Children in Need Group Enabled Manual

January 2023

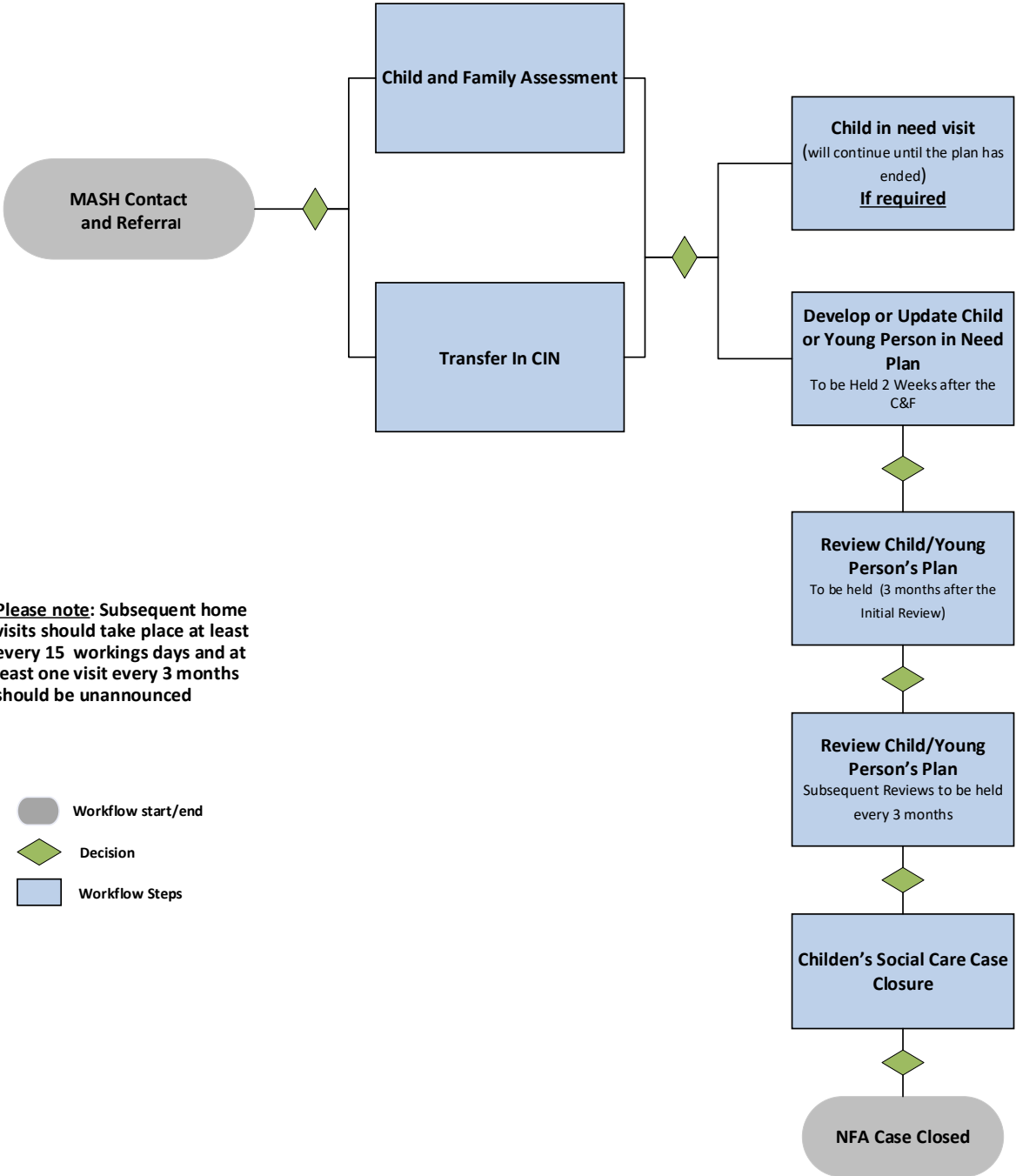# Contents

Version History

| November 2021 | Manual created |
| January 2023 | Mosaic Group Enabled |

CIN WORKFLOW GROUP ENABLED PROCESS

Please note: All Children must be visited in there homes within 7 days of the referral

MASH Contact and Referral

Child and Family Assessment

Transfer In CIN

Child in need visit
(will continue until the plan has ended)
If required

Develop or Update Child or Young Person in Need Plan
To be Held 2 Weeks after the C&F

Review Child/Young Person's Plan
To be held (3 months after the Initial Review)

Review Child/Young Person's Plan
Subsequent Reviews to be held every 3 months

Childen's Social Care Case Closure

NFA Case Closed

Please note: Subsequent home visits should take place at least every 15 workings days and at least one visit every 3 months should be unannounced

Workflow start/end

Decision

Workflow Steps

Child and Family Assessment

Social Worker

The child and family assessment will appear within your *Incoming Work Folder* and appear within the group screen, which you can start work from both places.

Group Icon workflow added to multiple children

Workflow added to one child

Left click onto [icon] and then start work

To start work on the Child and Family Assessment, click on the Yellow Cog icon [icon] and you will get the following menu select Start

You will be brought into Child and Family Assessment

PLEASE NOTE: IF YOU NEED A CHILD IN NEED VISIT – SELECT SECTION 8 (ACTIONS TAKEN)

Section 8 Action Taken is group enabled, Select *Child In need visit* action from the drop-down menu, select all or appropriate siblings and pass to worker. And ensure that tick *Send immediately*, and add the appropriate *Schedule Date* once you *Add and close* this will appear within your Incoming work folder and group screen

Child and family assessment (CSSW) : Southampton

⚠ Child and family assessment (CSSW)

Sections

1. Family / household details
2. Assessment details
3. Child and family background / history
4. Social worker's assessment of the situation
5. Manager's decision
6. Views of all parties
⚠ 7. Parental / child factors at assessment
8. Actions Taken

✅ indicates completed section

2. Assessment details

Assessment plan

Assessment plan and timeframe for the assessment to be carried out

> Complete relevant sections 1 - 8

Referral date 10/01/2023 00:00

Review date

Target completion date

☐ Review completed

Reason for undertaking this assessment / presenting issues

Child and family assessment (CSSW) : Southampton

Sections

✅ 1. Family / household details
✅ 2. Assessment details
3. Child and family background / history
4. Social worker's assessment of the situation
5. Manager's decision
6. Views of all parties
⚠ 7. Parental / child factors at assessment
8. Actions Taken

✅ indicates completed section

Emotional and Behavioural Development
Identity
Family & Social Relationships
Social Presentation
Selfcare Skills

CHILD'S DEVELOPMENTAL NEEDS

CHILD
Safeguarding and promoting welfare

PARENTING CAPACITY
Emotional Warmth
Stimulation
Guidance & Boundaries
Stability

FAMILY & ENVIRONMENTAL FACTORS

Community Resources
Family's Social Integration
Income
Employment
Housing
Wider Family
Family History & Functioning

Profile / Story for each child

Sally Southampton

Story for the child subject to this assessment, include the child's wishes and feelings

Sasha Southampton

Story for the child subject to this assessment, include the child's wishes

> Section 3 ***Child and family background history*** *is* group enabled and displayed you will see a text box for **each child, record a profile for each child displayed**

6

Child and family assessment (CSSW) : Southampton

⚠ Child and family assessment (CSSW)

Sections
- ✔ 1. Family / household details
- ✔ 2. Assessment details
- ✔ 3. Child and family background / history
- 4. Social worker's assessment of the situation
- 5. Manager's decision
- 6. Views of all parties
- ⚠ 7. Parental / child factors at assessment
- 8. Actions Taken

✔ indicates completed section

4. Social worker's assessment of the situation

Needs and risks for each child

Sally Southampton

Needs and risks

Sasha Southampton

Needs and risks

Samantha Southampton

Needs and risks

Section 4 *Social worker's assessment of the situation history* is group enabled and displayed you will see a text box for **each child, record the needs and risk for each child displayed**

Child and family assessment (CSSW) : Southampton

⚠ Child and family assessment (CSSW)

Sections
- ✔ 1. Family / household details
- ✔ 2. Assessment details
- ✔ 3. Child and family background / history
- ✔ 4. Social worker's assessment of the situation
- 5. Manager's decision
- 6. Views of all parties
- ⚠ 7. Parental / child factors at assessment
- 8. Actions Taken

✔ indicates completed section

6. Views of all parties

Views of child(ren)

Sally Southampton

Views on the assessment

Sasha Southampton

Views on the assessment

Samantha Southampton

Views on the assessment

Section 6 *View of all parties* is group enabled and displayed you will see a text box for **each child, record the views of the assessment for each child displayed**

Child and family assessment (CSSW) : Southampton

⚠ Child and family assessment (CSSW)

Sections

- ✔ 1. Family / household details
- ✔ 2. Assessment details
- ✔ 3. Child and family background / history
- ✔ 4. Social worker's assessment of the situation
- 5. Manager's decision
- ✔ 6. Views of all parties
- ⚠ 7. **Parental / child factors at assessment**
- 8. Actions Taken

7. Parental / child factors at assessment

Any child and parent risk factors identified at assessment should be indicated below - multiple factors can be selected

Risks / needs identified

Sally Southampton

Child

- ☐ Alcohol misuse
- ☐ Mental health
- ☐ Young carer
- ☐ Privately fostered - UK child in educational placements
- ☐ UASC
- ☐ Trafficking

> Section 7 *Parental/child factors at assessment* is group enabled and displayed you factors identified for child and parent **each child, record the views of the assessment for each child displayed**

---

history

- ✔ 4. Social worker's assessment of the situation
- 5. Manager's decision
- ✔ 6. Views of all parties
- ⚠ 7. **Parental / child factors at assessment**
- 8. Actions Taken

✔ indicates completed section

Sasha Southampton

Child

☐ Alcohol misuse	☐ Drug misuse	☐ Domestic abuse
☐ Mental health	☐ Learning disability	☐ Physical disability or illness
☐ Young carer	☐ Privately fostered - overseas child who intend to return	☐ Privately fostered -overseas child who intend to stay
☐ Privately fostered - UK child in educational placements	☐ Privately fostered - UK child making alternative family arrangements	☐ Privately fostered - other
☐ UASC	☐ Missing	☐ Child sexual exploitation
☐ Trafficking	☐ Gangs	☐ Socially unacceptable behaviour
☐ Self-harm	☐ Abuse or neglect - neglect	☐ Abuse or neglect - emotional

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Child and family assessment (CSSW) : Southampton

⚠ Child and family assessment (CSSW)

Sections

- ✔ 1. Family / household details
- ✔ 2. Assessment details
- ✔ 3. Child and family background / history
- ✔ 4. Social worker's assessment of the situation
- 5. Manager's decision
- ✔ 6. Views of all parties
- ✔ 7. Parental / child factors at assessment
- ⚠ 8. Actions Taken

✔ indicates completed section

8. Actions Taken

Next Actions

⚠ A next action and recipient must be selected before this form can be finished

Next actions

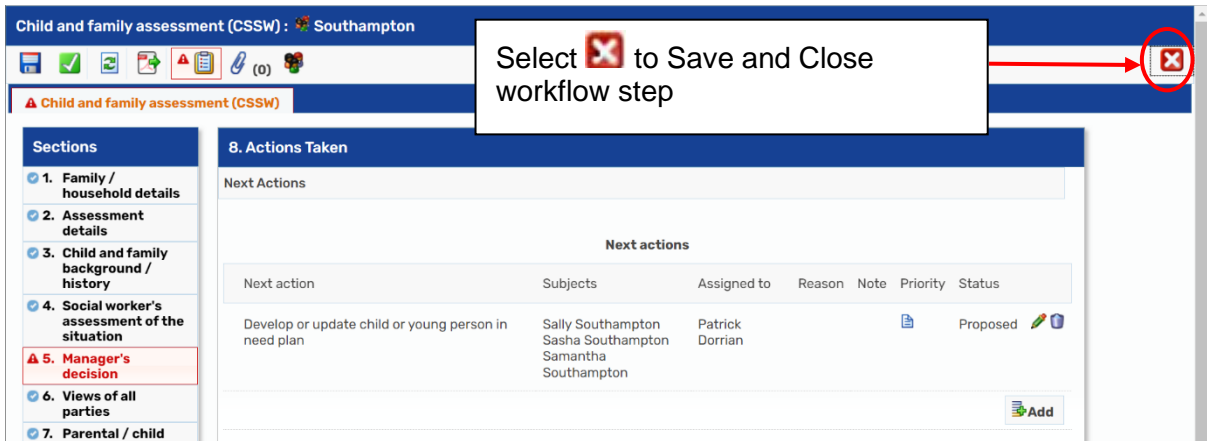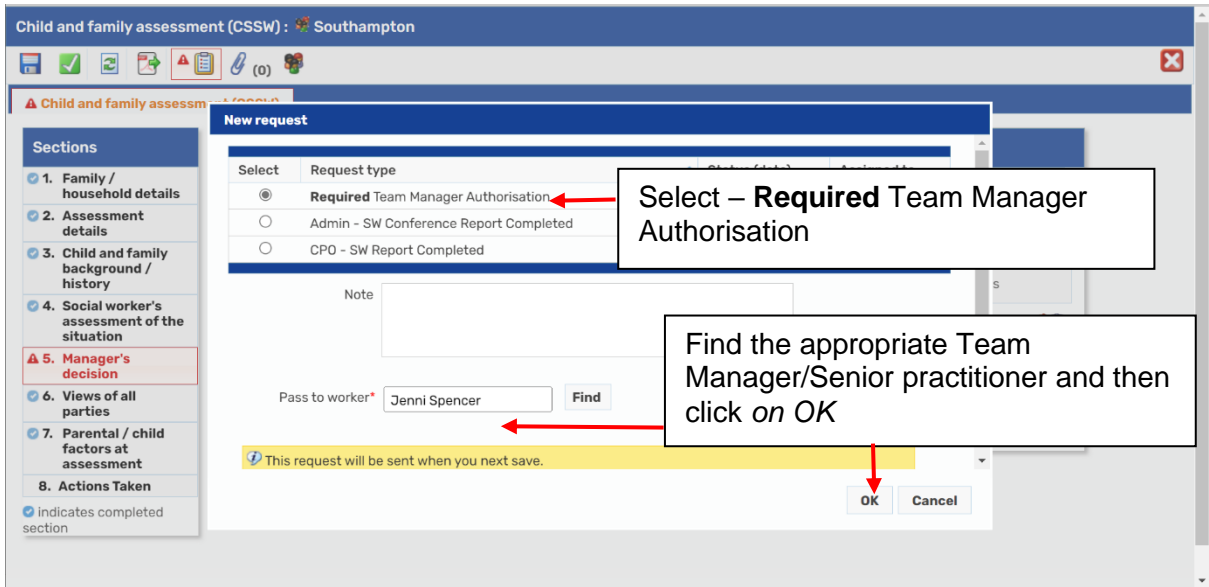| Next action	Subjects	Assigned to	Reason	Note	Priority	Status

> *Section 8 Actions Taken* Select Add → 📑Add

Section 8 Action Taken is group enabled, Select **Develop or Update child or young person in need plan visit** action from the drop- down menu, select all or appropriate siblings and pass to worker. And **Add and close**
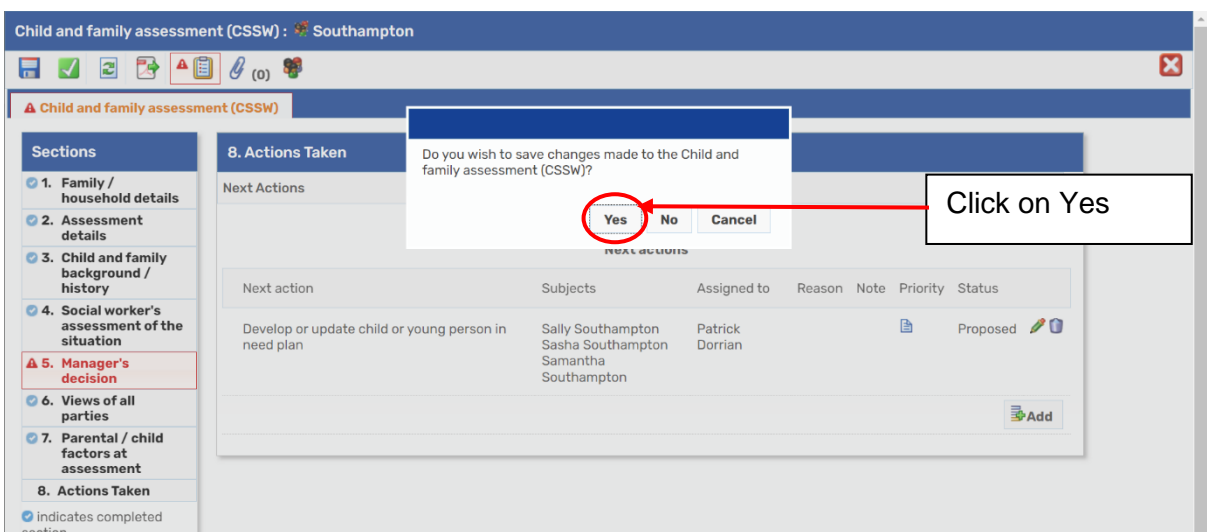

Once all sections are completed Click onto the request icon

And you will be brought into the New request screen.

Child and family assessment (CSSW) : Southampton

New request

Select	Request type
◉	**Required** Team Manager Authorisation
○	Admin - SW Conference Report Completed
○	CPO - SW Report Completed

Select – **Required** Team Manager Authorisation

Note

Pass to worker* Jenni Spencer [Find]

Find the appropriate Team Manager/Senior practitioner and then click *on OK*

ⓘ This request will be sent when you next save.

[OK] [Cancel]

Child and family assessment (CSSW) : Southampton

A Child and family assessment (CSSW)

Select ❌ to Save and Close workflow step

Sections
- ✓ 1. Family / household details
- ✓ 2. Assessment details
- ✓ 3. Child and family background / history
- ✓ 4. Social worker's assessment of the situation
- ⚠ 5. Manager's decision
- ✓ 6. Views of all parties
- ✓ 7. Parental / child

8. Actions Taken

Next Actions

Next actions

Next action	Subjects	Assigned to	Reason	Note	Priority	Status
Develop or update child or young person in need plan	Sally Southampton Sasha Southampton Samantha Southampton	Patrick Dorrian		📄		Proposed ✏🗑

[➕Add]

And the following message will appear

Child and family assessment (CSSW) : Southampton

A Child and family assessment (CSSW)

Sections
- ✓ 1. Family / household details
- ✓ 2. Assessment details
- ✓ 3. Child and family background / history
- ✓ 4. Social worker's assessment of the situation
- ⚠ 5. Manager's decision
- ✓ 6. Views of all parties
- ✓ 7. Parental / child factors at assessment
- 8. Actions Taken

ⓘ indicates completed section

8. Actions Taken

Next Actions

Do you wish to save changes made to the Child and family assessment (CSSW)?

[Yes] [No] [Cancel]

Click on Yes

Next action	Subjects	Assigned to	Reason	Note	Priority	Status
Develop or update child or young person in need plan	Sally Southampton Sasha Southampton Samantha Southampton	Patrick Dorrian		📄		Proposed ✏🗑

[➕Add]

Senior Practitioner/Team Manager

The Child and Family Assessment will be in your Incoming Requests folder.

Select Section 8 Next Actions

Child and family assessment (CSSW) : South

Click onto the request icon and then click onto request

Child and family assessment (CSSW)

Sections	8. Actions Taken

8. Actions Taken

Next Actions

Section 8 Action Taken Review next action and update as appropriate

Next action	Subjects	Assigned to	Reason	Note	Priority	Status
Develop or update child or young person in need plan	Sally Southampton Sasha Southampton Samantha Southampton	Patrick Dorrian		📄		Proposed ✏️ 🗑️

➕ Add

Sections
- ✅ 1. Family / household details
- ✅ 2. Assessment details
- ✅ 3. Child and family background / history
- ✅ 4. Social worker's assessment of the situation
- ✅ 5. Manager's decision
- ✅ 6. Views of all parties
- ✅ 7. Parental / child factors at assessment
- 8. Actions Taken

✅ indicates completed section

Child and family assessment (CSSW) : 🎈 Southampton

Child and family assessment (CSSW)

Sections
- ✅ 1. Family / household details
- ✅ 2. Assessment details
- ✅ 3. Child and family background / history
- ✅ 4. Social worker's assessment of the situation
- ✅ 5. Manager's decision
- ✅ 6. Views of all parties
- ✅ 7. Parental / child factors at assessment
- 8. Actions Taken

✅ indicates completed section

Sent request

Request ID: 924628

Request type: Team Manager Authorisation (**Required**)

ℹ️ You may complete or return the request.

Status

( ) Completed   ( ) Returned

Note

Click into completed and then ok

Status history

DateTime	Action	Worker/team	Note
27/01/2023 16:58	Sent to	Jenni Spencer	

OK   Cancel

➕ Add

Proposed ✏️ 🗑️

Child and family assessment (CSS...) : 🎈 Southampton

Select ✅ to FINISH workflow step

Child and family assessment (CSSW)

Sections
- ✅ 1. Family / household details
- ✅ 2. Assessment details
- ✅ 3. Child and family background / history
- ✅ 4. Social worker's assessment of the situation
- ✅ 5. Manager's decision
- ✅ 6. Views of all

8. Actions Taken

Next Actions

Next actions

Next action	Subjects	Assigned to	Reason	Note	Priority	Status
Develop or update child or young person in need plan	Sally Southampton Sasha Southampton Samantha Southampton	Patrick Dorrian		📄		Proposed ✏️ 🗑️

Child or Young Person in need Plan

Social Worker

The Child or young person in need plan will appear within your ***Incoming Work Folder*** and appear within the group screen, which you can start work from both places.

And you will be taken into the Child or young person in need plan– It is the allocated worker's responsibility to convene the meeting

Child or young person in need plan (CSSW) : 🦋 Southampton

Sections

⚠ 1. **Children's details**
2. Update on assessment (Review of plan)
3. The plan
4. Details of next review
5. Actions Taken

✔ indicates completed section

Initial or Review*

○ Initial Plan

Name	Role	Team / organis

Key worker

🔍Find

Minutes of Meeting

Summary of Discussion

⚠ This is Mandatory

> When you select the Initial Plan, the Text box – Minutes of Meeting will appear – to add the summary of discussion

---

Child or young person in need plan (CSSW) : 🦋 Southampton

Child's plan (CSSW)

Sections

✔ 1. Children's details
2. Update on assessment (Review of plan)
3. The plan
4. Details of next review
5. Actions Taken

✔ indicates completed section

2. Update on assessment (Review of plan)

Section not required

☐ Section completed

> Section 2 *Update on assessment (Review of Plan), will only be displayed if you select Review of Plan on section 1*

Child or young person in need plan (CSSW) : 🦋 Southampton

Sections

✔ 1. Children's details
✔ 2. Update on assessment (Review of plan)
3. The plan
4. Details of next review
5. Actions Taken

✔ indicates completed section

Needs for each child
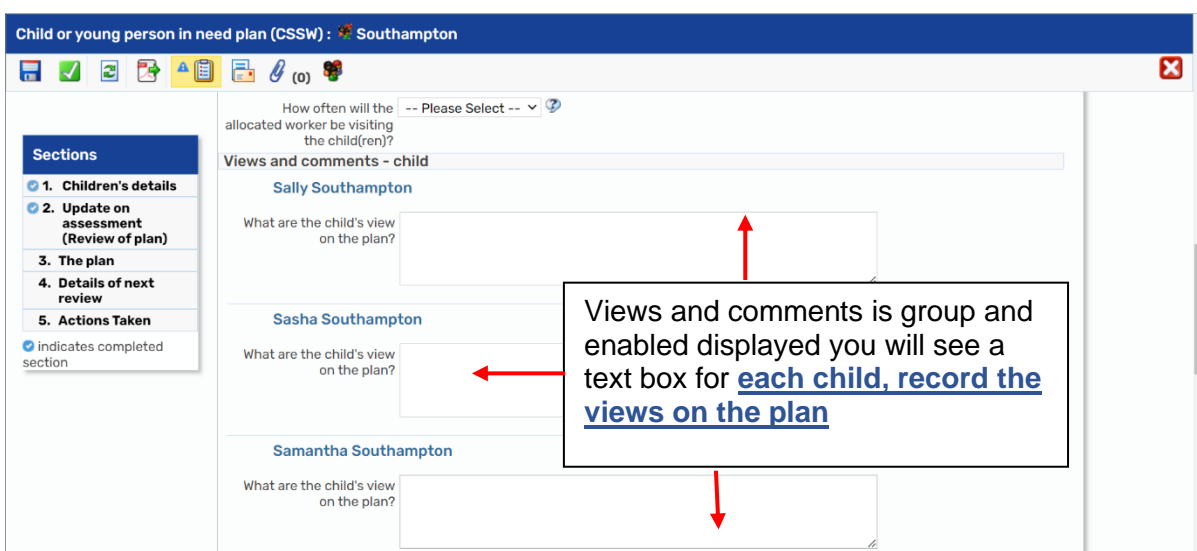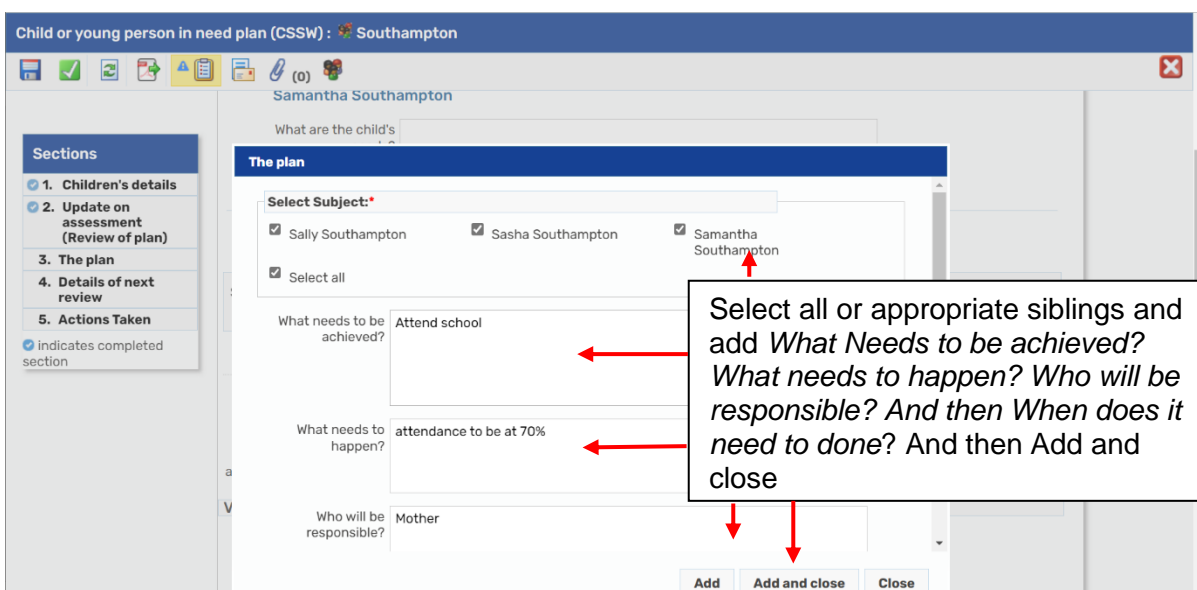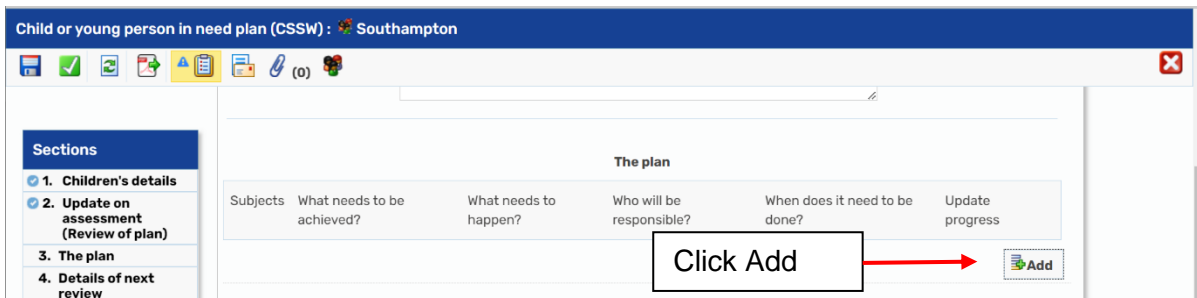
Sally Southampton

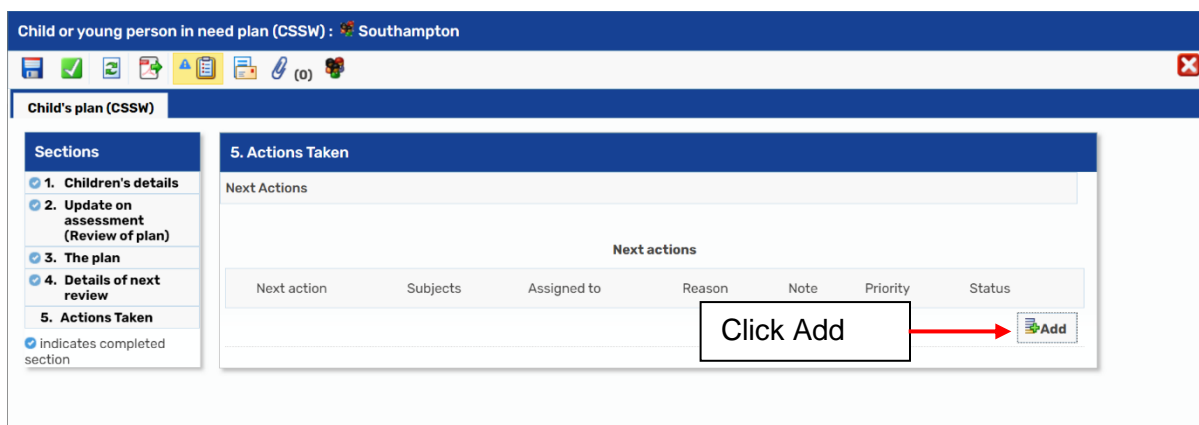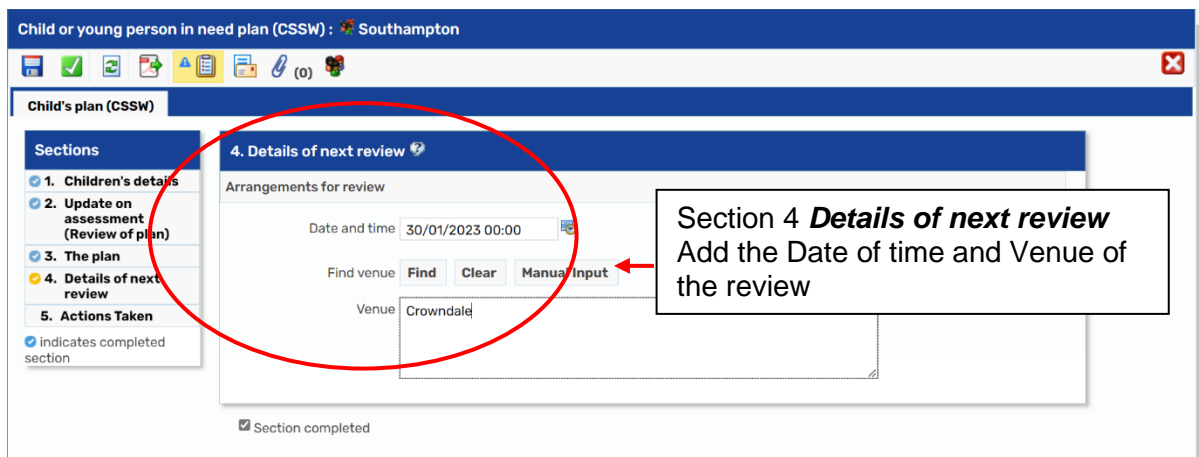What are the child's needs?

Sasha Southampton

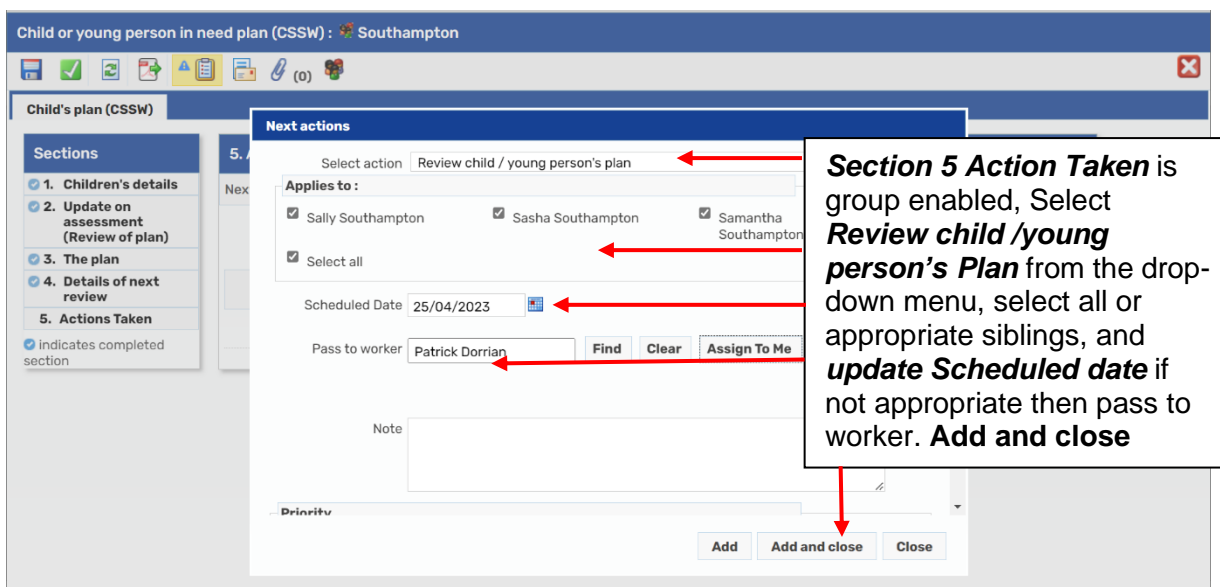What are the child's needs?
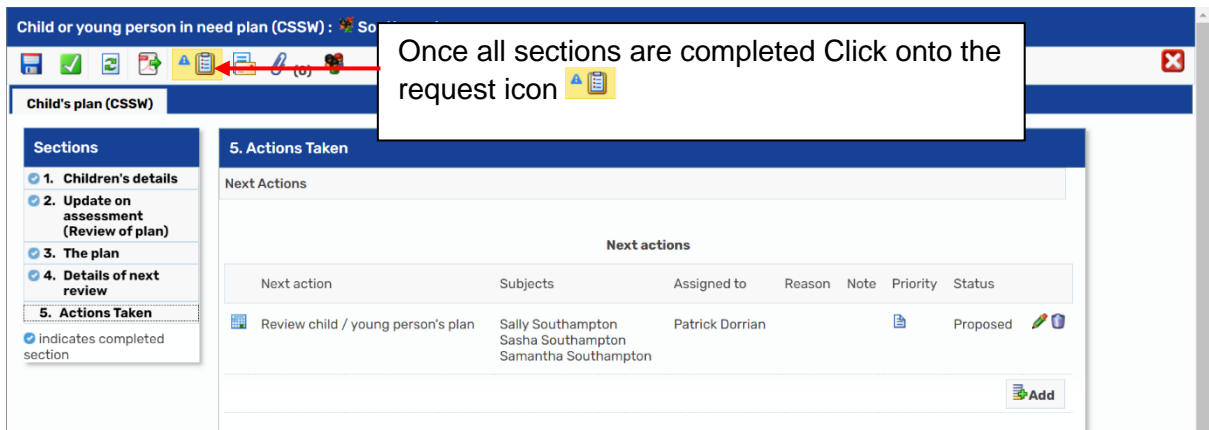
Samantha Southampton

What are the child's needs?

> Section 3 – *The Plan is* group enabled and displayed you will see a text box for **each child, record What are the child's needs for each child displayed**
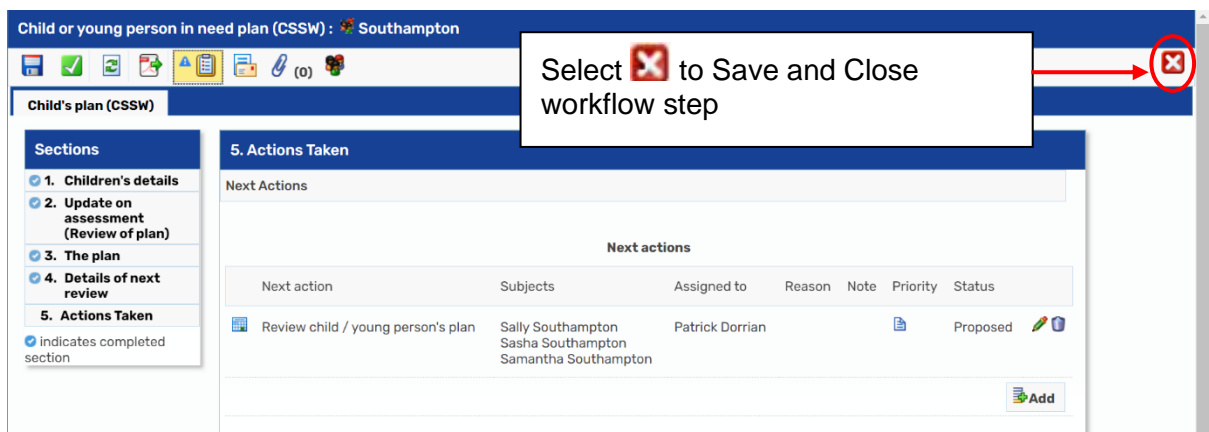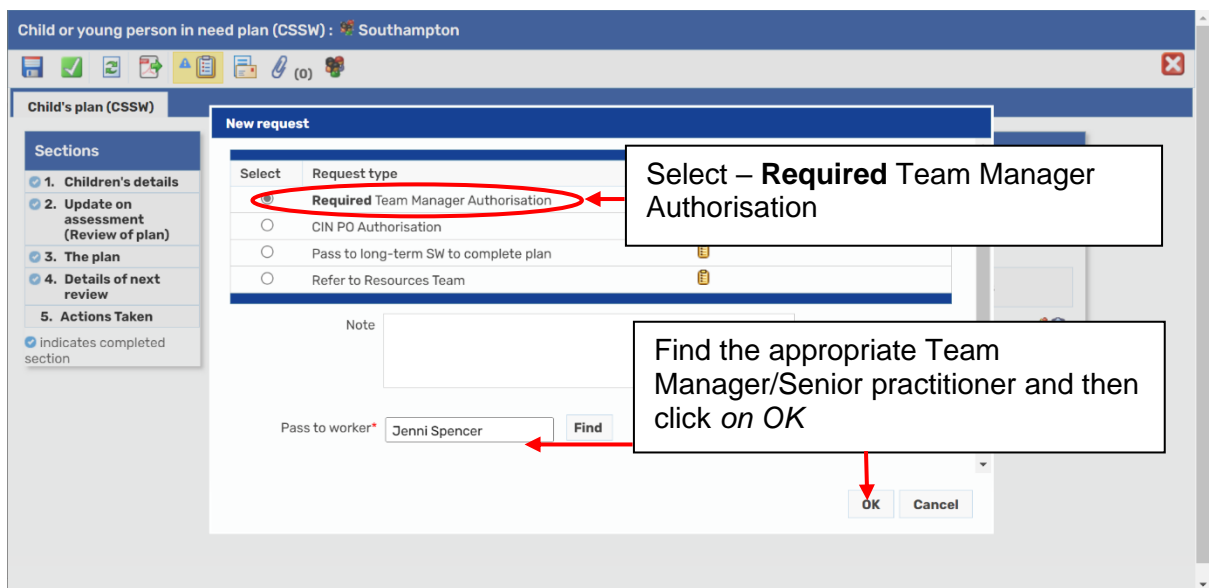
14

Child or young person in need plan (CSSW) : Southampton

Sections
- 1. Children's details
- 2. Update on assessment (Review of plan)
- 3. The plan
- 4. Details of next review

The plan

Subjects	What needs to be achieved?	What needs to happen?	Who will be responsible?	When does it need to be done?	Update progress

Click Add → Add

Child or young person in need plan (CSSW) : Southampton

Sections
- 1. Children's details
- 2. Update on assessment (Review of plan)
- 3. The plan
- 4. Details of next review
- 5. Actions Taken

indicates completed section

Samantha Southampton

What are the child's

The plan

Select Subject:*

☑ Sally Southampton   ☑ Sasha Southampton   ☑ Samantha Southampton

☑ Select all

What needs to be achieved?   Attend school

What needs to happen?   attendance to be at 70%

Who will be responsible?   Mother

Add   Add and close   Close

Select all or appropriate siblings and add *What Needs to be achieved? What needs to happen? Who will be responsible? And then When does it need to done*? And then Add and close

---

Child or young person in need plan (CSSW) : Southampton

Sections
- 1. Children's details
- 2. Update on assessment (Review of plan)
- 3. The plan
- 4. Details of next review
- 5. Actions Taken

indicates completed section

How often will the allocated worker be visiting the child(ren)?   -- Please Select --

Views and comments - child

Sally Southampton

What are the child's view on the plan?

Sasha Southampton

What are the child's view on the plan?

Samantha Southampton

What are the child's view on the plan?

Views and comments is group and enabled displayed you will see a text box for **each child, record the views on the plan**

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Section 4 *Details of next review*
Add the Date of time and Venue of the review

Click Add

You will be brought into the Next actions screen

Section 5 Action Taken is group enabled, Select *Review child /young person's Plan* from the drop-down menu, select all or appropriate siblings, and *update Scheduled date* if not appropriate then pass to worker. **Add and close**

Once all sections are completed Click onto the request icon

And you will be brought into the New request screen

Select – **Required** Team Manager Authorisation

Find the appropriate Team Manager/Senior practitioner and then click *on OK*

Select to Save and Close workflow step

And the following message will appear

Click on Yes

Senior Practitioner/Team Manager

The Child or young person in need plan will be in your Incoming Requests folder

Left click onto and then resume work

The SP/TM will be brought back in the workflow step and will read all sections of *Child's Plan*. Click onto Section 5 *Actions Taken*

Child or young person in need plan (CSSW) : 🌍 **Southampton**

Child's plan (CSSW)

⚠️📋 Team Manager Authorisation (**Required**) - 31/01/2023
(Jenni Spencer)

📋 Send request

Sections

- ✅ 1. Children's details
- ✅ 2. Update on assessment (Review of plan)
- ✅ 3. The plan
- ✅ 4. Details of next review
- 5. Actions Taken

✅ indicates completed section

Next Actions

Next actions

Next action	Subjects	As...
📋 Review child / young person's plan	Sally Southampton Sasha Southampton Samantha Southampton	Pa

➡️Add

Click onto the request icon ⚠️📋
and then click onto request

Section 5 Action Taken Review next action and update as appropriate

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Child or young person in need plan (CSSW) : 🌍 **Southampton**

Child's plan (CSSW)

Sections

- ✅ 1. Children's details
- ✅ 2. Update on assessment (Review of plan)
- ✅ 3. The plan
- ✅ 4. Details of next review
- 5. Actions Taken

✅ indicates completed section

Sent request

Request ID: 924652

Request type: Team Manager Authorisation (**Required**)

ⓘ You may complete or return the request.

Status

◉ Completed   ○ Returned

Note

Click into completed and then ok

Status history

DateTime	Action	Worker/team	Note
31/01/2023 16:42	Sent to	Jenni Spencer	

OK   Cancel

Proposed 🖉🗑

➡️Add

Child or young person in need 🌍

Child's plan (CSSW)

Select ✅ to FINISH workflow step

Sections

- ✅ 1. Children's details
- ✅ 2. Update on assessment (Review of plan)
- ✅ 3. The plan
- ✅ 4. Details of next review
- 5. Actions Taken

✅ indicates completed section

5. Actions Taken

Next Actions

Next actions

Next action	Subjects	Assigned to	Reason	Note	Priority	Status	
📋 Review child / young person's plan	Sally Southampton Sasha Southampton Samantha Southampton	Patrick Dorrian		📄		Proposed	🖉🗑

➡️Add

Review Child / Young Person's Plan

Social Worker

Once the Child or young person in need plan has been finished, you will be brought back into the *person summary screen* and the next action Child/young person's plan will appear within the group screen and within your Future work folder

The Second CIN Review (***Review Child/Young Person's Plan***) should be held within 3 months of the initial meeting

The allocated social worker is responsible for arranging CIN reviews and should ensure that invitations are sent out within 10 working days of the review

You can Start work from either the Future work folder or the group screen

Child or young person in need review (CSSW) : Southampton

Sections

- ⚠ 1. Children's details
- 2. Update on assessment (Review of plan)
- 3. The plan
- 4. Details of next review
- 5. Actions Taken

✔ indicates completed section

Date of this plan / review* 01/02/2023

Type of plan

○ Child in Need   ○ Child Protection

Initial or Review*

○ Initial Plan   ● Review of Plan

People involved in developing this plan

Name	Role	Team / organisation	Telephone number(s)	E-Mail	Relationship to child(ren)	Key worker
Patrick Dorrian		CSSW Children and Families Division			Social Worker	✏ 🗑
Clement Dove	Teacher	St Johns School				📑✏🗑

🔍Find

Minutes of Meeting

> Complete sections 1-4
> Section 1, **Children; s Details** Select the appropriate Type of Plan (e.g., *Child in Need and* select *Review of Plan People Involved in developing Plan* will pre-populate from Child or Young Person in need plan

Child or young person in need review (CSSW) : Southampton

Child's plan (CSSW)

Sections

- ✔ 1. Children's details
- 2. Update on assessment (Review of plan)
- 3. The plan
- 4. Details of next review
- 5. Actions Taken

✔ indicates completed section

2. Update on assessment (Review of plan)

Update on assessment

Sally Southampton

Update on assessment   Sally......

Sasha Southampton

Update on assessment   Sasha.....

Samantha Southampton

Update on assessment   Samantha....

> As we have selected Review of Plan within section 1 (Children's details) Section 2 **Update on assessment (Review of Plan** is enabled) Update on assessment is group and enabled displayed you will see a text box for **each child, update on assessment**

Section 3 **The Plan** is group enabled

Click on the pencil icon ✎ to update the Progress on plan

And you will be brought into the Plan. And add the progress within the Update progress text box and then Save changes

Child or young person in need review (CSSW) : Southampton

Sections
- 1. Children's details
- 2. Update on assessment (Review of plan)
- 3. The plan
- 4. Details of next review
- 5. Actions Taken

indicates completed section

needs?

Samantha Southampton

What are the child's needs? Needs

The plan

Subjects	What needs to be achieved?	What needs to happen?	Who will be responsible?	When does it need to be done?	Update progress
Sally Southampton, Sasha Southampton, Samantha Southampton	attend school	attendance to be 70%	Mother	asap	Attendance improved up to 50%, but still needs more improvement

Add

Click on Add – to add new details to the Plan

Child or young person in need review (CSSW) : Southampton

Child's plan (CSSW)

Sections
- 1. Children's details
- 2. Update on assessment (Review of plan)
- 3. The plan
- 4. Details of next review
- 5. Actions Taken

indicates completed section

4. Details of next review

Arrangements for review

Date and time 11/07/2023 00:00

Find venue Find Clear Manual Input

Venue 5PS

☑ Section completed

Section 4 *Details of next* Review Add the Date, Time, and Venue of Next Review

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Child or young person in need review (CSSW) : Southampton

Child's plan (CSSW)

Sections
- 1. Children's details
- 2. Update on assessment (Review of plan)
- 3. The plan
- 4. Details of next review
- 5. Actions Taken

indicates completed section

5. Actions Taken

Next Actions

Next actions

Next action	Subjects	Assigned to	Reason	Note	Priority	Status

Add

Click Add

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Child or young person in need review (CSSW) : 🌍 Southampton

Child's plan (CSSW)

Sections
✅ 1. Children's details
✅ 2. Update on assessment (Review of plan)
✅ 3. The plan
✅ 4. Details of next review
5. Actions Taken
✅ indicates completed section

Next actions

Select action — Child or young person in need review (CSSW)

Applies to :

☑ Sally Southampton   ☑ Sasha Southampton   ☑ Samantha Southampton

☑ Select all

Scheduled Date — 03/07/2023

Pass to worker — Patrick Dorrian   [Find] [Clear] [Assign To Me]

Note

Priority

[Add] [Add and close] [Close]

> *Section 5 Action Taken* is group enabled, Select *Child or young person in need review* from the drop-down menu, select all or appropriate siblings, and *update Scheduled date* if not appropriate then pass to worker. **Add and close**
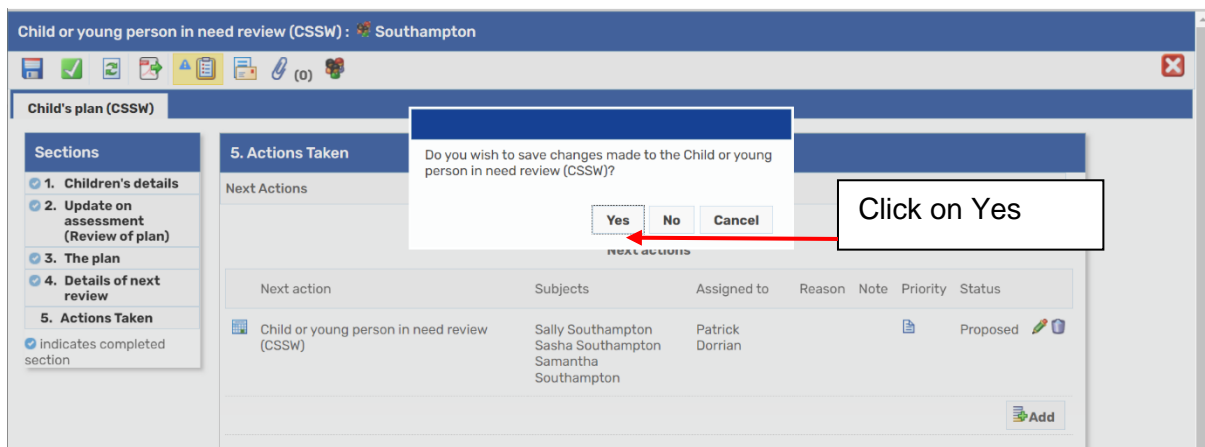

Child or young person in need review (CSSW) :

> Once all sections are completed Click onto the request icon

Child's plan (CSSW)

Sections
✅ 1. Children's details
✅ 2. Update on assessment (Review of plan)
✅ 3. The plan
✅ 4. Details of next review
5. Actions Taken
✅ indicates completed section

5. Actions Taken

Next Actions

Next actions

Next action	Subjects	Assigned to	Reason	Note	Priority	Status	
Child or young person in need review (CSSW)	Sally Southampton Sasha Southampton Samantha Southampton	Patrick Dorrian		📄		Proposed	🖊

[Add]

And you will be brought into the New Request screen

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Select – **Required** Team Manager Authorisation

Find the appropriate Team Manager/Senior practitioner and then click *on OK*

Select ❌ to Save and Close workflow step

And the following message will appear

Click on Yes

Senior Practitioner/Team Manager

The Child or young person in need review will be in your Incoming Requests folder

Left click onto 🔄 and then resume work

The SP/TM will be brought back in the workflow step and will read all sections of *Child's Plan*. Click onto Section 5 *Actions Taken*

Child or young person in need review (CSSW) : 🎌 **Southampton**

Child's plan (CSSW)

Sections
- ✅ 1. Children's details
- ✅ 2. Update on assessment (Review of plan)
- ✅ 3. The plan
- ✅ 4. Details of next review
-    5. Actions Taken

✅ indicates completed section

⚠️ 📋 Team Manager Authorisation (**Required**) – 02/02/2023 (Jenni Spencer)

Click onto the request icon ⚠️📋 and then click onto request

📑 Send request

Next Actions

Section 5 Action Taken Review next action and update as appropriate

	Next actions		
	Next action	Subjects	Assigned to
🖼️	Child or young person in need review (CSSW)	Sally Southampton Sasha Southampton Samantha Southampton	Patrick Dorrian

📑 Add

Child or young person in need review (CSSW) : 🎌 **Southampton**

Child's plan (CSSW)

Sections
- ✅ 1. Children's details
- ✅ 2. Update on assessment (Review of plan)
- ✅ 3. The plan
- ✅ 4. Details of next review
-    5. Actions Taken

✅ indicates completed section

Sent request

Request ID: 924655

Request type: Team Manager Authorisation (**Required**)

ℹ️ You may complete or return the request.

Status

🔘 Completed   ⚪ Returned

Click into completed and then ok

Note

Status history

DateTime	Action	Worker/team	Note
02/02/2023 15:32	Sent to	Jenni Spencer	

OK   Cancel

oposed 🖊️ 🗑️

📑 Add

Child or young person in need review (CSSW) : 🎌 **Southampton**

Select ✅ to FINISH workflow step

Child's plan (CSSW)

Sections
- ✅ 1. Children's details
- ✅ 2. Update on assessment (Review of plan)
- ✅ 3. The plan
- ✅ 4. Details of next review
-    5. Actions Taken

✅ indicates completed section

5. Actions Taken

Next Actions

	Next actions						
	Next action	Subjects	Assigned to	Reason	Note	Priority	Status
🖼️	Child or young person in need review (CSSW)	Sally Southampton Sasha Southampton Samantha Southampton	Patrick Dorrian		📄		Proposed 🖊️ 🗑️

📑 Add

Step down Early Help

With discussion prior to the last CIN Review with Early Help, the Early Help worker would attend the last CIN Review meeting.

Social Worker

Once all the sections are completed -Select section 5 – Actions Taken

> *Section 5 Action Taken* is group enabled, Select *Step down from Early Help (EH)* from the drop-down menu, select all or appropriate siblings, *Pass to worker* - select all or appropriate Duty Manager for the list and Add and Close

> Once all sections are completed Click onto the request icon 🟡📋 Send Request to the appropriate TM/SP

Senior Practitioner/Team Manager

Once the SP/TM has read the Child's Plan, they will then review Section 5 **Actions Taken**

The following message will appear

Child or young person in need review (CSSW) : Southampton

Child's plan (CSSW)

Sections
1. Children's details
2. Update on assessment (Review of plan)
3. The plan
4. Details of next review
5. Actions Taken

indicates completed section

Next actions

Select action

Applies to :
☑ Sally Southampto
☑ Select all

Confirm
The selected next action is not available for multipl subjects. A separate action will be created for each person selected.

OK   Ca

Pass to worker Patrick Dorrian   Find   Clear   Assign To Me

Note

Priority
○ Urgent   ● Normal   ○ Low

Status

Proposed

Add

Add   Add and close   Close

As the closure record is not grouped you will have an individual closure workflow step for each sibling selected - click ok and Add and Close

---

Child or young person in need review (CSSW) : Southampton

Sections
1. Children's details
2. Update on assessment (Review of plan)
3. The plan
4. Details of next review
5. Actions Taken

indicates completed section

Next ac		Reason	Note	Priority	Status
Step down to Early Help (EH)	Sally Southampton Sasha Southampton Samantha Southampton	Duty Manager First Stop Early Help			Proposed
Progress to early help – Children's social care case closure	Sally Southampton	Patrick Dorrian			Proposed
Progress to early help – Children's social care case closure	Samantha Southampton	Patrick Dorrian			Proposed
Progress to early help – Children's social care case closure	Sasha Southampton	Patrick Dorrian			Proposed

Add

Once the SP/TM has completed request Select ☑ to FINISH workflow step

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Children's social care case closure

If the case is closing after the CIN Review

Social Worker

All the individual -Children's social care case closure workflow steps will appear within Incoming work and on the Group work screen

Left click onto [icon] and then start work

To start work on the Child or young person in need plan click on the Yellow Cog icon [icon] and you will get the following menu select Start

Children's social care case closure (CSSW) : Sasha Southampton (2192827)

Date of birth 23

Address 1
Lo
N

Complete Section 1 *Closure Details* – Please Note: the text box Please outline the work that the early help service will be undertaking with the family and specify the role of the lead professional is Mandatory

Sections

⚠ **1. Closure details**
2. Supervisor's authorisation
3. Actions Taken

🔵 indicates completed section

Social care involvement

Case closure date* 03/02/2023

Case closure reason* Stepped Down to Early Help Service

Please outline the work that the early help service will be undertaking with the family and specify the role of the lead professional

⚠ This is mandatory

Children's social care case closure (CSSW) : Sasha Southampton (2192827)

Category   Start Date

Outstanding Services – Must be empty for case closure

Service	Start Date	Status

Sections

1. Closure details
2. Supervisor's authorisation
3. Actions Taken

🔵 indicates completed section

Completion details

Name* Loretta Williams Acting for Patrick Dorrian ⚙

Team* CSSW Children and Families Division ⚙

Date* 03/02/2023 ⚙

☐ Form completed by

☐ Section completed

Click onto Form completed by and then select Section *3 Actions Taken*

Children's social care case closure (CSSW) : Sasha Southampton (2192827)

Child's social care case closure record (CSSW)

Sections

🔵 1. Closure details
2. Supervisor's authorisation
3. Actions Taken

🔵 indicates completed section

3. Actions Taken

Next Actions

Next actions

Next action	Assigned to	Reason	Note	Priority	Status

Click Add ➡ 📋Add

Children's social care case closure (CSSW) : Sasha Southampton (2192827)

Child's social care case closure request (CSSW)

Next actions

Select action NFA - Case closed (CLC) ▼

Note

Select the next action – **NFA Case closed** – this will terminate the workflow, Add and close

Priority

○ 🅰 Urgent

Add   Add and close   Close

Children's social care case closure (CSSW)

Child's social care case closure record (CS

Once all sections are completed Click onto the request icon 🅰📋 Send Request to the appropriate TM/SP

Sections

✅ 1. Closure details
2. Supervisor's authorisation
3. Actions Taken

✅ indicates completed section

3. Actions

Next Actions

Next action	Assigned to	Reason	Note	Priority	Status
NFA - Case closed (CLC)			📄		Proposed

🖍️ 🗑️

📑Add

Children's social care case closure (CSSW) : Sasha Southampton (2192827)

London

New request

Sections

1. Closure details
2. Supervisor's authorisation
3. Actions Taken

✅ indicates completed section

Select	Request type
⦿	**Required** Please review and confirm closure (CLC)

Note

Pass to worker* Jenni Spencer   Find

ℹ️ This request will be sent when you next save.

Select – **Required** Please review and confirm Closure

Find the appropriate Team Manager/Senior practitioner and then click *on OK*

OK   Cancel

Select ☒ to Save and Close workflow step

Click on Yes

Senior Practitioner/Team Manager

The Children's social care case closure will be in your Incoming Requests folder

Left click onto and then resume work

Children's social care case closure (CSSW) : Sasha Southampton (2192827)

⚠ **Child's social care case closure record (CSSW)**

Sections
✔ 1. Closure details
⚠ 2. Supervisor's authorisation
3. Actions Taken
✔ indicates completed section

1. Closure det...

The SP/TM will be brought back in the workflow step and read Section 1

*indicates required field

Person's details

System ID 2192827

Date of birth 23/11/2006

Address 1 Pancras Square
London
N1C 4AG

Social care involvement

Case closure date* 03/02/2023

Case closure reason* Stepped Down to Early Help Service

Please outline the work that the early help service will be undertaking with the family and specify the role of the lead professional

---

Children's social care case closure (CSSW) : Sasha Southampton (2192827)

⚠ **Child's social care case closure record (CSSW)**

Sections
✔ 1. Closure details
⚠ 2. Supervisor's authorisation
3. Actions Taken
✔ indicates completed section

2. Supervisor's authorisation

Date authorised by supervisor* 03/02/2023

☐ Supervisor's signature

⚠ Mandatory field

SP/TM to sign off by clicking into the supervisor's signature box

☐ Section completed

Children's social care case closure (CSSW) : Sasha Southampton (2192827)

Child's social care cas...

Sections
1. Closure details
✔ 2. Supervisor's authorisation
3. Actions Taken
✔ indicates completed section

⚠ 📑 Please review and confirm closure (CLC) (**Required**) - 03/02/2023 (Jenni Spencer)

📇 Send request

Next Actions

Click onto the request icon [⚠📑] and then click onto request

Next actions

Next action

NFA – Case closed (CLC)

Section 3 Action Taken Review next action

posed

✏ 🗑

📑Add

35

Children's social care case closure (CSSW) : Sasha Southampton (2192827)

Child's social care case closure record (CSSW)

Sections
1. Closure details
2. Supervisor's authorisation
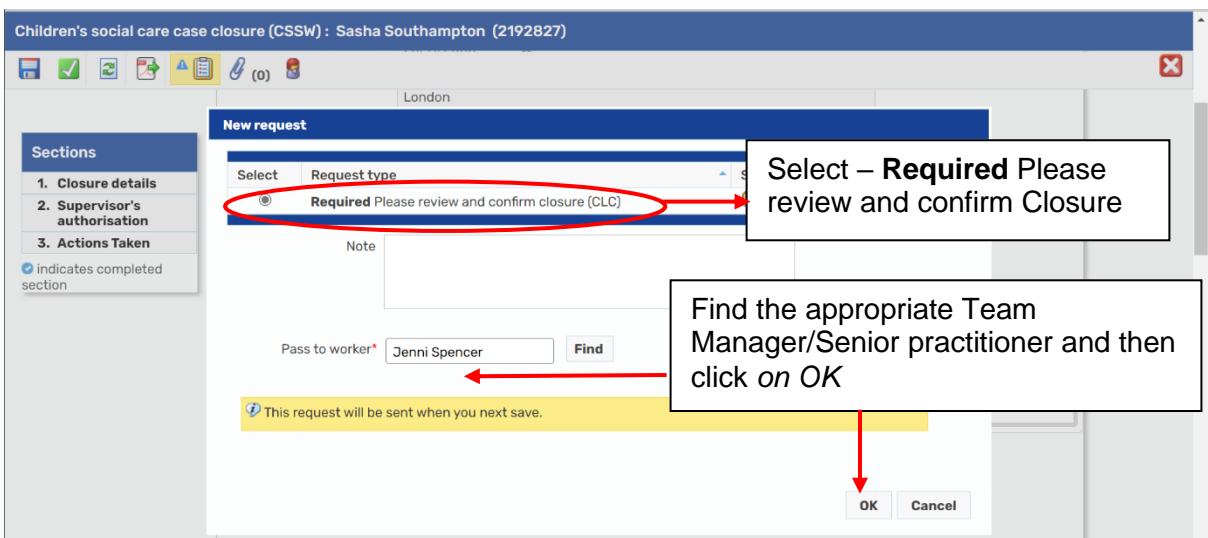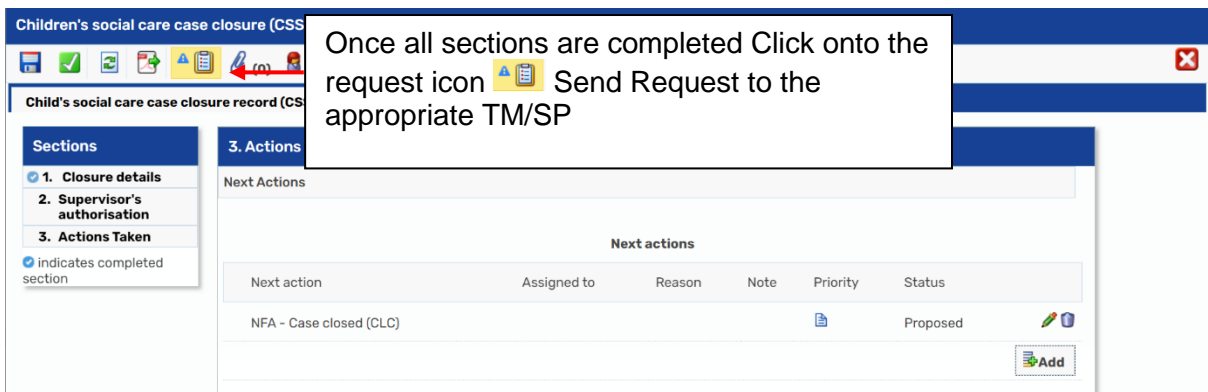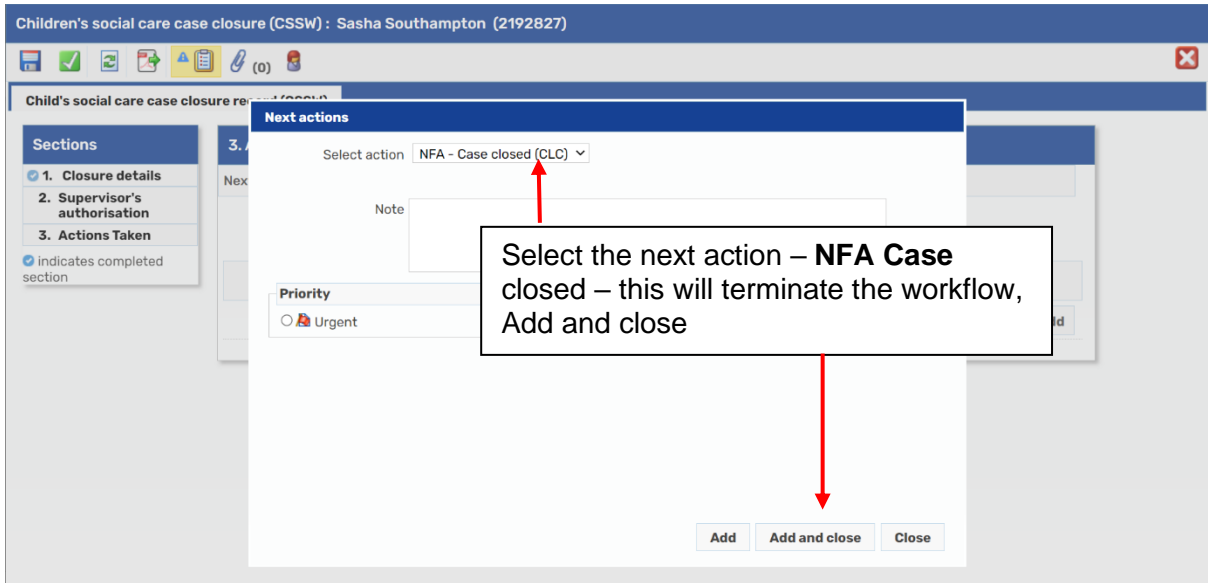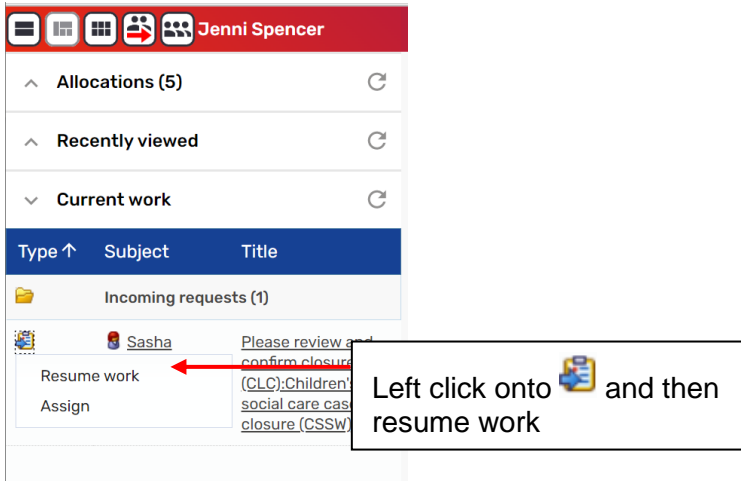3. Actions Taken
indicates completed section

3. Actions Taken

Next Actions

Sent request

Request ID: 924662

Request type: Please review and confirm closure (CLC) (Required)

ⓘ You may complete or return the request.

Status
◉ Completed   ○ Returned

Note

Click into completed and then ok

Status history

DateTime	Action	Worker/team	Note
03/02/2023 15:06	Sent to	Jenni Spencer	

OK   Cancel

Children's social care case closure

Select ✅ to FINISH workflow step

Child's social care case closure reco

Sections
1. Closure details
2. Supervisor's authorisation
3. Actions Taken
indicates completed section

3. Actions Taken

Next Actions

Next actions

Next action	Assigned to	Reason	Note	Priority	Status	
NFA – Case closed (CLC)			📄		Proposed	✏️🗑️

Add