

Child Protection Process Manual



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Version History

Version	Date	Changes
Version 1.0	August 2009	Manual Created
Version 2.0	December 2021	Manual Updated

Child Protection Process Charts

You can initiate a Strategy Discussion from most Workflow steps, e.g., Contact, Contact & Referral, LAC Review, CIN Review, UASC Assessment, C&F Assessment)



Strategy Discussion

If you are working with the child or a new referral and there are CP concerns you can **send a next action of strategy discussion from most workflow steps** e.g., Contact, Child and Family Assessment.

The Strategy discussion is to be held within 3 days of concern being raised unless an immediate response is required.

The Strategy Discussion will appear within your **Incoming Work Folder** and appear on the current work of the person summary screen

Person Summary – Phillip Senderos (2187665)

Person Details >

- Start
- Case Notes
- Documents
- Events
- Visits
- Education >
- Health >
- LAC >
- Legal Status
- Offences
- Registrations

Demographic Information

Context: Child
Date of Birth: 25/08/2016 (5 years old)
Address: (Address Type : Main Address)
10 Abbot'S Place
London
NW6 4NP ([View Map](#))
Authority: Camden
Ward: Kilburn
Lives with others
Council tenant
Gender: Male
First Language: English
Fluency In English: Age appropriate
Ethnicity: White / British
Religion: No Religion

Current Work

Strategy Discussion (Loretta Williams) **Start** Summary

Personal Relationships

[Cousin of Kyle Fletcher](#)

ELMS2

[View Equipment](#)
[Order Equipment](#)

Click on **Start** and you will be brought into the following screen

Strategy Discussion : Phillip Senderos (2187665)

Initial Strategy Discussion/Meeting Meeting segment Comments Segment

Phillip Senderos 25/08/2016 Male White / British none English

Sections

1. Family membership
2. Information on the strategy discussion/meeting
3. Actions
4. Decisions
5. Actions Taken

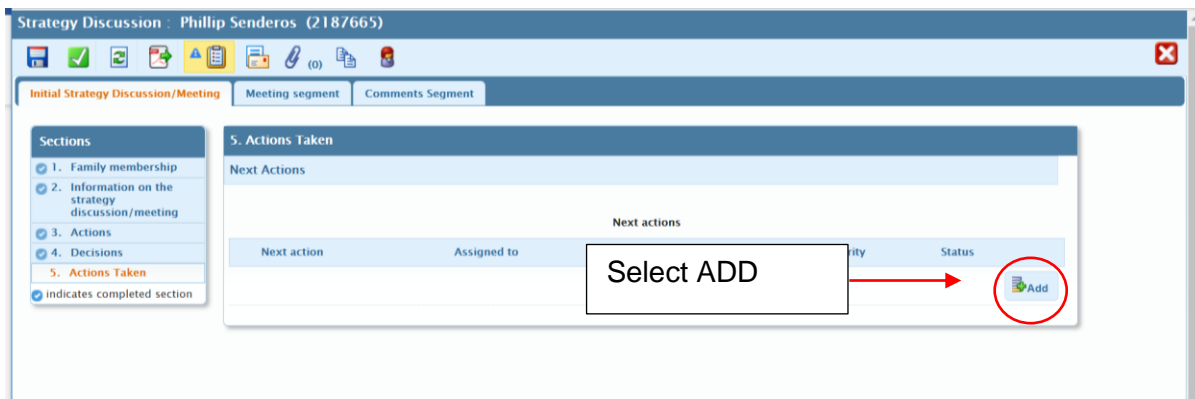
indicates completed section

Complete the relevant Sections 1-5 and complete the Meeting Segment tab

Name	Address	Relationship to child
Jackie Senderos		Mother
Teddy Senderos		Father

Section completed

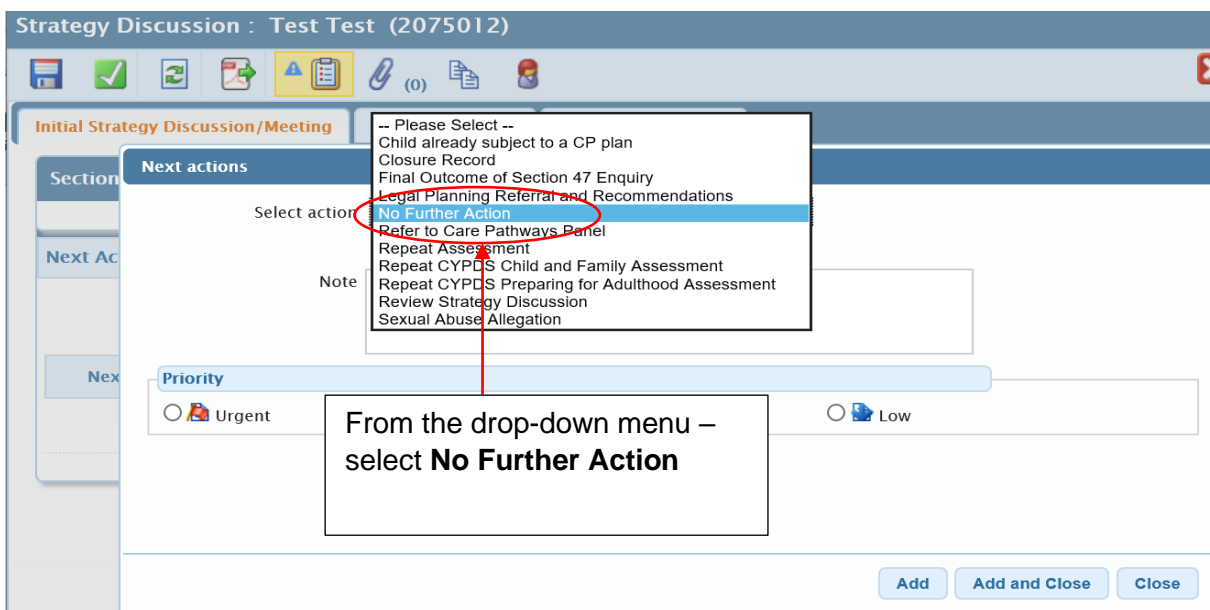
Within **Section 5 Action taken** – this is where you will select the next action within the CP process. If the decision is to have a conference you will firstly select the next action of **Final Outcome of Section 47 Enquiry**



And you will be brought into the **Actions Taken** screen to choose the Next action(s).

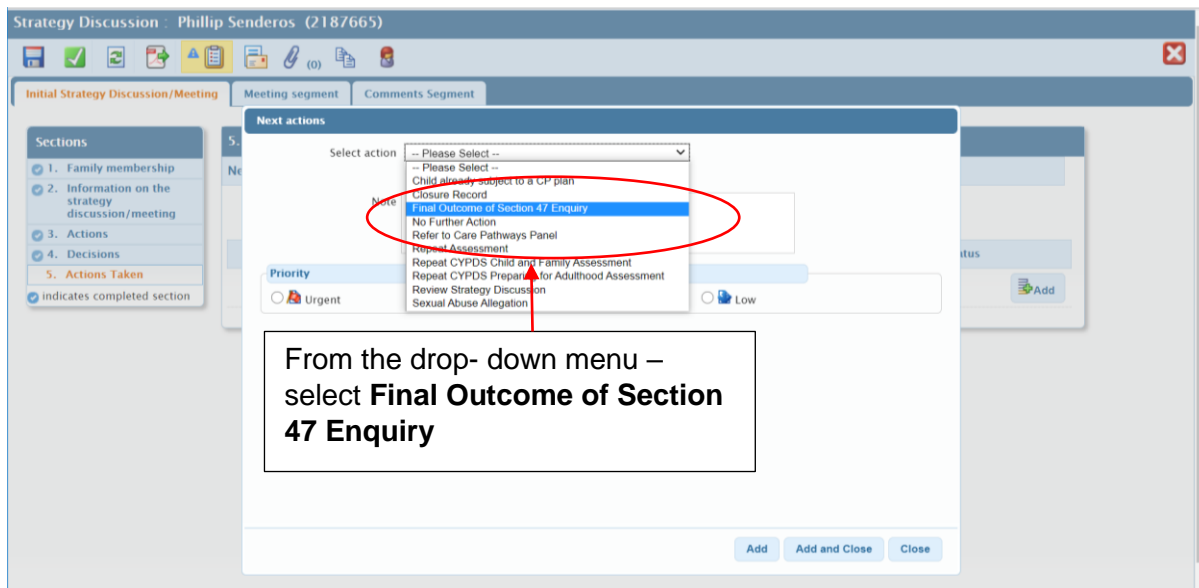
For cases where there are **no ongoing concerns** following the strategy discussion, **NFA** can be chosen from the drop down.

There is no option to pass an NFA action to a worker as it is not a new piece of work. Rather, it terminates the workflow.

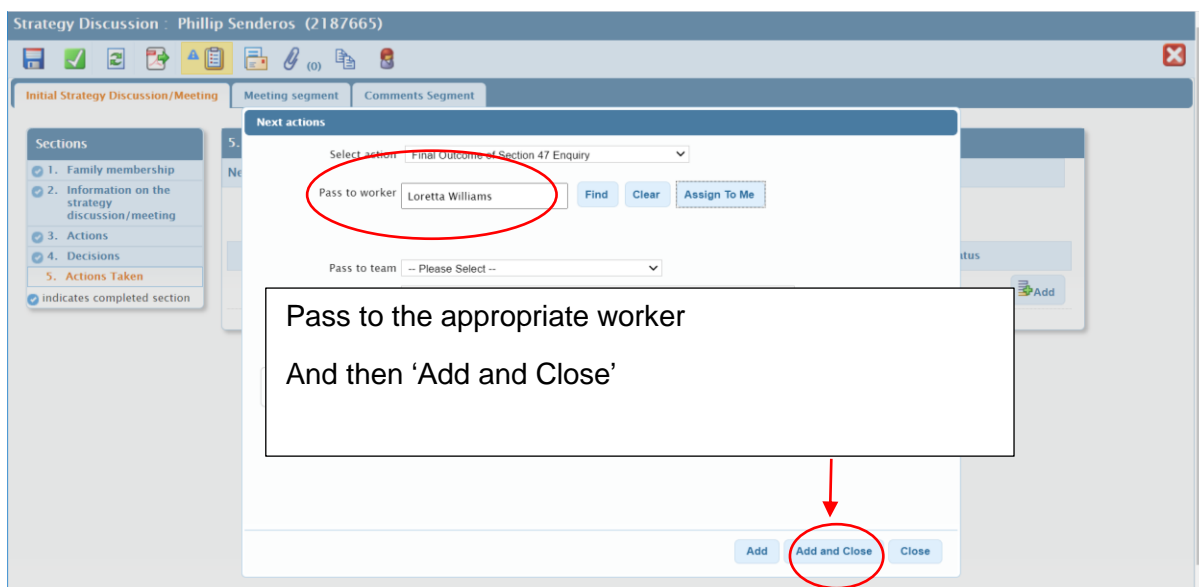


NOTE: The Strategy Discussion workflow constitute a **separate workflow** different from the assessment workflow or CIN/CP workflow. It is therefore important to note that the choice of No Further Action (NFA) as your next action will **terminate the Strategy Discussion workflow**. In which case you **MUST revert** to either the **Assessment workflow** if in the process of completing one **OR** to the **current CIN/LAC workflow** to send social worker the next action needed to progress and record continuing case work.

Where a **section 47 investigation will be undertaken**, the sw should choose *Final Outcome of section 47 enquiry*



The worker should then pass to the appropriate worker, click on *Add* and then *Close*



How to send a request and authorise a request

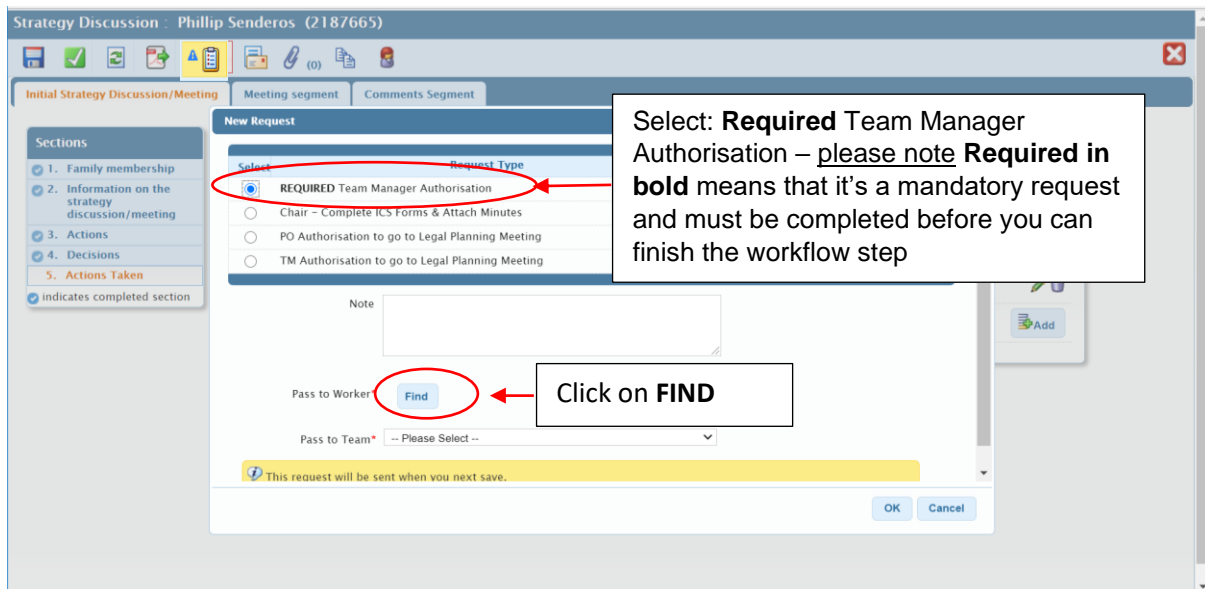
Once the strategy discussion document has been completed, you will need to send a request for Manager's Authorisation



Click on the following *Request* icon



And you will be brought into the *New Request* screen



And you will be brought into the *Find Worker* screen

Find Worker

At least one field marked with a # is required

Last Name # Williams

First Name # Loretta

Include only workers with a current role

Find Cancel

Enter in the details of the senior or manager and then click on FIND

And you will be brought into the *Find Worker Results* screen

Find Worker

Find Worker Results

Searched for: First Name: Loretta, Last Name: Williams, Include only workers with a current role: Checked


Show 15 entries

ID	Other Workers	Job Title	Corelog
7003989	Loretta Williams		

Showing 1 to 1 of 1 entries

Select the appropriate senior manager by selecting the name

You will be brought back to the *New Request* screen. Click OK.

And you will be brought to the following screen and then you need to click on the  to save and close and this will send the request to your Senior/TM

Strategy Discussion : Phillip Senderos (2187665)

Initial Strategy Discussion/Meeting Meeting segment Comments Segment

Sections

- 1. Family membership
- 2. Information on the strategy discussion/meeting
- 3. Actions
- 4. Decisions
- 5. Actions Taken

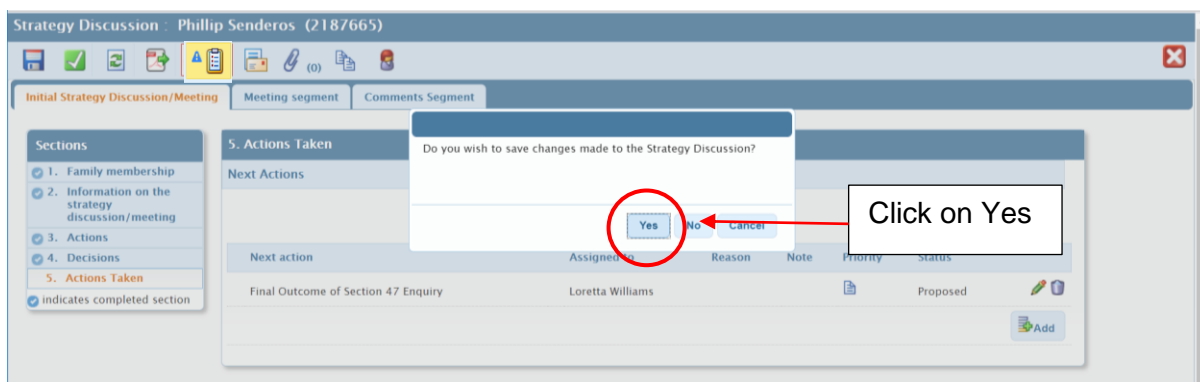
5. Actions Taken

Next Actions

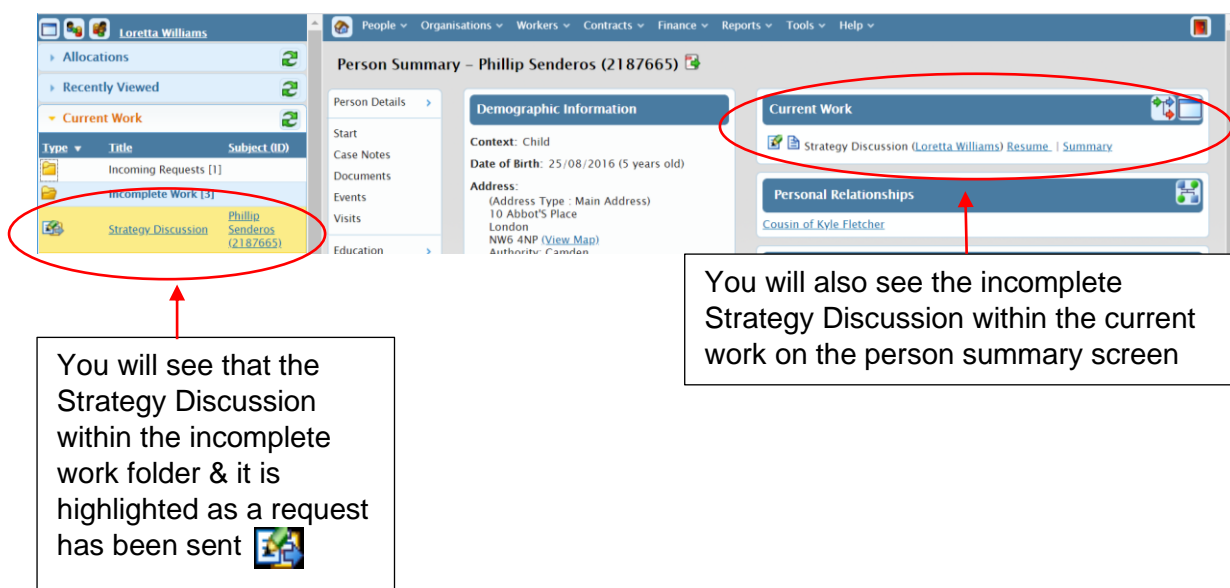
Next action	Assigned to	Reason	Note	Priority	Status
Final Outcome of Section 47 Enquiry	Loretta Williams				Proposed

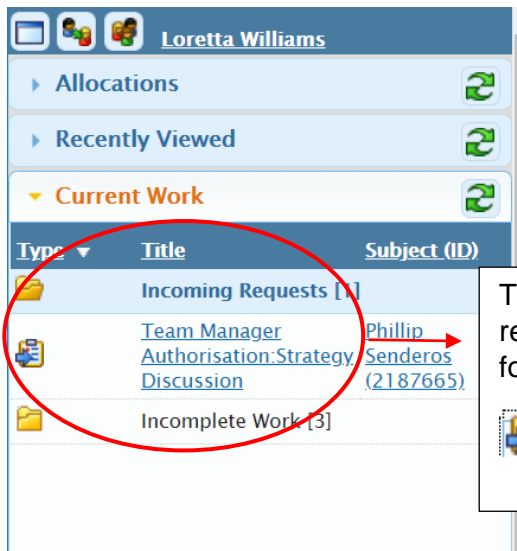
Close button icon


And you will get the following message



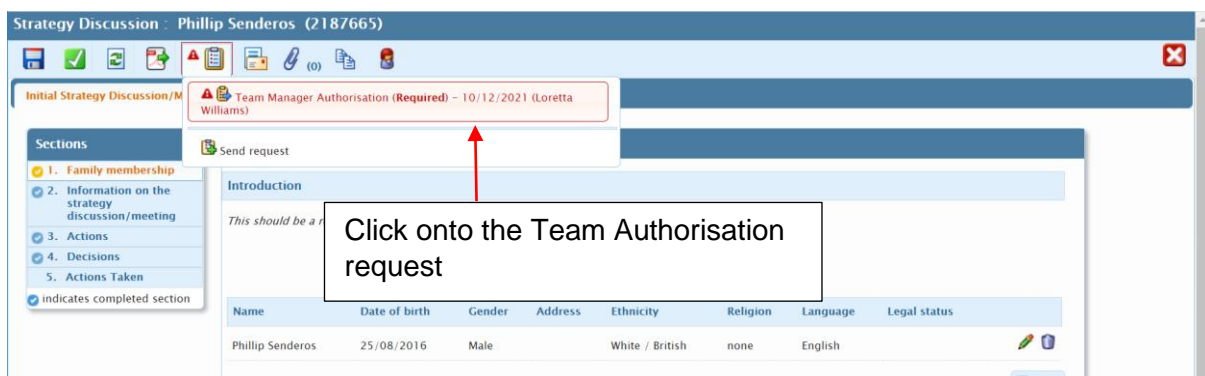
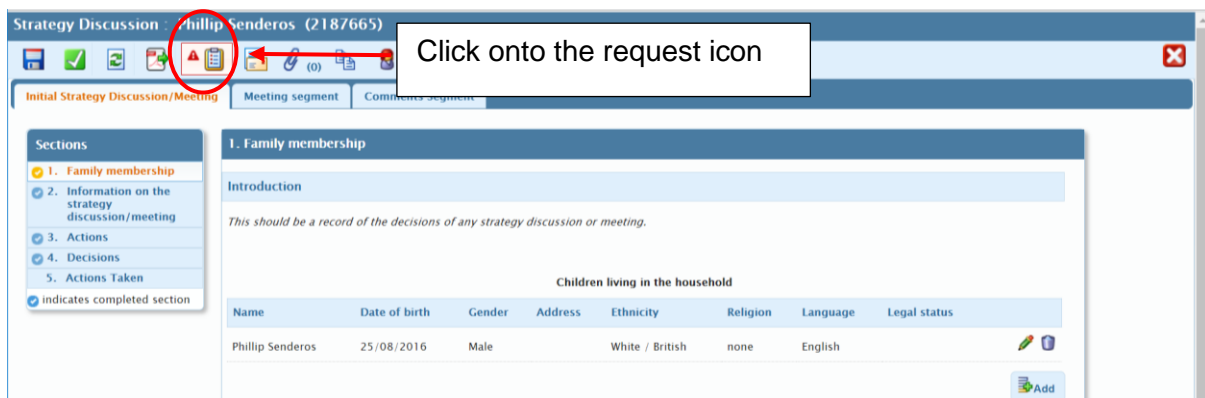
You will be brought back to the *Person Summary* screen of your client



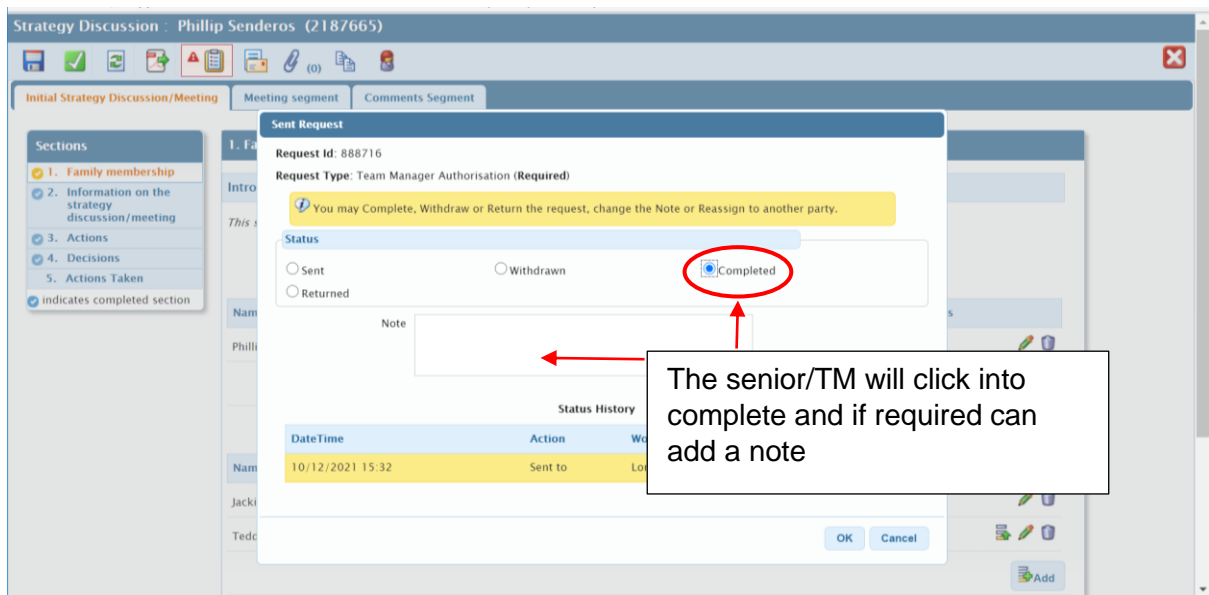



The senior/manager will pick on the request from their Incoming Request folder. Left click onto the following icon  and then Resume Work

And you will be brought back into the *Strategy Discussion* step to check the contents of the Strategy Discussion form and then *authorise it*.

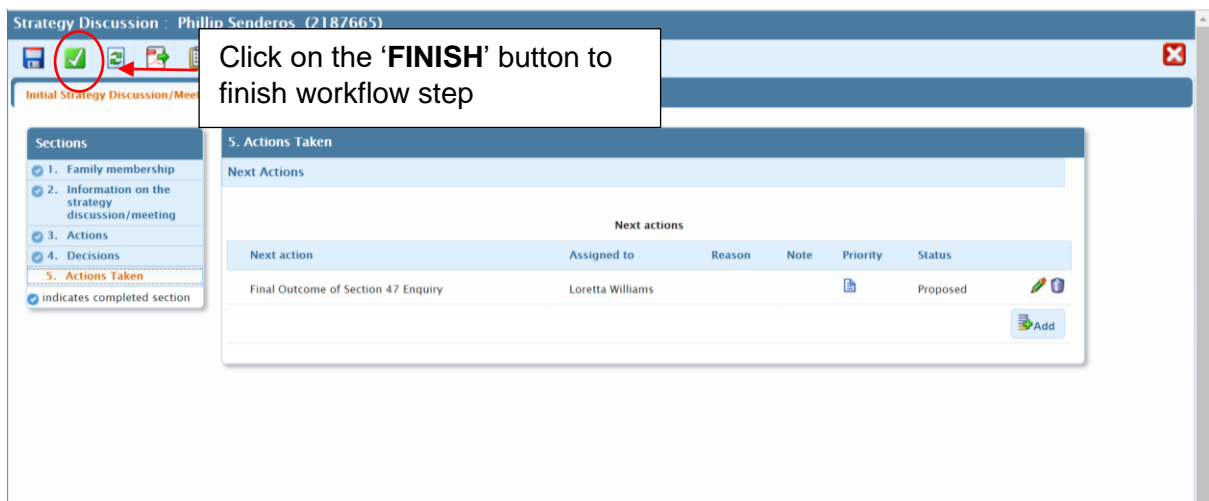


And you will be brought into the *Sent Request* screen



Once the senior/TM has authorised the request, they will then **FINISH** the workflow step by clicking on the following icon  and then next action of **Final Outcome of Section 47 Enquiry** will be sent to the worker.

But if the choice of next action is **No Further Action**, the workflow is **terminated**, and **nothing** gets sent to the worker. Manager must then **revert to** the assessment workflow or ongoing CIN/LAC workflow to send a next action of work to the social worker.



And you will be taken back to the *Person Summary* screen of the client

Final Outcome of Section 47 Enquiry

This step will only be required if, following the strategy discussion, it has been decided that a section 47 enquiry will be carried out.

You will find the next action e.g., the **Final Outcome of Section 47 investigation** on the person summary and within the worker's Incoming work

Type	Title	Subject (ID)
	Incoming Work [1]	
	Final Outcome of Section 47 Investigation	Phillip Senderos (2187665)
	Incomplete Work [2]	

The worker can start work from either the person summary screen or the Incoming work folder

Type	Title	Subject (ID)
	Incoming Work [1]	
	Final Outcome of Section 47 Investigation	Phillip Senderos (2187665)
	Start Work	
	Assign Work	Mickey Mouse (2187666)
	Cancel Work	Kyle Fletcher

And you will be brought into the Final Outcome of Section 47 Investigation step

Complete the relevant **Sections 1-5** and send request to your Manager or Senior

1. Information on child/young person and family

This form should only be completed if the sec 47 enquiry has been completed and no further strategy discussions are to be held. It should not be completed if the child is already in care.

This should record the name of the worker who carried out the investigation

Name: Phillip Senderos

Language: English

Legal status: [Add]

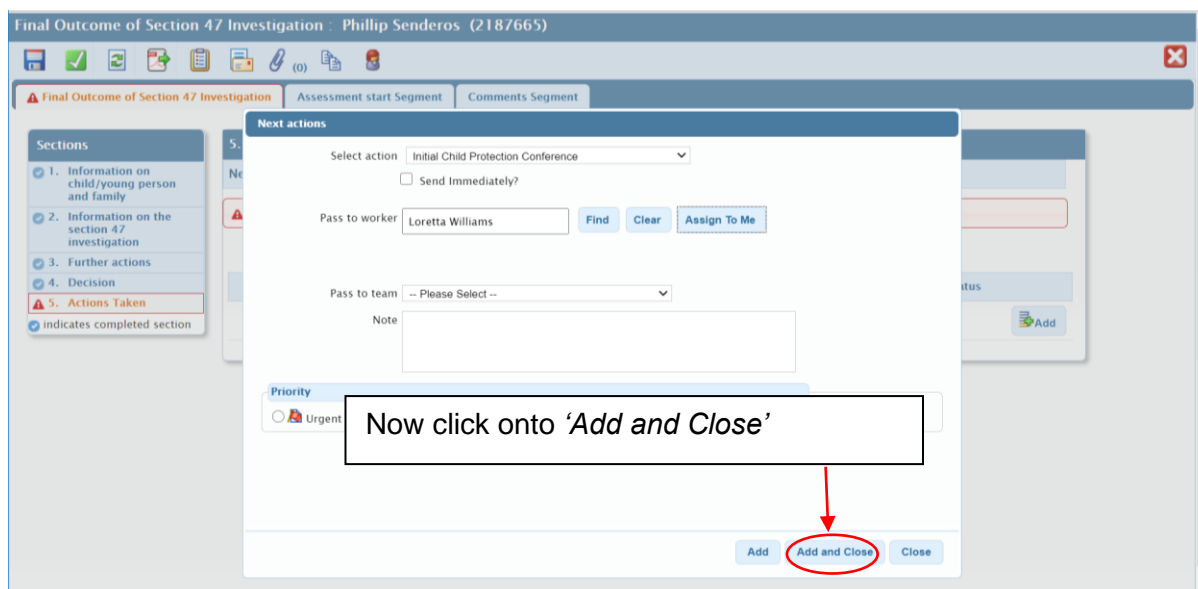
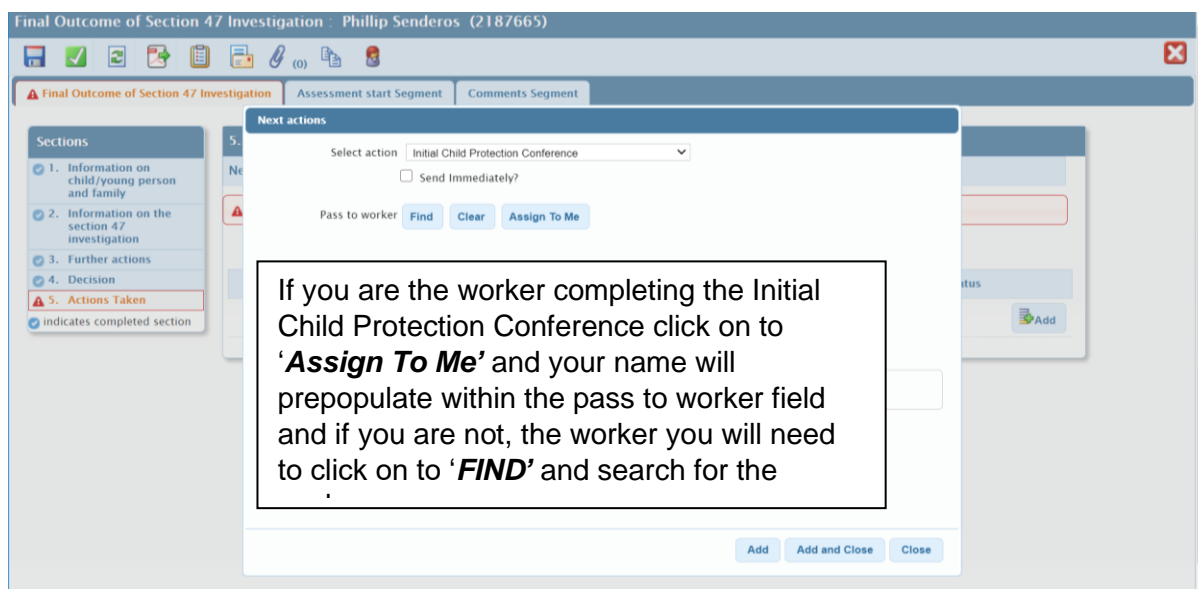
Household members and other significant adults							
Name	Date of birth	Gender	PR	Address	Ethnicity	Religion	Relationship to child
Jackie Senderos	07/04/1965	Female	✓		White / British	None	Mother
Teddy Senderos	23/11/1967	Male			White / British	None	Father

Section completed

Once completed send request to Team Manager/Senior

Please refer to pages 7-11 for guidance how to send and authorise a request

Within **Section 5 Action taken** – this is where you will select the next action within the CP process if the decision is having a Conference you will firstly select the next action of **Initial Child Protection Conference**



Final Outcome of Section 47 Investigation : Phillip Senderos (2187665)

Final Outcome of Section 47 Investigation | Assessment start Segment | Comments Segment

Sections

- 1. Information on
- 2.
- 3.
- 4. Decision
- 5. Actions Taken

5. Actions Taken

Next actions

Assigned to	Reason	Note	Priority	Status
Initial Child Protection Conference	Loretta Williams			Proposed

Click on the FINISH button to finish workflow step

indicates completed section

Add

Initial Child Protection Conference

You will find the next action e.g., the **Initial Child Protection Conference** on the person summary and within the worker's Incoming work

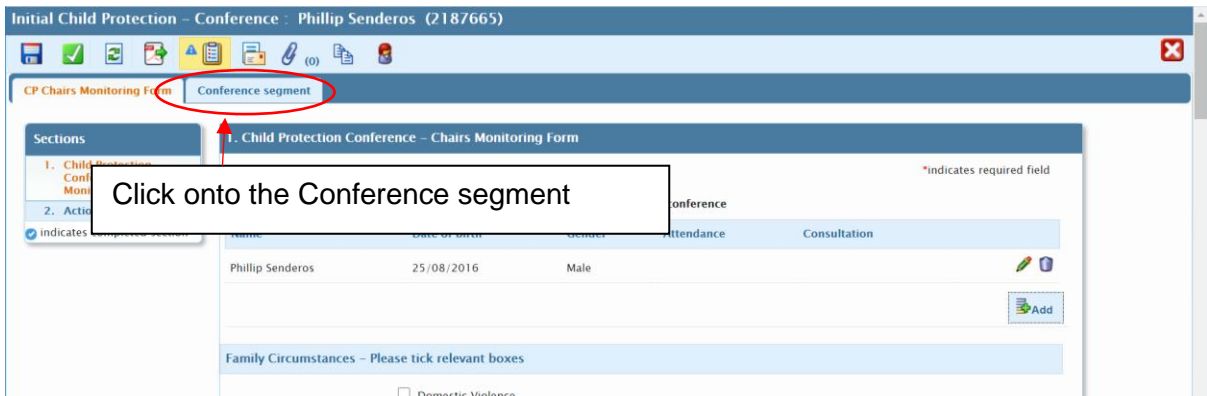
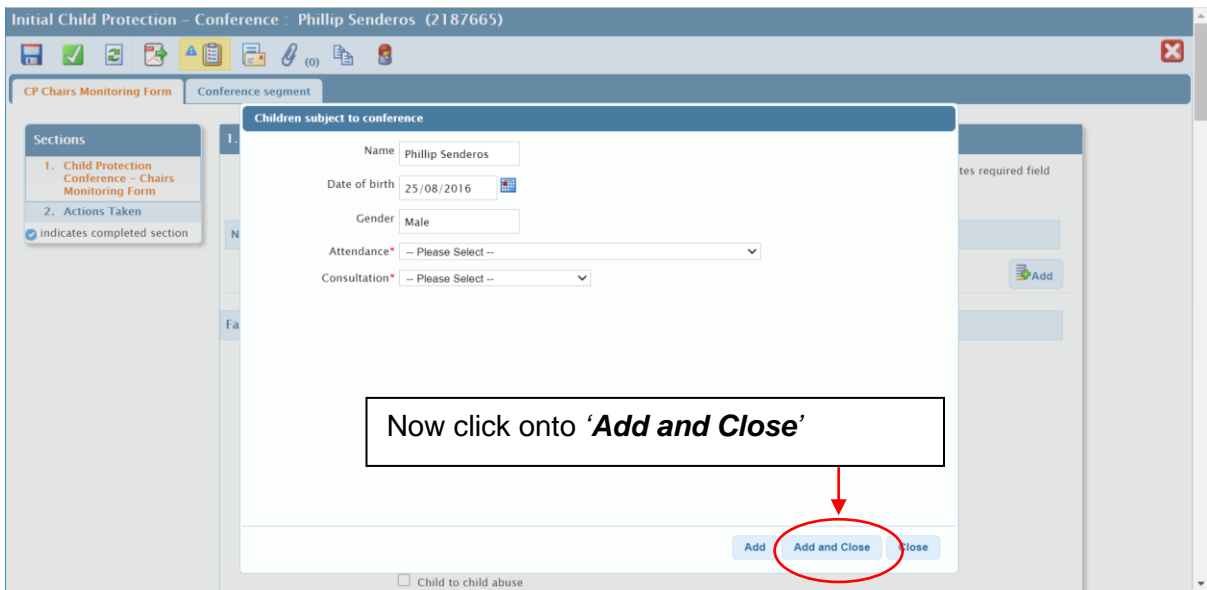
The screenshot shows a software interface with a top navigation bar (People, Organisations, Workers, Contracts, Finance, Reports, Tools, Help) and a main content area. On the left, a sidebar shows 'Current Work' with a list of 'Incoming Work [1]' containing 'Initial Child Protection - Conference'. A red circle highlights this item. In the main area, the 'Person Summary - Phillip Senderos (2187665)' is displayed. The 'Current Work' section on the right contains a link for 'Initial Child Protection - Conference (Loretta Williams) Start. | Summary', which is also circled in red. A text box with arrows points to these elements.

And you will be taken into the following screen Initial Child Protection Conference

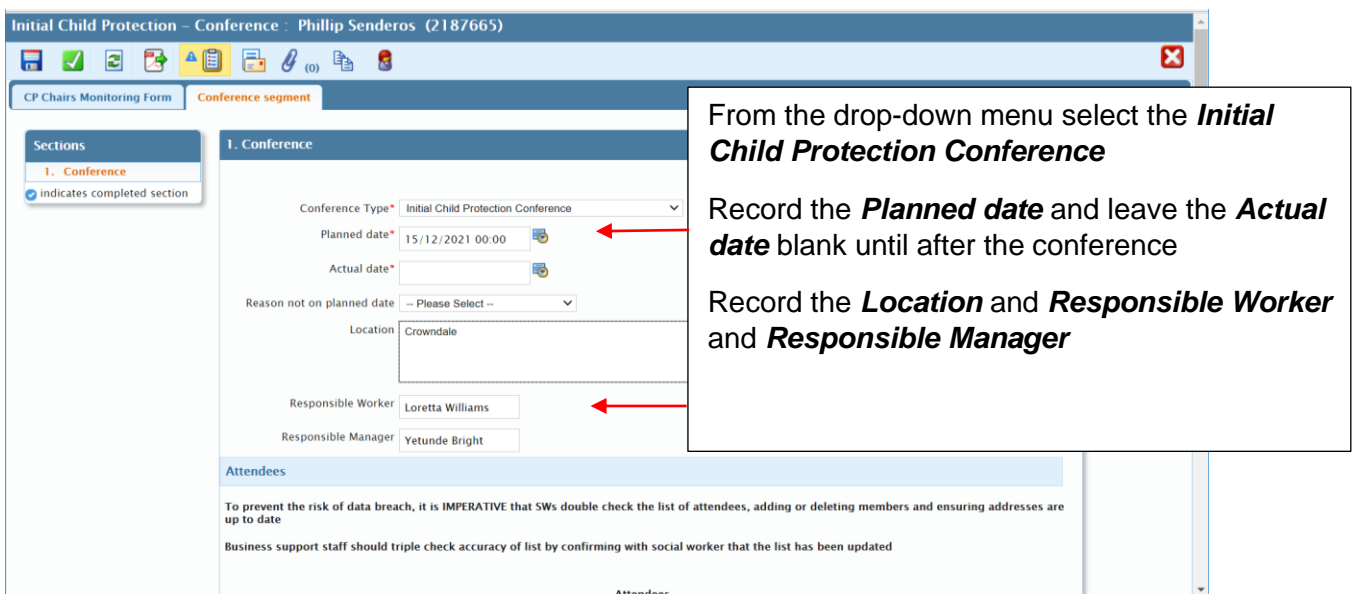
You will need to **complete children subject to conference** table on the *CP Chairs Monitoring Form* and also complete the **Conference segment**

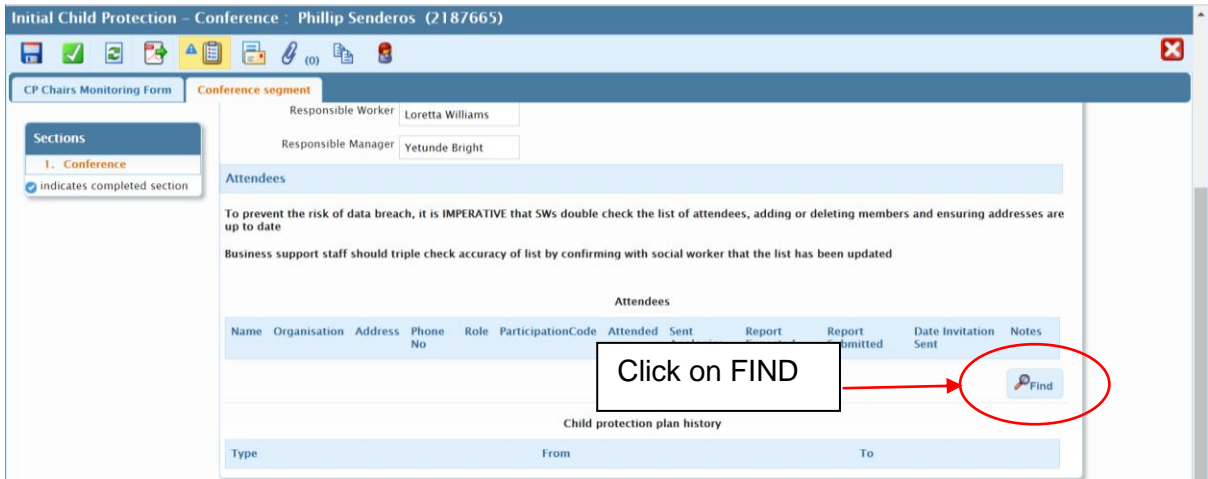
To add the children subject to the conference,

The screenshot shows a web browser window titled 'Initial Child Protection - Conference - Phillip Senderos (2187665)'. The interface has two tabs: 'CP Chairs Monitoring Form' (circled in red) and 'Conference segment'. The 'CP Chairs Monitoring Form' is active, showing a table with columns: Name, Date of birth, Gender, Attendance, Consultation. The 'Children subject to conference' header is circled in red. An 'Add' button with a plus icon is circled in red. A text box with arrows points to the 'Add' button and the table header. Below the table, there are checkboxes for 'Lone parents' and 'Child to child abuse'. A legend indicates that an asterisk (*) denotes a required field.

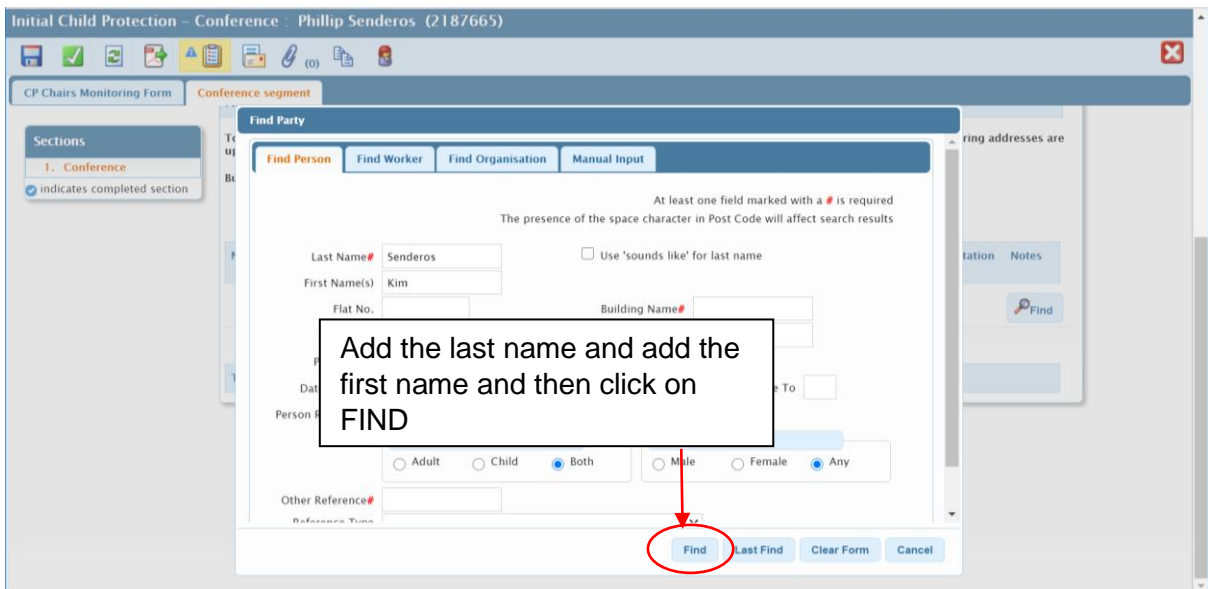


You will now need to complete the **Conference segment** and all the **attendees**

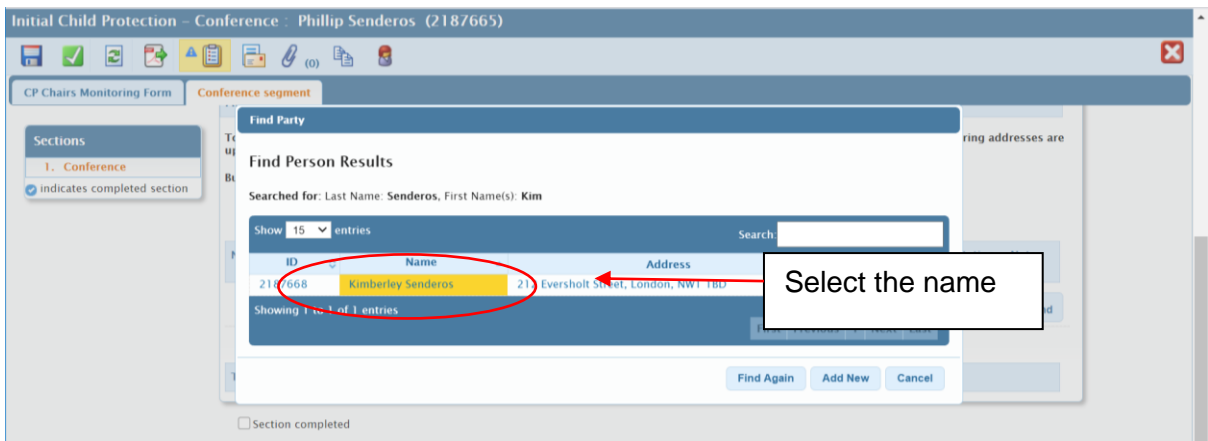




And you will be brought into the Find Party screen



And you will be brought into the Find Person Results Screen



And you will be brought into the attendee's screen

Initial Child Protection - Conference : Phillip Senderos (2187665)

CP Chairs Monitoring Form Conference segment

Sections

- 1. Conference
- indicates completed section

Attendees

Name: Kimberley Senderos

Organisation:

Address: 212 Eversholt Street, London, NW1 1BD

Phone No:

Role: Parent

Participation Code: -- Please Select --

Attended

Sent Apologies

Report Expected

Report Submitted

Date Invitation Sent:

Buttons: Add, Add and Close, Close

Callout text: Select the **Role** from the drop-down menu ONLY and leave the remaining fields for the Business Support (Minute Takers) to complete. Now click on '**Add and Close**' to add any **family members** who will be attending the conference.

Initial Child Protection - Conference : Phillip Senderos (2187665)

CP Chairs Monitoring Form Conference segment

Sections

- 1. Conference
- indicates completed section

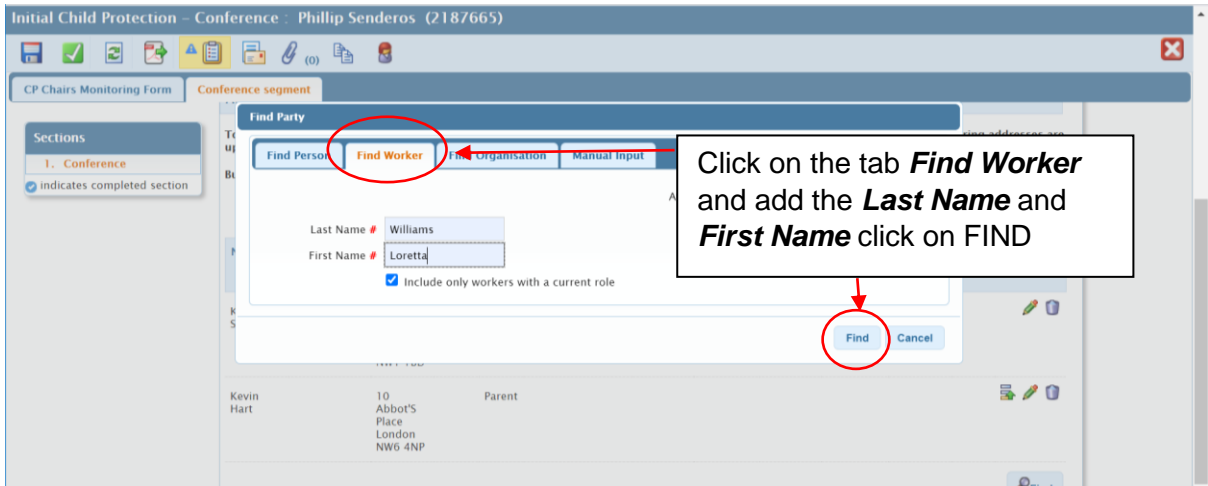
Attendees

Name	Organisation	Address	Phone No	Role	ParticipationCode	Attended	Sent Apologies	Report Expected	Report Submitted	Date Invitation Sent	Notes
Kimberley Senderos		212 Eversholt Street, London, NW1 1BD		Parent							

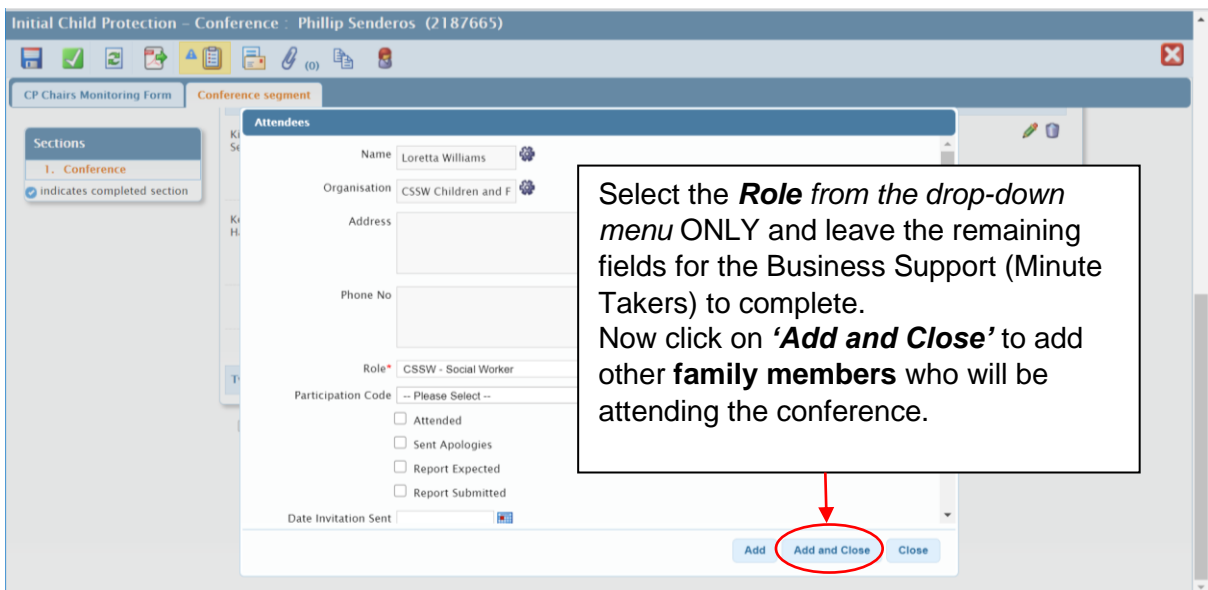
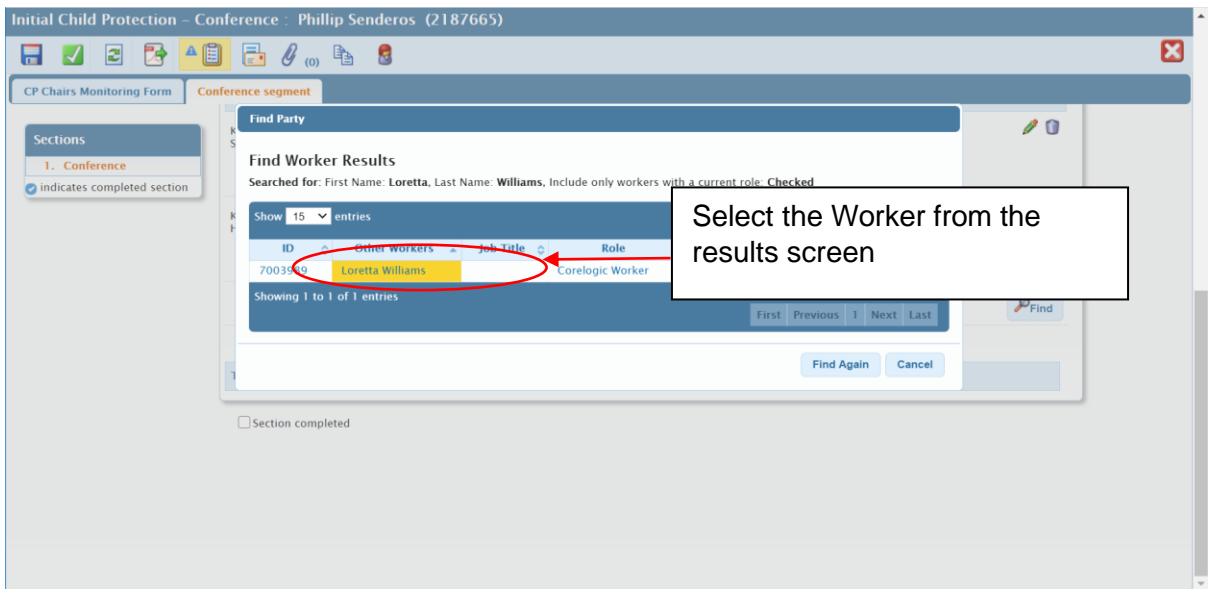
Type

Section completed

Callout text: Select Find and continue to add the attendees



You will then be brought in the **Find Worker Results** screen



And now Click onto FIND Organisation

Initial Child Protection – Conference : Phillip Senderos (2187665)

CP Chairs Monitoring Form Conference segment

Sections

1. Conference

indicates completed section

Find Party

Find Person Find Worker Find Organisation Manual Input

Name # CAMHS

ID #

Street #

Post Code #

Other Reference #

Sector

Sub Sector

Type

Click on **Find Organisations** tab add the name and then click on FIND

Find Cancel

Initial Child Protection – Conference : Phillip Senderos (2187665)

CP Chairs Monitoring Form Conference segment

Sections

1. Conference

indicates completed section

Attendees

Name

Organisation CAMHS - Tavistock

Address

Phone No Switchboard 020 8938 2638 Fax 020 7431 9021

Role* Child and Adolescent Mental Health Services

Participation Code -- Please Select --

Attended

Sent Apologies

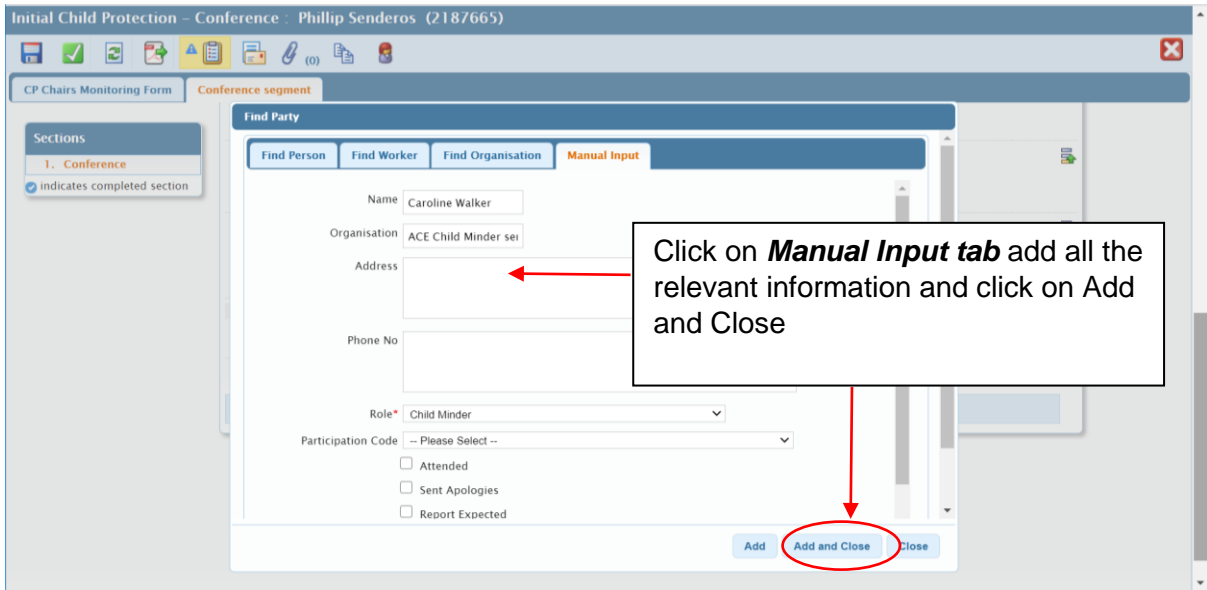
Report Expected

Report Submitted

Date Invitation Sent

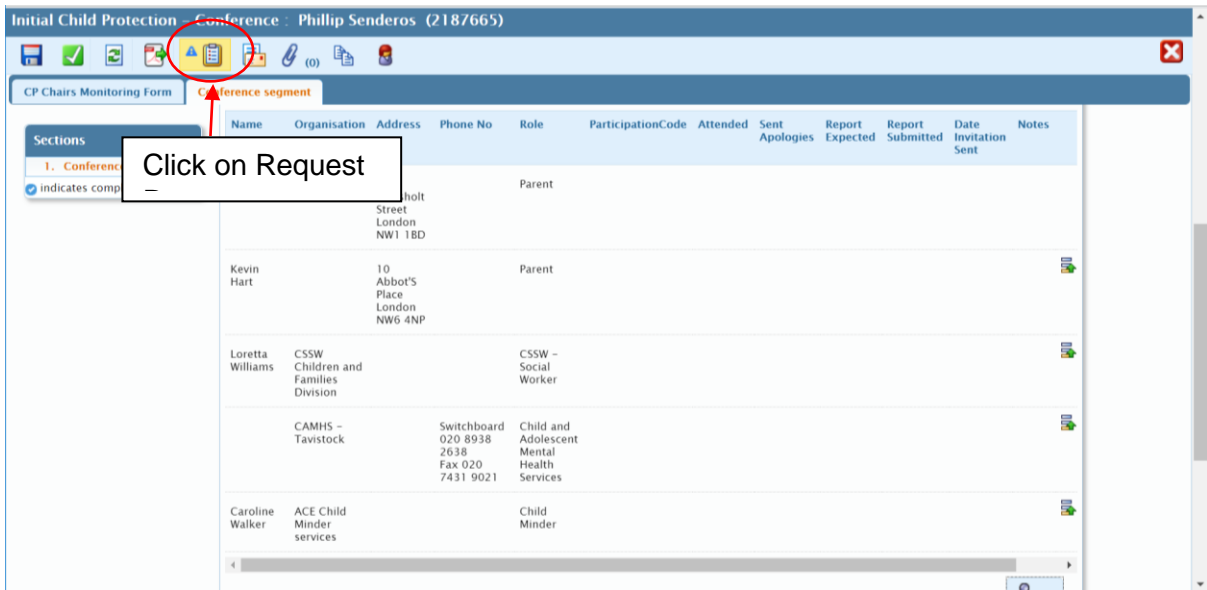
Select the **Role** from the drop-down menu ONLY and leave the rest for the Business Support (Minute Takers). Now click on '**Add and Close**' to add other workers who will be attending the conference and then add and close.

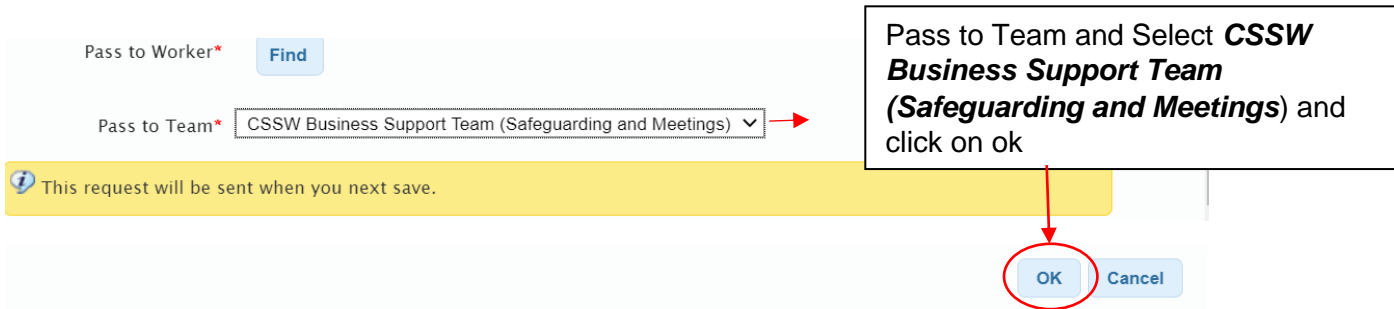
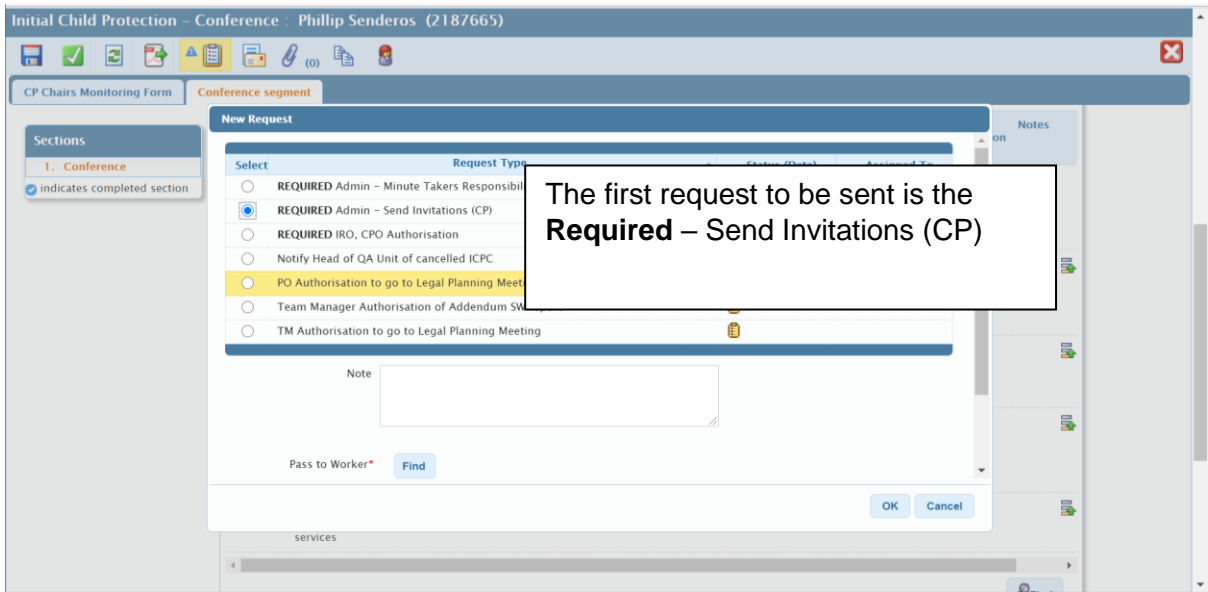
Add Add and Close Close




Once all the attendees have been added

You will now need to send a request to **CSSW Business Support Team (Safeguarding and Meetings)** to send out all the invites to the attendees

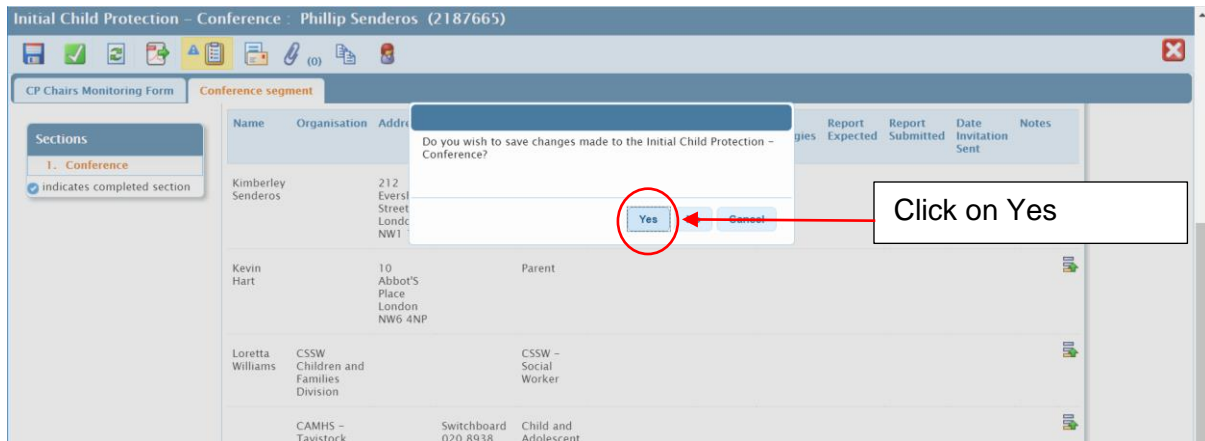




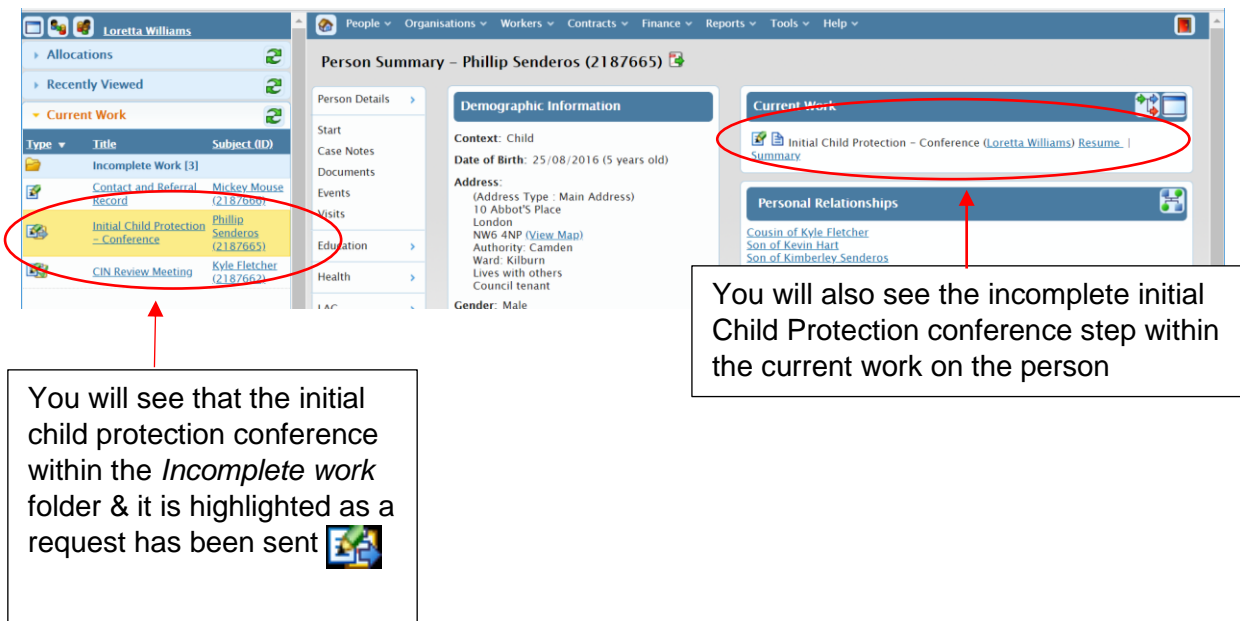
And you will be brought in the following screen and then you need to click on the  to save and close and this will send the request to Business Support Team



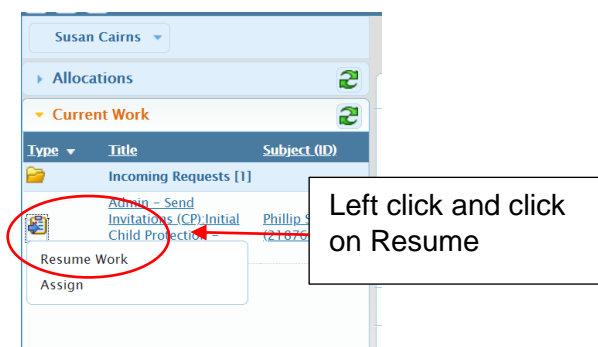
And you will get the following message



You will be brought back to the **Person Summary** screen of your client



Business support will pick up the invite request from their inbox



And you will be brought back into the Initial Child Protection Conference

Initial Child Protection – Conference : Phillip Senderos (2187665)

CP Chairs Monitoring Form | Conference segment

Sections

- 1. Child Protection Conference – Chairs Monitoring Form
- 2. Actions Taken

indicates completed section

1. Child Protection Conference – Chairs Monitoring Form

*indicates required field

Consultation

Missing mandatory field

Add

Family Circumstances – Please tick relevant boxes

Domestic Violence

Business support would then click onto to the conference segment to get information for all the attendees

Initial Child Protection – Conference : Phillip Senderos (2187665)

CP Chairs Monitoring Form | Conference segment

Sections

- 1. Conference

indicates completed section

Location: Crowndale

Responsible Worker: Loretta Williams

Responsible Manager: Yetunde Bright

Attendees

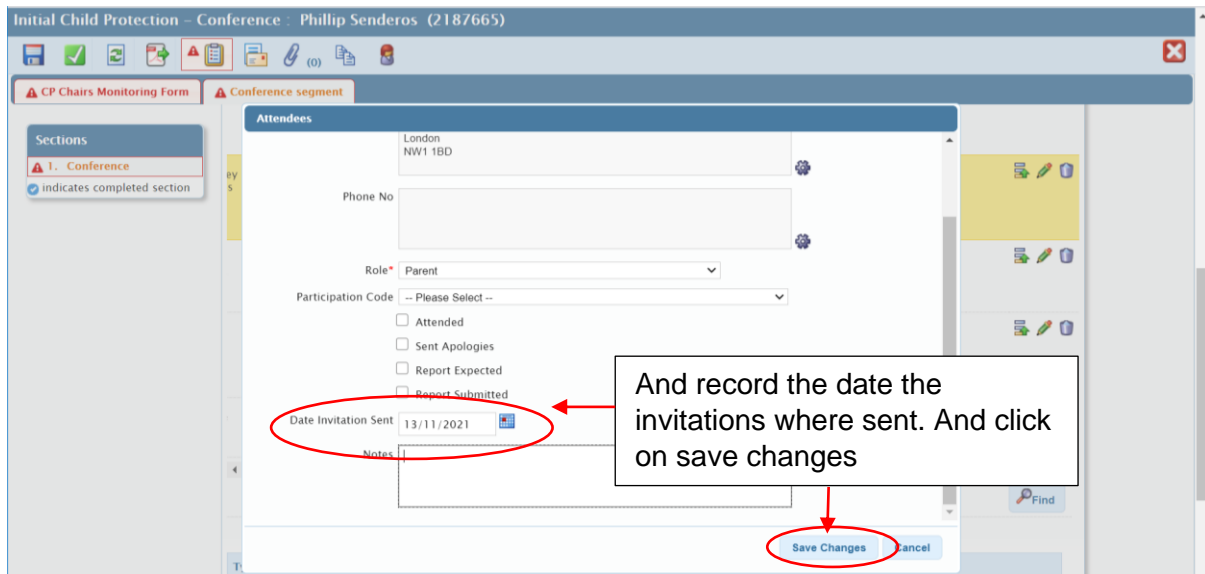
To prevent the risk of data breach, it is IMPERATIVE that SV up to date

Business support staff should triple check accuracy of list

Once the invites have been sent Business Support will click onto the pencil to edit

Organisation	Address	Phone No	Role	ParticipationCode	Attended	Sent Apologies	Report Expected	Report Submitted	Date Invitation Sent	Notes
	10 Abbot'S Place London NW6 4NP		Parent							
ny 5	212 Eversholt Street		Parent							

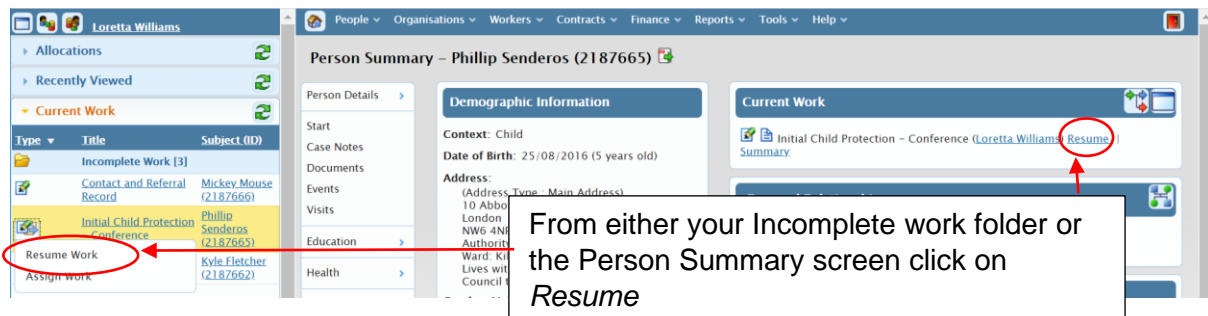
And you will be taken to the following screen



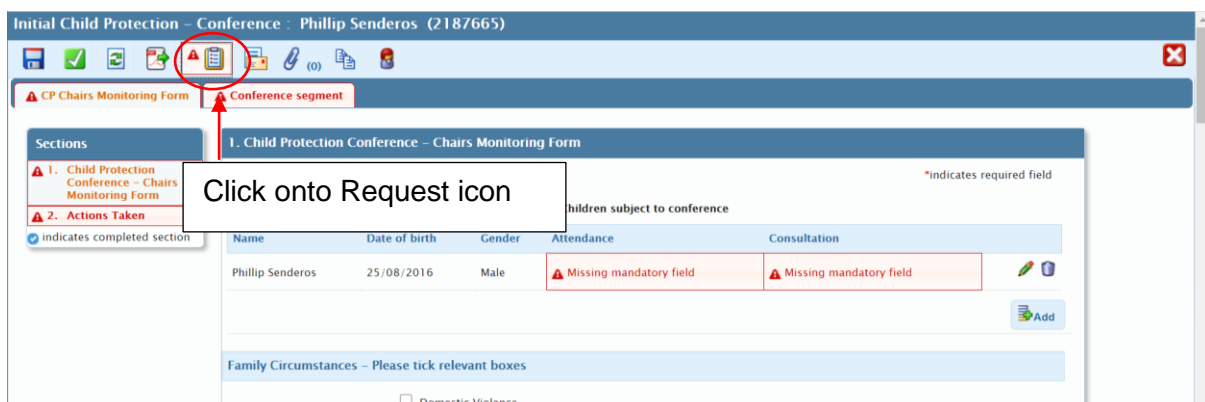
Once you have saved changes you need to complete the **Required** – Send Invitations (CP)

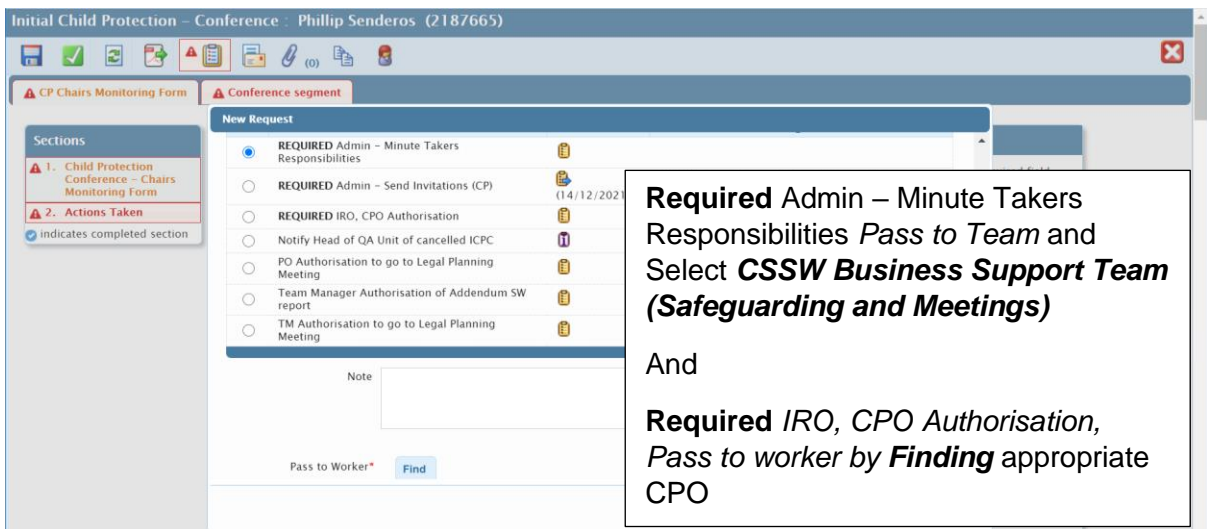
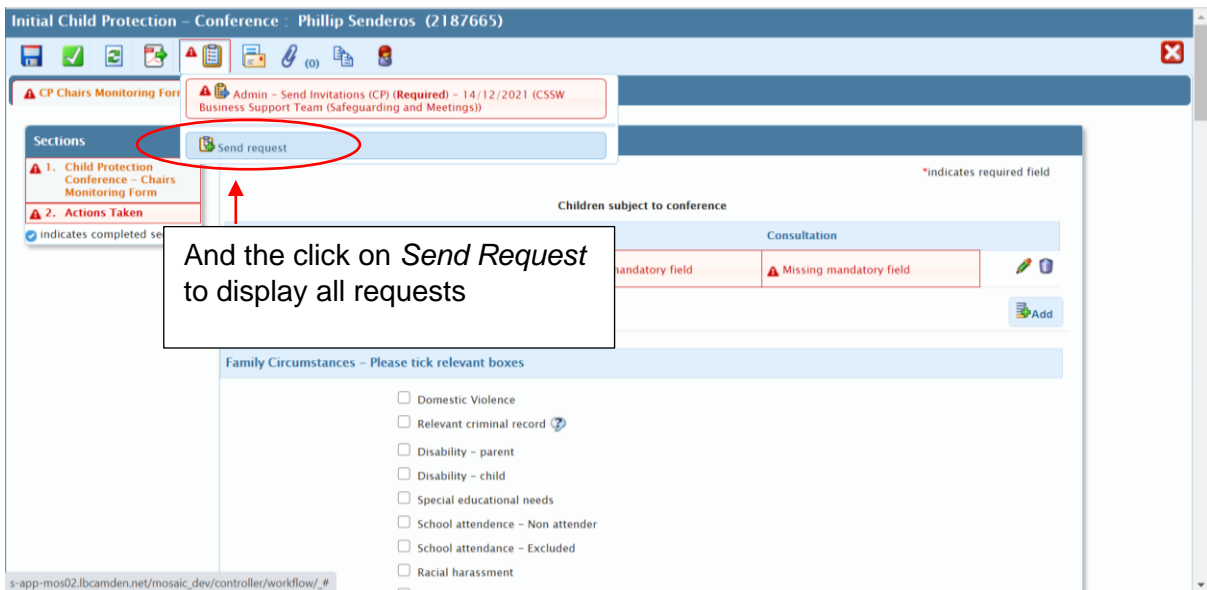
Please refer to pages 7-11 for guidance how to send and authorise a request


5 days prior to the conference and when the SW Report reports has been completed the rest of the requests should be sent- Please note: for the Initial Child Protection Conference the Child and Family Assessment will be used as the Conference report

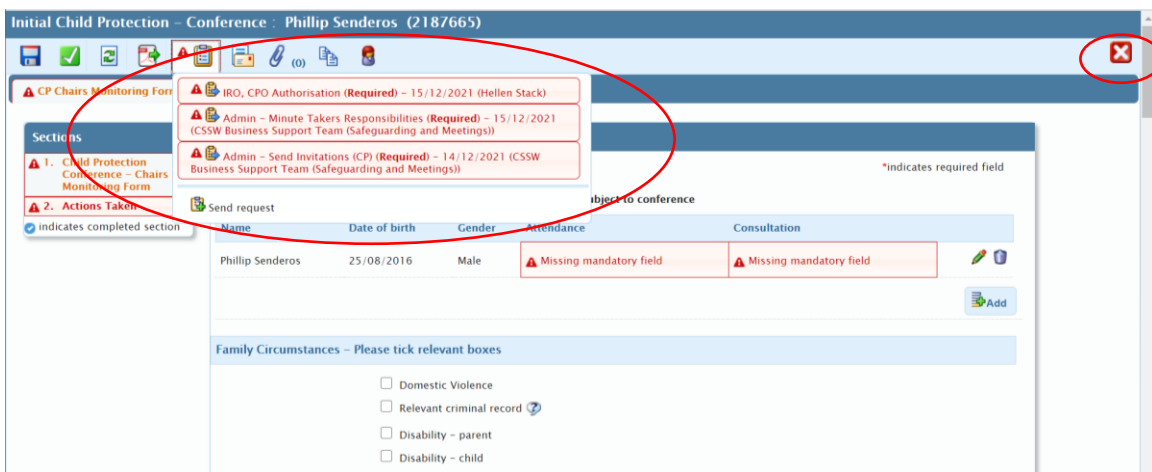


And you will be brought back into the Initial Child protection conference

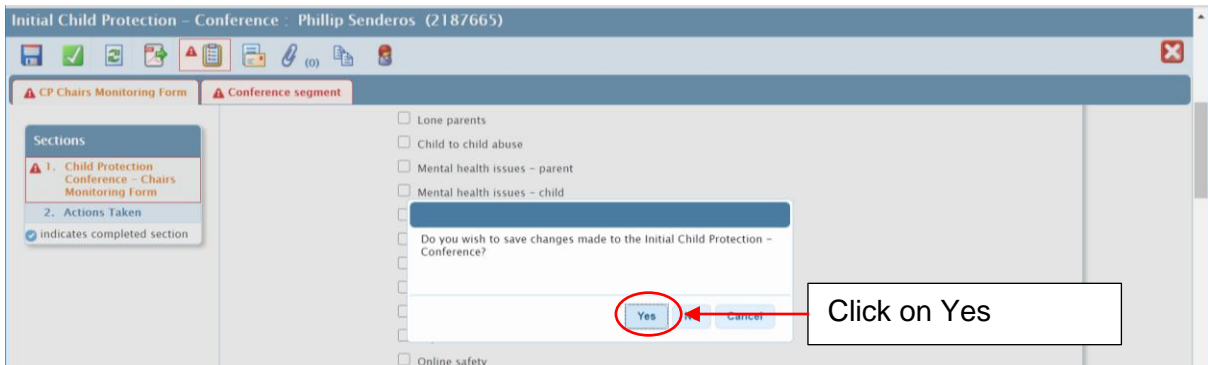




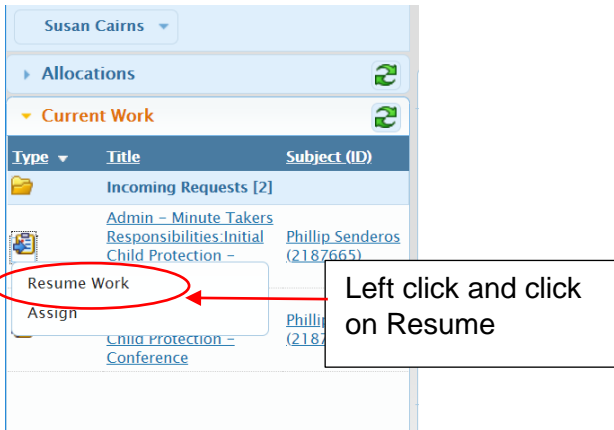
Once all sent your screen should look like this and then you need to click on the  to save and close



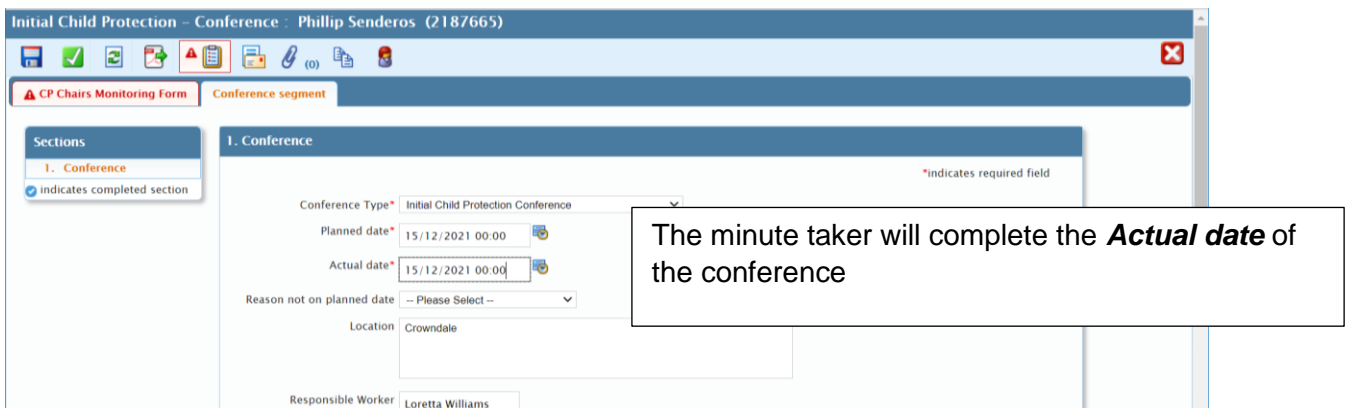
And you will get the following message

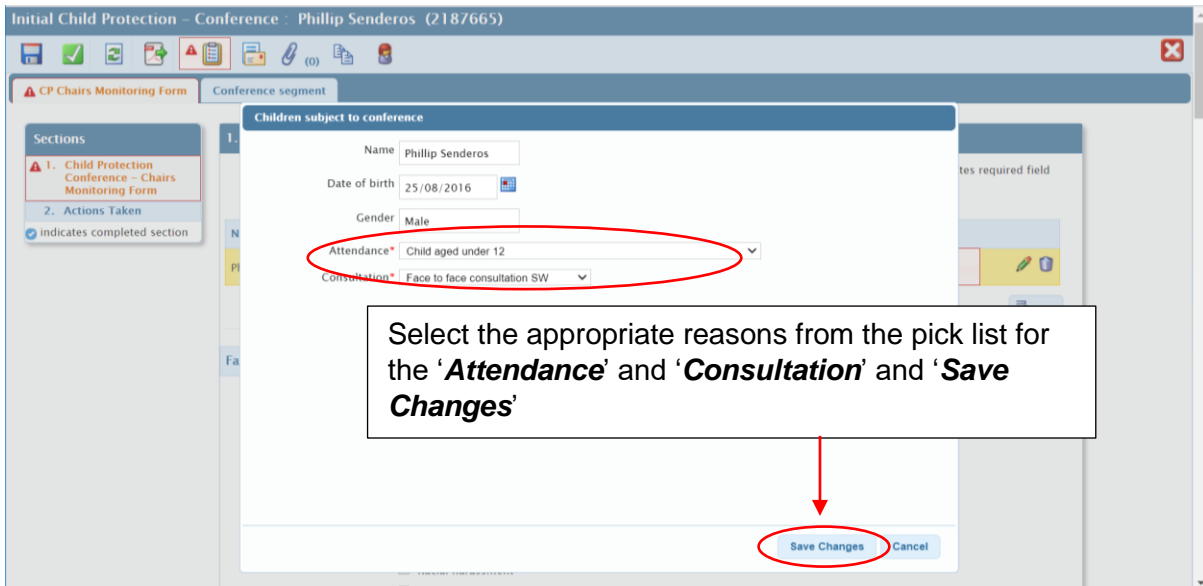
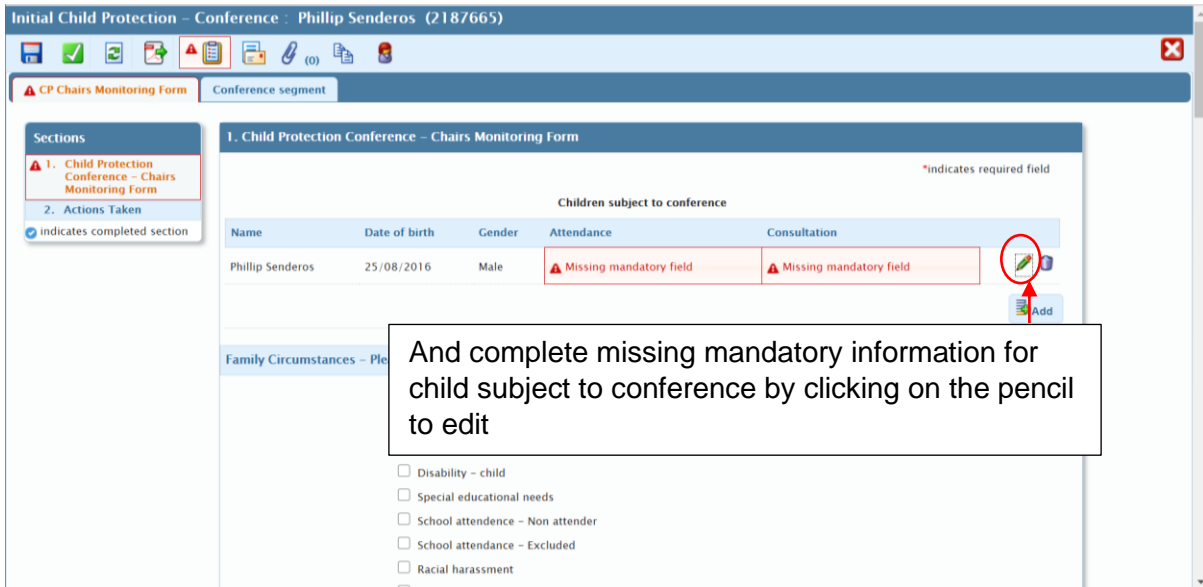


Once the conference has been completed the minute takers would pick up their requests from their Incoming Request folder.



And the Minute taker will be taken into the Initial Child Protection Conference step





The minute taker would then complete the **Required** Admin – Minute Takers Responsibilities request

And once they have finished, they would advise the Chair.

The Chair would pick up the request from his/her Incoming Request folder

Hellen Stack

Allocations (62)

Current Work

Type	Title	Subject (ID)
Incoming Work [2]		
Incoming Requests [1]		
IRO, CPO Authorisation:Initial Child Protection -		Phillip Senderos (2187665)
Alerts [17]		

Resume Work

Assign

Left click and click on Resume

Initial Child Protection - Conference : Phillip Senderos (2187665)

CP Chairs Monitoring Form

Conference segment

Sections

1. Child Protection Conference - Chairs Monitoring Form
2. Actions Taken

indicates completed section

1. Child Protection Conference - Chairs Monitoring Form

Children subject to conference

Attendance	Consultation
Child aged under 12	Face to face consultation SW

Family Circumstances - Please tick relevant boxes

The chair will click on the optional forms and letters icon

Initial Child Protection - Conference : Phillip Senderos (2187665)

CP Chairs Monitoring Form

Conference segment

Sections

1. Child Protection Conference - Chairs Monitoring Form
2. Actions Taken

indicates completed section

1. Child Protection Conference - Chairs Monitoring Form

Name

Phillip Senderos

Family Circumstances

Optional Forms and Letters

- Addendum to CSE Meeting
- CCE Review Risk Assessment
- CP visit data amendment
- CSE Initial Risk Assessment
- Childs plan
- Chronology
- Comments Segment
- Form B7A
- Initial CPC Chairs report/ Updated CP plan
- Outline plan for rescheduled I.P.C.

And select the initial CPC Chairs report/updated CP Plan

Cancel

Domestic Violence

Relevant criminal record

Disability - parent

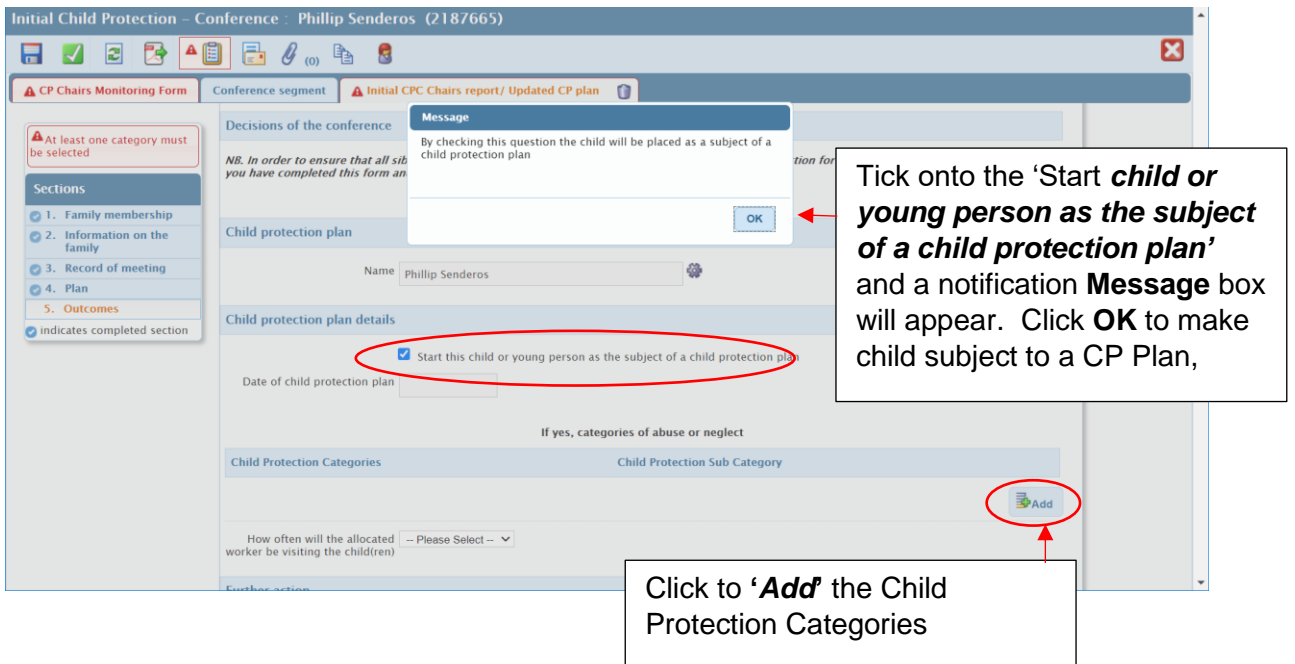
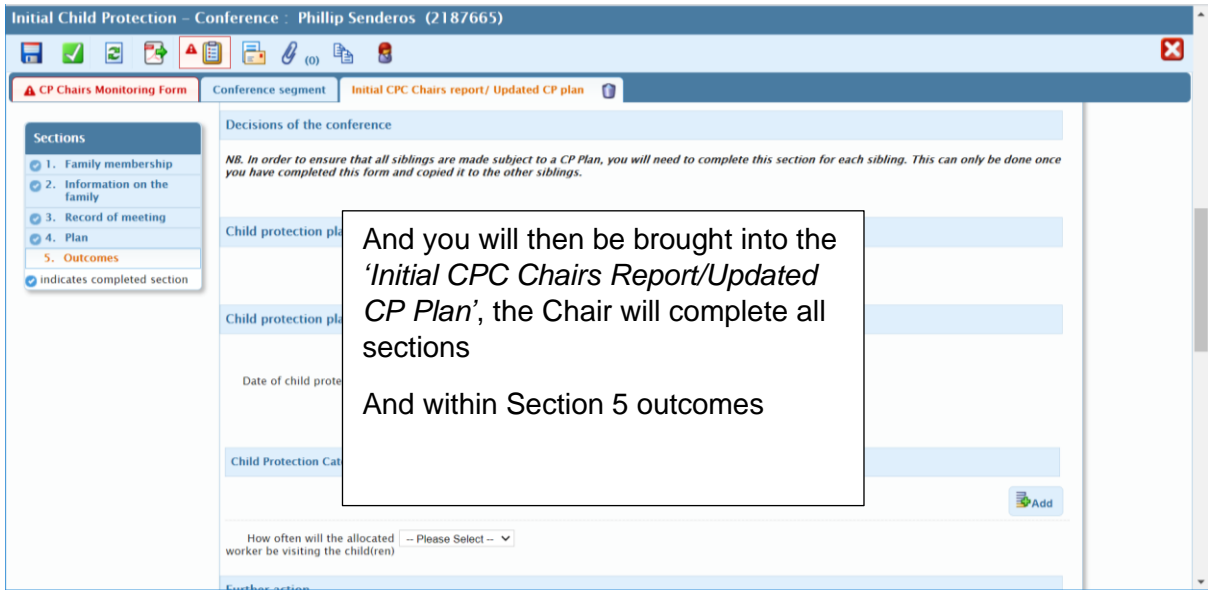
Disability - child

Special educational needs

School attendance - Non attender

School attendance - Excluded

Racial harassment



Initial Child Protection – Conference : Phillip Senderos (2187665)

CP Chairs Monitoring Form | Conference segment | Initial CPC Chairs report/ Updated CP plan

At least one category must be selected

Sections

1. Family membership
2. Information on the family
3. Record of meeting
4. Plan
5. Outcomes

indicates completed section

If yes, categories of abuse or neglect

Child Protection Categories: Emotional abuse

Child Protection Sub Category: -- Please Select --

Select the **Category** and **Sub Category** from the pick list and 'Add and Close'.

Add Add and Close Close

referral to other agency

And complete the rest of the form as appropriate.

Initial Child Protection – Conference : Phillip Senderos (2187665)

CP Chairs Monitoring Form | Conference segment | Initial CPC Chairs report/ Updated CP plan

Sections

1. Child Protection Conference – Chairs Monitoring Form
2. Actions Taken

indicates completed section

2. Actions Taken

Next Actions

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

Next action	Priority	Status
		Add

Once the decision has been made to put the child on the plan you need to select the next actions
Click on Add

Initial Child Protection – Conference : Phillip Senderos (2187665)

CP Chairs Monitoring Form | Conference segment | Initial CPC Chairs report/ Updated CP plan

Sections

- 1. Child Protection Conference – Chairs Monitoring Form
- 2. Actions Taken

2. Actions Taken

Next Actions

Next action	Assigned to	Reason	Note	Priority	Status
Review Child Protection – Conference	Loretta Williams				Proposed
Review Child Protection – SW Report	Loretta Williams				Proposed
Core Group Meeting	Loretta Williams				Proposed

Select all of the following next actions
Review Child Protection Conference
Review Child Protection SW Report
And Core Group Meeting

All should be assigned to the allocated Social Worker

And complete the **Required** IRO, CPO Authorisation

Please refer to pages 7-11 for guidance how to send and authorise a request

Initial Child Protection – Conference : Phillip Senderos (2187665)

CP Chairs Monitoring Form | Conference segment | Initial CPC Chairs report/ Updated CP plan

Sections

- 1. Child Protection

Special educational needs
 School attendance – Non attender
 School attendance – Excluded
 Suspected trafficking

Please ensure that you have confirmed and checked the categories and next actions as once you FINISH the workflow step by clicking on the tick you cannot REOPEN conference steps

Once the child is the subject of a plan

On the person summary screen of the child, you will see the **warning in red**.

And the next action will be displayed on the current work and within the workers inbox

The screenshot shows a software interface for a person summary. The main content area is divided into several sections: 'Subject of a Child Protection Plan' (with a red warning message), 'Current Work' (with a list of tasks), 'Personal Relationships' (with family details), and 'ELMS2' (with equipment links). A red circle highlights the 'Current Work' section. A text box explains the warning and the next action.

Core Group Meeting

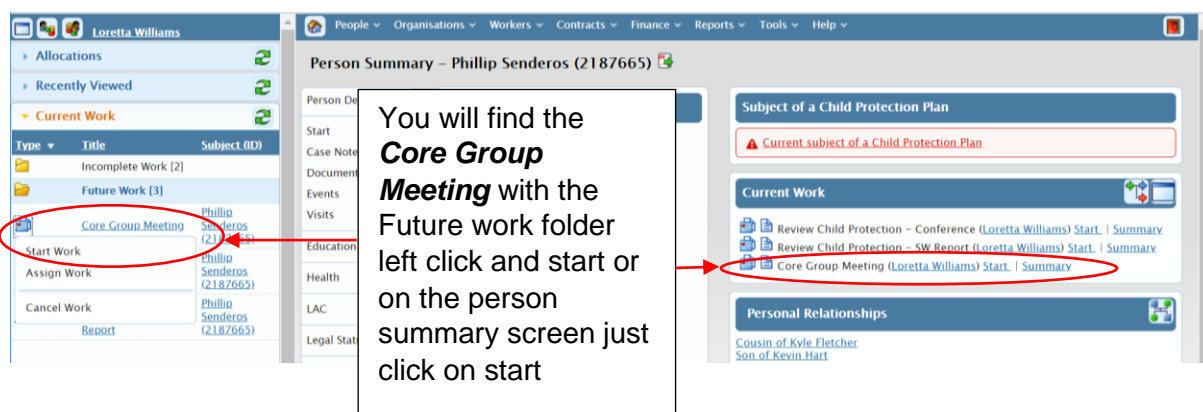
The core group is a multi-agency forum responsible for developing and implementing the child protection plan based on the child's assessed needs and the actions agreed at the case conference

The core group must ensure that the child protection plan is able to continue to keep the child safe and promote their welfare between case conferences and that work is carried out with the family to ensure the child's safety and welfare on a long-term basis

Members of the core group will be identified at the CP Conference.

The first core group meeting must take place within 10 days of the initial conference. The date will be arranged at the conference. The next core group meeting should be held within 6 weeks of the first. Subsequent ones should be held every 6 weeks following Review Case Conferences.

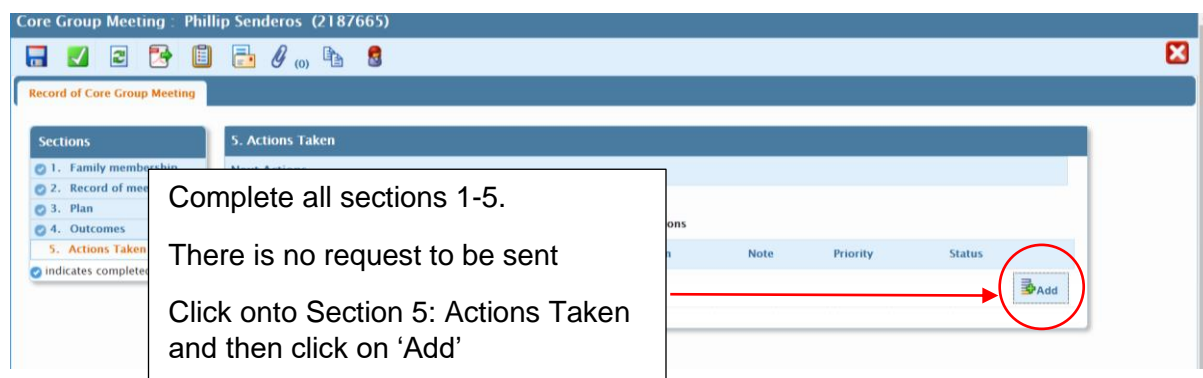
Social workers are responsible for all recording on to the Core Group step on MOSAIC and completing the Core Group record available on MOSAIC.



You will find the **Core Group Meeting** with the Future work folder left click and start or on the person summary screen just click on start

You will then be taken into the Record of Core Group Meeting

The record of the meeting should be distributed to all members of the core group within 5 working days of the meeting



Complete all sections 1-5.
There is no request to be sent
Click onto Section 5: Actions Taken and then click on 'Add'

Core Group Meeting : Phillip Senderos (2187665)

Record of Core Group Meeting

Sections

- 1. Family membership
- 2. Record of meeting
- 3. Plan
- 4. Outcomes
- 5. Actions Taken

indicates completed section

5. Actions Taken

Next Actions

Next actions

Next action	Assigned to	Reason	Note	Priority	Status
Core Group Meeting	Loretta Williams				Proposed

Add

Add a Core Group Meeting, assign to yourself as the worker – The Core Group should be held every 6 weeks. ***Please note: the last core group meeting before the next conference should have a next action of No Further Action (NFA), as you will be sent a new one after the Conference.***

The Review Child Protection Conference should be held 6 monthly at the most after the Initial Child Protection conference.

Review Child Protection Conference

You will find the **Review Child Protection Conference** within the Future work folder left click and start or on the person summary screen just click on start

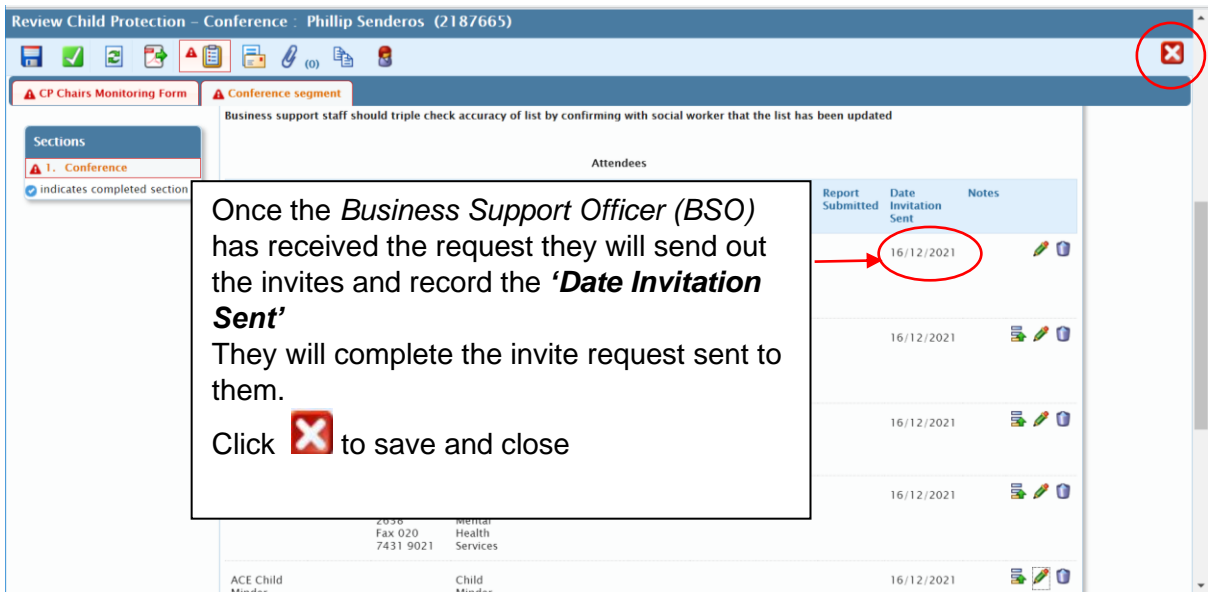
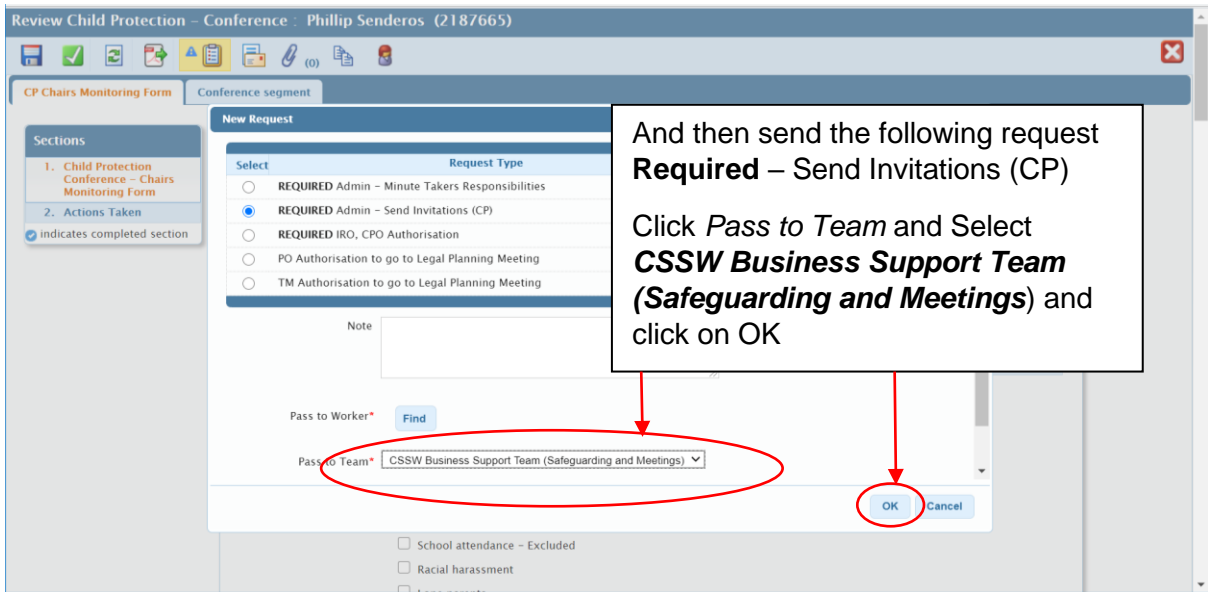
Update Conference Type select **Review Child Protection Conference** from the pick list

The Planned Date

Responsible Worker and Responsible Manager

Update the attendees list if there any changes

Organisation	Address	Phone No	Role	ParticipationCode	Attended	Sent Apologies	Report Expected	Report Submitted	Date Invitation Sent	Notes
	10 Abbot'S Place London NW6 4NP		Parent							
	212 Eversholt Street London NW1 1BD		Parent							
CSSW			CSSW -							



Review Child Protection - Conference : Phillip Senderos (2187665)

CP Chairs Monitoring Form


Sections

- 1. Conference

Indicates completed section

Send request

10 Abbot'S Place London NW6 4NP Parent

5 days prior to the conference and when the SW Report reports has been completed the rest of the requests should be sent- you will now need to click on the  to save and close

Attendees

Organisation	Address	Phone No	Role	ParticipationCode	Attended	Sent Apologies	Report Expected	Report Submitted	Date Invitation Sent	Notes
10 Abbot'S Place London NW6 4NP			Parent						16/12/2021	
212 Eversholt Street London NW1 1BD			Parent						16/12/2021	
CSSW Children and Families Division			CSSW - Social Worker						16/12/2021	

s-app-mos02:7503/mosaic_dev/controller/workflow/starteditorfromnextaction?nextStepId=12909765&restrictCopyForwardIds=#_

Once the conference has been completed the minute takers would pick up their requests from there inbox and resume the Review Conference step

Review Child Protection - Conference : Phillip Senderos (2192361)

CP Chairs Monitoring Form

Conference segment

Sections

- 1. Conference

Indicates completed section

Conference Type* Review Child Protection Conference

Planned date* 16/12/2021 00:00

Actual date* 16/12/2021 00:00

Reason not on planned date -- Please Select --

Location

Responsible Worker Loretta Williams

Responsible Manager Yetunde Bright

Attendees

To prevent the risk of data breach, it is IMPERATIVE that SWs double check the list of attendees, adding or deleting members and ensuring addresses are up to date

Business support staff should triple check accuracy of list by confirming with social worker that the list has been updated

The minute taker will complete the **Actual date** of the conference

Review Child Protection - Conference : Phillip Senderos (2187665)

CP Chairs Monitoring Form

Conference segment

Review CPC Chairs report/ Updated CP plan

Sections

- 1. Conference

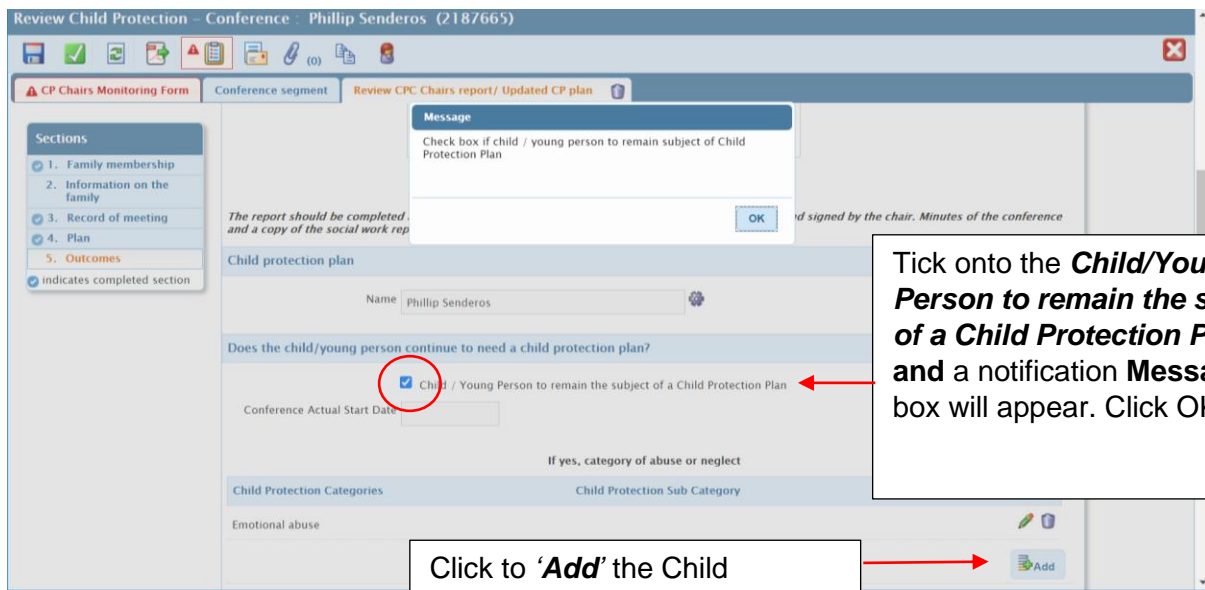
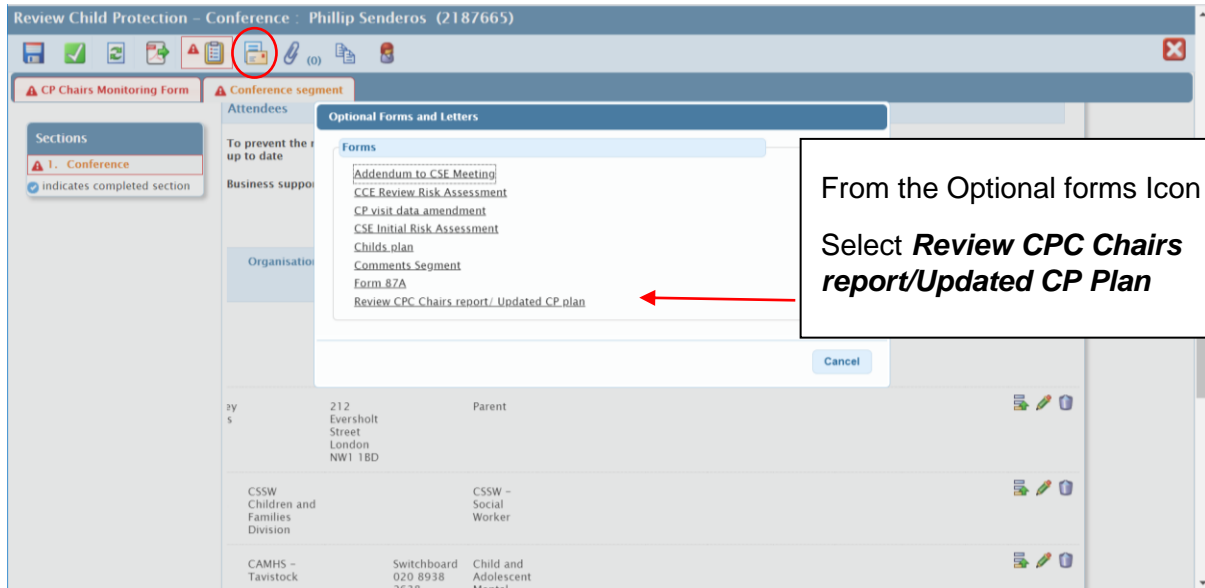
Indicates completed section

Attendees

Organisation	Address	Phone No	Role	ParticipationCode	Attended	Sent Apologies	Report Expected	Report Submitted	Date Invitation Sent	Notes
10 Abbot'S Place London NW6 4NP			Parent		✓				16/12/2021	
212 Eversholt Street London NW1 1BD			Parent						16/12/2021	
CSSW Children and Families Division			CSSW - Social Worker		✓				16/12/2021	

And update the attendees list and complete the BSO requests

The CPO will click on the CP request from in their inbox to open the Review CP step



Review Child Protection – Conference : Phillip Senderos (2187665)

CP Chairs Monitoring Form | Conference segment | Review CPC Chairs report/ Updated CP plan

Sections

- Child Protection Conference – Chairs Monitoring Form
- Actions Taken**

indicates completed section

2. Actions Taken

Next Actions

Next action	Assigned to	Reason	Note	Priority	Status
Continue CP Plan – Same Category					Proposed
Core Group Meeting	Loretta Williams				Proposed
Review Child Protection – Conference	Loretta Williams				Proposed
Review Child Protection – SW Report	Loretta Williams				Proposed

Select all the following next actions

Review Child Protection Conference

Review Child Protection SW Report

And Core Group Meeting

All should be assigned to the allocated Social Worker

Once the child has been selected to remain on the Plan and you **Finish** the Review Child Protection Conference

Loretta Williams

People | Organisations | Workers | Contracts | Finance | Reports | Tools | Help

Person Summary – Phillip Senderos (2187665)

Demographic Information

Context: Child

Date of Birth: 25/08/2016 (5 years old)

Address: (Address Type : Main Address)
10 Abbot'S Place
London
NW6 4NP (View Map)
Authority: Camden
Ward: Kilburn
Lives with others
Council tenant

Subject of a Child Protection Plan

Current subject of a Child Protection Plan

Current Work

- Review Child Protection – Conference (Loretta Williams) Start | Summary
- Review Child Protection – SW Report (Loretta Williams) Start | Summary
- Core Group Meeting (Loretta Williams) Start | Summary

Personal Relationships

- Cousin of Kyle Fletcher
- Son of Kevin Hart
- Son of Kimberley Senderos

ELMS2

View Equipment


Order Equipment

On the Person Summary screen of the child, you will see the **warning in red**.

And the three selected next actions will be displayed in the **Current Work** pane as shown and within the worker's **Future Work** folder

Review Child Protection -SW Report

You will find the **Review Child Protection SW Report** within the Future Work folder, left click and **Start Work** or on the Person Summary screen just click on **Start**

And you will be taken into the following screen,
Once you have completed all the Sections 1-7 of the Review Child Protection SW report –
Click on the request icon 

Click onto the required **Team Manager Authorisation**, find the appropriate Manager and then click OK

Select	Request Type	Status (Date)	Assigned To
<input type="radio"/>	REQUIRED Admin - SW Conference Report Completed		
<input type="radio"/>	REQUIRED CPO - SW Report Completed		
<input type="radio"/>	REQUIRED Team Manager Authorisation		

And once the manager has authorised the SW Report you will need to send all further requests at the least 5 days prior to the conference.

The CPO SW report Request – will need to go to the **IRO**
 The Admin SW Conference Report Completed – will go to **CSSW Business Support Team (Safeguarding and Meetings)**

After the conference: The Chair will complete the CPO request in the SW Report step

Name	Date of Birth/EDD	Gender	Ethnicity	Religion	Language
Phillip Senderos	25/08/2016	Male	White / British	none	English

Name	Date of Birth	PR	Gender	Ethnicity	Religion	Relationship to child
Jackie Senderos	07/04/1965	✓	Female	White / British	None	Mother
Teddy Senderos	23/11/1967		Male	White / British	None	Father

And then click on the FINISH button

Review Child Protection – SW Report : Phillip Senderos (2187665)

Updated assessment/Progress on plan | Chronology

Sections

- 1. Family membership
- 2. Information on the plan
- 3. Plan
- 4. Social work assessment
- 5. Analysis
- 6. Updates to child's plan
- 7. Actions Taken
- indicates completed section

7. Actions Taken

Next Actions

Next actions

Next action	Assigned to	Reason	Note	Priority	Status
Report Completed					Proposed

