

# CHILDREN WITH A SOCIAL WORKER

## CiN COMMUNICATION EXPECTATIONS

This document outlines best practice and explains expectations around communication between schools and Family Services during the course of a CiN or CP plan. For more information regarding statutory guidance, please refer to Keeping children safe in education 2022, and Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units in England, including pupil movement July 2022 ([publishing.service.gov.uk](https://publishing.service.gov.uk)) V2

### WHEN A PLAN OPENS

Once a decision has been made to place a young person on a CiN or CP plan, the expectation around communication with schools is as follows:

For a CP plan, a school will be invited to the Initial Child Protection conference (ICPC)

For a CiN plan, the social worker will invite the school to the initial CiN network meeting

These meetings will normally take place around 10 working days from the case being agreed.

Referrals to MASH will be reviewed within 24 hours and outcomes will be communicated back to the referring school. Please contact MASH if you would like an update on your referral.

### FAMILY SERVICES VISITS

Children in Need will be seen as a minimum every 4 weeks.

Children subject to a Child Protection plan will be seen as a minimum every 10 working days.

This would usually be at home but may take place at school.

Social workers should inform the school if the social worker changes and schools should ensure everyone on their safeguarding team is aware. Social workers should confirm any visits happening in school with a member of the safeguarding team – again schools should ensure everyone who needs to know is informed.

### WHEN A PLAN CLOSES

In the case of a CP plan closing, schools should be invited to a review CP conference where next steps will be discussed.

In the case of a CiN plan closing, schools should be invited to a final CiN meeting where closure and a step down plan is agreed so that everyone is clear of expectations.

Schools should expect to receive a formal closing letter and minutes within 10 working days.

### MEETINGS

Child in Need meetings will be held every 6 weeks as a minimum.

Child Protection Core Groups will be held every 4 weeks as a minimum.

These meetings are an opportunity for stakeholders to share information. If a concern arises between meetings for example, behaviour concerns or changes in attendance, this information should be shared with social workers as soon as possible. Equally social workers should contact schools if there are any new concerns or events that might impact on the children in school. If a school needs to inform the social worker of an urgent concern and cannot reach them, please contact the duty number – this should be available on the social worker's out of office notification.

Minutes and an updated plan should be circulated within 10 working days. Minutes should focus on review and updating each individual aspect of the current plan.

The meetings should be attended by all professionals involved and minute taking should be shared to enable the chair to primarily focus on managing the meeting.

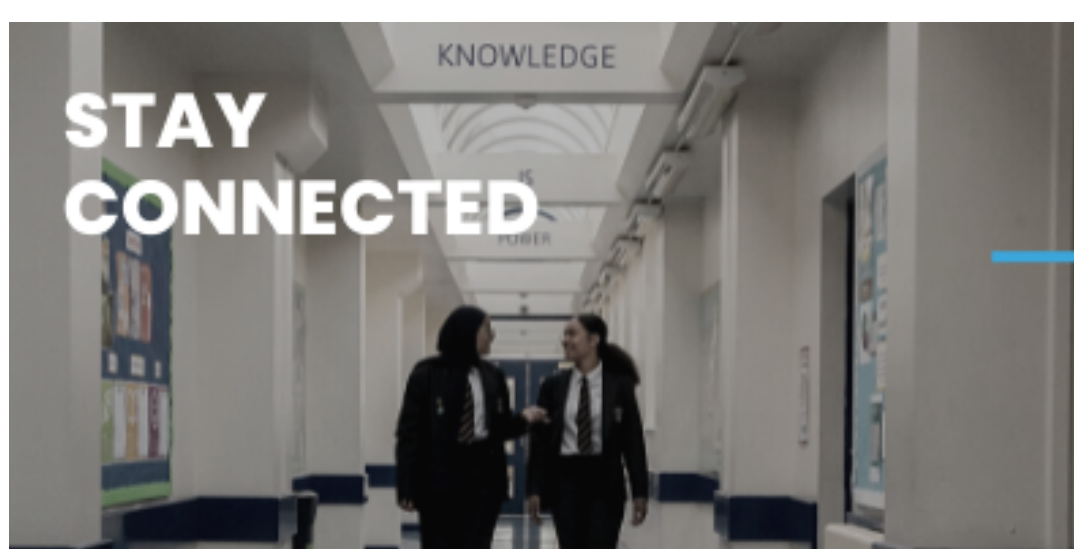
### SUSPENSION & EXCLUSION

When headteachers suspend or permanently exclude a pupil they must, without delay, notify parents. Legislative changes mean that if a pupil has a social worker, or if a pupil is looked-after, the headteacher must now, also without delay after their decision, notify the social worker and/or VSH, as applicable. Schools must ensure they have a formal process in place for informing social workers, clearly setting out all reasons for the exclusion.

Both the social worker and/or VSH, must be informed when a governing board meeting is taking place, in order to share information.

### ESCALATION PROCESS

If you have spoken to the social worker but feel any issues need escalating, please contact the relevant team manager. The social worker's team can be found on their email signature. Please contact the team manager before the Assistant Head or Head of Service.



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# CONTACT DETAILS

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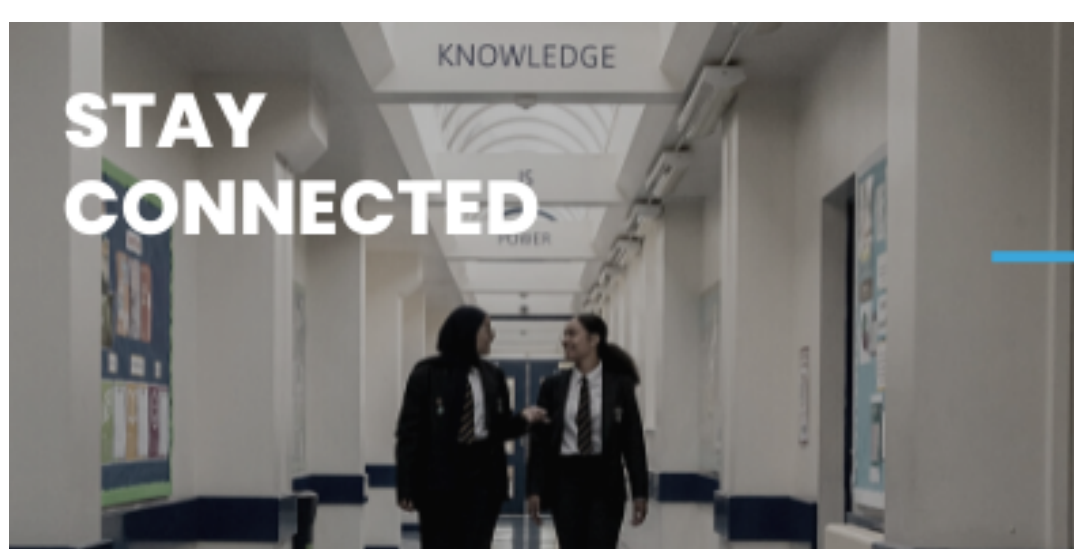
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