

**Service:** Children and Young People's Services  
**Title:** Children in Need Reviews  
**Manual:** Children in Need  
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## INTRODUCTION

This procedure details the arrangements for reviewing Child/Young Person's Plans. Plans will also be subject to review through the Care Team and management oversight.

The procedure aims to promote:

- the effectiveness of the Plan in meeting its specific objectives and ensuring that the outcomes for the child/young person are being achieved;
- The opportune identification of difficulties in progressing the Plan and the steps required to address any delay, drift or shortfall in service provision;
- The timely adaptation of service provision to changing circumstances;
- The meaningful contribution of the child/young person and their parents/carers to the review process;
- The efficient use of resources through ensuring that services only continue to be provided where there remains a clearly identified need which the service provision is both capable of and the most appropriate means of addressing.

## ABBREVIATIONS

SW	Child/young person's Social Worker
SASS	Safeguarding and Specialist Services
ICS	Integrated Children's System
LSCB	Local Safeguarding Children Board

## REVIEW REQUIREMENTS

- All Child/Young Person's Plans will be subject to regular formal review at the minimum frequency specified within this procedure;

- The formal review of the Plan will take the form of a meeting involving all contributors to the Plan including the child/young person (appropriate in relation to age/level of understanding) and parent(s)/(carers);
- A written record of the review will be produced in line with the requirements of ICS and distributed to all contributors to the review. The written record will consist of two parts:
  - **Part 1 – The Social Worker’s Report:** - To be prepared by the SW and shared with the child/young person and their parents/carers in advance of the review meeting;
  - **Part 2 – The Chair’s Report:** - To be completed by the review chair at the end of the review process and a copy provided to all participants

## THE REVIEW MEETING

### a. Reviews of Plans that *do not* incorporate a Child Protection Plan

#### Convening

The SW is responsible for convening the review within the required timescales. The date for the initial review should be set at the inter-agency planning meeting which formulated the Child/Young Person’s Plan (please see **Care Planning for Children/Young People in Need** procedure for further details).

#### Frequency

In line with government guidance reviews must be convened as follows:

- Initial Review - Within 6 weeks of the Child/Young Person’s Plan being completed;
- Subsequent Reviews – Within 8 weeks of the previous review;

These are a minimum frequency and a review of the Child/Young Person’s Plan should take place as often as the circumstances of the individual situation require.

#### Chairing

The review will usually be chaired by the child’s SW. The review must be chaired by a Team Manager or Senior Practitioner, (or by a manager without direct line management responsibility) if the situation is particularly difficult or complex, when key decisions need to be made or when the care plan involves the long term provision of services.

## **Attendance**

It is the responsibility of the SW and their team manager to agree both who should be invited to the review meeting and who should be invited to contribute to the review process.

In reaching this decision consideration should be given to the intimidating and disempowering effect large meetings can have on some child/young person and their parents/carers. As such attendance at the review should be limited to:

- The child/young person (if of sufficient age and understanding);
- Parents/carers;
- Members of the Care Team;
- Other professionals, significant to the Child/Young Person's Plan, who have a contribution to make to the review that extends beyond the provision of factual information.

## **Location and Timing of the Review**

The review should be held at a time and place to maximise the attendance and contribution of all relevant parties, including the child/young person if they are of sufficient age and understanding to attend.

The time of day that the review is held must take into account the childcare responsibilities of parents/carers. All reviews relating to school age children/young people should be held outside of school hours and not clash with extra-curricular or other activity.

The review should not take place on days of religious/cultural significance to the child/young person or their parents/carers.

The choice of venue should reflect the wishes of the child/young person as well as taking into account issues of accessibility.

## **Preparation for the Review**

In preparation for the review the SW must:

- Consult with the child/young person (if of sufficient age and understanding) and their parents/carers to ascertain their view of the Plan, how it is progressing and any changes to it that they think are required;
- Seek written contributions from those with information relevant to the review process but who have not been invited to attend the review or who have submitted their apologies.

- Complete as far as possible Part 1 – The Social Worker’s Report of the Child/Young Person in Need Review Record and ensure this is shared with the child/young person (if of sufficient age and understanding) and their parents/carers prior to the review.
- Collate any other relevant reports.
- Prepare the child/young person and their parents/carers for the review by providing them with appropriate information about the review process, the conduct of the review, its purpose and its potential outcomes. In addition the SW should ascertain how the child/young person wishes to contribute to the review (i.e. in person, in writing, advocacy etc) and what support is needed to facilitate this.

### **Powers**

The review has the power to make any changes to the Child/Young Person’s Plan that fall within the jurisdiction of those attending. Where the review identifies the need for changes to the plan that it does not have the power to implement these must be recorded as recommendations of the review and the appropriate authorisation sought.

### **Purpose**

The overall purpose of the review is to ensure that the plan for the child/young person’s is effective in promoting their welfare and that progress has been made in achieving the identified outcomes for the child/young person.

### **Key Tasks**

- To ensure that the Plan is appropriate to meet the current needs of the child/young person;
- To monitor the progress of the Plan, its implementation and to establish whether the milestones set out in the plan are being achieved in a timely way;
- To establish, if the objectives of the service provision have been met, whether it is appropriate to end any aspect of the service provision and whether a Plan is still required;
- To identify any delay in service provision and the steps that can be taken to address these;
- To identify any shortfall in service provision and the steps that can be taken to address these;
- To establish the views of the child/young person and their family as to the helpfulness or otherwise of the services being provided;

- To reconsider the need for a Family Group Conference;
- To identify any changes required to the Plan and by what process and by whom these can be achieved;
- To identify any changes to the membership of the Care Team;
- To agree actions/make recommendations accordingly

## **Recording**

A record of the review must be made using the ICS form Child/Young Person in Need Review Record.

Part 1 of the Record must be completed as far possible by the SW prior to the review and finalised at the review.

Part 2 of the Record must be completed by the review chair following the review and distributed to all contributors to the review process within 5 working days.

## **Action following the Review**

If the review identifies that any changes to the plan are required, the SW must:

- Amend the Plan accordingly and distribute the amended version;
- Where necessary seek the appropriate authorisation to any recommended changes to the Plan that relate to services provided by SASS. This will include resources that are to continue beyond previously authorised timescales;
- Monitor any actions required by any agencies to facilitate any changes agreed/recommended by the review and where necessary take any appropriate steps to address any delay in these actions.

If the review identifies that the objectives of the Plan have been met and that service provision is no longer required, the SW must:

- Where necessary seek the appropriate authorisation to the ending of service provision;
- Complete the DCSF ICS Closure Record and ensure that this is counter-signed by the Team Manager and distributed to all relevant parties

## **b. Reviews of Plans that Incorporate a Child Protection Plan**

Reviews of Child/Young Person Plans that incorporate a Child Protection Plan are conducted through a Child Protection Review Conference.

The requirements for convening, frequency, attendance, reporting and recording are detailed in the Durham LCSB Child Protection Procedures

In circumstances where a child/young person is no longer subject to a the Child Protection Plan ,but continues to require a Child/Young Person's Plan, a formal review of the Plan conducted as above should be held within 6 weeks of the Conference at which the Child Protection plan ended.

## **RELATED DOCUMENTS**

**Durham LSCB Child Protection Procedures**

*This is a Controlled Document*