b></p> <p><b>Charity Shops/Second-hand Shops</b></p> <p><b>Wolverhampton Community Transport – see link below</b></p> <p><a href="#"><u>Community Transport Furniture</u></a></p>	<p><b>SW to take family shopping and pay via cash/P Card/ Invoice.</b></p> <p><b>?by invoice via Agresso or P Card</b></p>	<p><b>One-off payment max. £1000</b></p>	<p><b>SWUM – if over £500 refer to Resources Panel</b></p>

**PLEASE NOTE:**

All payments need to be supported by a receipt – in the case of any petty cash requested by SW's then the SW should ensure that an appropriate receipt is provided to the Unit Administrator within 2 days, together with the return of any unspent amount £.

If cash is given direct to the Client then the SW should ensure that the client signs for any monies received and that the client provides a receipt.

**REQUEST FOR SECTION 17 PAYMENT(S)**

**Child/Young Person's Details:**

**Name:**

**PNumber:**

**Social Worker making the request:**

**Reason the financial assistance is required:**

**How much is required:**

**What method will the payment be made in:**

**Please detail any other options explored:**

**What is the financial assistance for:**

**AUTHORISATION**

<p><b>One off Payments under £200</b></p> <p><b>Authorisation by Social Work Unit Manager</b></p> <p><b>Name:</b></p> <p><b>Signature:</b></p> <p><b>Date:</b></p>	<p><b>One off Payments over £200 or Payments On-going for longer than one month</b></p> <p><b>Authorisation by Resource Panel</b></p> <p><b>Date agreed:</b></p> <p><b>Signature of Chair of Panel:</b></p>
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	<b>Review Date:</b>
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