



**Protocol of Working**  
**Between**  
**Integrated Early Years Service**  
**And**  
**Children's Safeguarding & Social Care**  
**Child Care and Supported Childminding**  
**Services for Children in Need**

**Replaces/Amends:-**

Document Title: Protocol – Children In Need  
Version: 3  
Dated: October 2019

**Originating Section/Team:** Integrated Early Years Service/  
Children's Safeguarding and Social Care

**Authors:** Anita Kemsley

**Contact Lead Officers:-** Anita Kemsley

**Address:-** 5 Pancras Square N1C 4AG

**Contact:-** [IEYS-CIN@camden.gov.uk](mailto:IEYS-CIN@camden.gov.uk)

## **Introduction**

Camden has in place a childcare resource that may be used to support children assessed as Children in Need (CIN) and for who it is felt that childcare as an intervention would improve their outcomes.

## **Provision**

This resource consists of 33 FTE (up to 66 part-time places) in Camden's maintained nurseries for children 2-3 year olds and 24 FTE (up to 48 part-time places) Supported Child-minding places for children aged 4 months to 3 years. Places will be either part-time (15 hours per week) or full-time (30 hours per week).

Children over 3 years of age (from the beginning of the term after their 3<sup>rd</sup> birthday) are entitled to a Free Early Education place, the universal entitlement is for 15 hours. An additional 15 hours of free nursery education funding can also be applied for; working parents should apply to [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk) and for Camden residents who are on low income and not working can apply for the Camden Enhanced Offer [www.camden.gov.uk/freechildcarefunding](http://www.camden.gov.uk/freechildcarefunding)

Children who meet the criteria for the 2 year old free early education funding can take up a 15 hour place at any participating provider and are not placed by the Local Authority as it is a decision taken by the parent/carer and the provider's ability to accommodate the child/children; therefore, we encourage the Social Workers to view Free Early Education separately from a CIN place.

## **Eligibility**

To be eligible for a child care placement, the following criteria must be met:

- The child must have been assessed by a Social Worker as being in need. At least an initial assessment should have been carried out and the child assessed as meeting the threshold for a service from Children's Safeguarding & Social Care.
- The child must be aged between 4 months and 3 years and needing part time or full-time child care provision.
- Child care must be identified as part of the child's plan and it must be demonstrated in the assessment how day care will meet the child's needs and support the family, this does not include babysitting services for ad hoc cover.

## **Roles and responsibilities**

### **Children's Safeguarding & Social Care (CSSC)**

- The Social Worker is responsible for identifying those children who would benefit from child care provision and making appropriate referrals to the Free Entitlement Team.

- The Social Worker will also be responsible for monitoring the placement and for reviewing the impact of the placement on the child's development via review of the child's plan and the statutory CIN review.
- The Social Worker will be responsible for reviewing the overall impact on the development and wellbeing of the child care placement.
- Social workers should report any concerns about the childcare provision to IEYS in the first instance who will in-turn report to their direct manager. In line with child protection procedures allegations against staff should be reported to Camden's Local Authority Designated Officer (LADO), and the Head of Early Years.

### **Integrated Early Years Service (IEYS)**

- IEYS have a responsibility for receiving the applications and arranging, appropriate CIN placements and obtaining approval for all placements.
- IEYS will provide access to training and support to the Supported Childminders as part of the wider training and support for child minders.
- IEYS will seek to resolve any administrative issues relating to the placement and will report placement breakdown to the named social worker in writing.
- IEYS will be responsible for making payments to the Supported Child minders as necessary.
- IEYS will be responsible for monitoring the take up of child care provision.

### **Referral**

To refer a child for a child care place the Social Worker will need to:

1. Send CIN plan/assessment and the IEYS placement form (see below) to [IEYS-CIN@camden.gov.uk](mailto:IEYS-CIN@camden.gov.uk)
2. Ensure that the social work manager has approved the placement
3. Ensure that the request for a child care placement is included in the CIN plan

A referral back to IEYS will need to be made if the placement is part time and full time hours are required or if the child needs to change the childcare provider.

### **Notification and taking up places**

IEYS will keep a record of the allocations and use of all placements. Following the allocation of a nursery or supported childminding place IEYS will inform within 10 working days:

- the child's parents or carers in writing
- the allocated social workers by email
- the Head of the maintained nurseries by email
- the supported childminder in writing or by secure e-mail

For all placements, there needs to be a settling in period and this will need to be agreed in advance between the provider and parent/carer. Home visit by the Social Worker at the Supported Childminders home address is expected before commencement of the CIN Placement.

Relevant points from the e-CAF as to why this child is in need should be shared with the Supported Childminder/maintained nurseries.

### **Resources**

The CIN childcare placements are available in Camden's maintained nursery provision:

1A Children's Centre  
Agar Children's Centre  
Gospel Oak Nursery  
Hampden Nursery  
Harmood Children's Centre  
Kilburn Grange Children's Centre  
Konstam Nursery  
Langtry Nursery  
Regents Park Children's Centre  
Thomas Coram Centre

Supported Childminders are available across the borough.

<b>Integrated Early Years Service Children In Need (CIN)</b>	
<b>CIN Placement Request Form</b>	
<b>1</b>	Child's Name:
<b>2</b>	Child's D.O.B: <span style="margin-left: 150px;">Gender:</span>
<b>3</b>	Address <i>including post code</i> :
<b>4</b>	Parent/Carer Contact Details/Mobile phone number:
<b>5</b>	<p>CIN Placement Required?  Placements are:  15 hours <input type="checkbox"/>  30 hours <input type="checkbox"/></p> <p><i>Please note that placements are with Camden's Supported Childminders for age 4 months to 2 years and with Camden's maintained nurseries for 2-3 year olds.</i></p> <p><i>The term after the child's 3<sup>rd</sup> birthday they will be eligible for a Government funded nursery place.</i></p>
<b>6</b>	Social Worker name and contact number:
<b>7</b>	Does the request have team managers approval: YES/NO
<b>8</b>	Attached CP Plan / ECAF: YES/NO
<b>9</b>	Are there any SEND or health issues that we need to be aware of:
<b>10</b>	Are there are any siblings and if yes what arrangements are in place. (Include name of Setting)
<b>11</b>	Any other information