

Childrens Social Care Service Timescales for Best Practice

Activity	Lead	Timescales	Procedures
Children and Family Hub (including the MASH)			
Decision on a contact	Children and Family Hub Decision Maker	1 working day	Mash Procedures
Decision on a referral	MASH Decision Maker	1 working day including MASH Screening	Mash Procedures
Child and Family Assessment allocation	Team Manager	1 working day	Child and Family Assessment Procedures
	Social Worker	Within 35 days	Child and Family Assessment Procedures
Chronology	Social Worker	Started within 24 hours	Chronology Procedures
	Social Worker	Reviewed minimum weekly and whenever there is a significant event	Chronology Procedures
	Team Manager	Check in monthly supervision	Chronology Audit Tool
Informed consent	Social Worker	Consent form to be signed at first contact with family	Consent Form
	Social Worker	Review consent form when starting an assessment	Consent Form
	Social Worker	Review when placing a child under article 17 of the Children (Jersey) Law 2002	Obtaining Consent for Article 17 Procedures
		Evidence of parental/carer awareness that this can be rescinded	
	Social Worker	Review at point Child in Need plan completed	Obtaining Consent for Article 17 Procedures
	Social Worker	When change of worker	Obtaining Consent for Article 17 Procedures
Complex Needs Team - Referral for Short Breaks only			
First visit	Social Worker	10 working days	Short Breaks Procedure
Subsequent visits	Social Worker	Minimum of 12 weekly visits	
First review of care plan	Social Worker. Independent Reviewing Officer.	Within 28 working days of child becoming looked after	Children in Care guidance
Second review of care plan	Social Worker. Independent Reviewing Officer.	Within three months of the first review.	Children in Care Guidance
Subsequent review of care plan	Social Worker, Independent Reviewing Officer.	Within six months of previous meeting	Children in Care Guidance
Present at Single Referral Panel	Social Worker	Every 6 months	

Present costs to Team Manager if Autism Jersey is provider	Social Worker	Every 6 months	
Preparing for adulthood assessment and pathway	Social Worker	From 14 th birthday	
Referral to Single Point of Referral	Social Worker	From 14 th birthday	
Child in Need			
First visit to the child from allocation	Social Worker	1 working day if child is under 3 years old	Practice Standards and Child in need Procedures
	Social Worker	5 working days if child above 3 years	Practice Standards and Child in Need Procedures
	Social Worker	Earlier if directed by a Team Manager	Practice Standards and Child in Need Procedures
Referral to Family Group Conferencing Coordinator	Social Worker	If this has not happened before, at the point child becomes Child in Need, Child Protection, Child Looked After, legal advice, Pre-birth Assessment where parents are in agreement	Family Group Conferencing Procedures
Child in Need meeting	Social Worker	Within 10 days of completion of child and family assessment. Subsequent meetings up to 6 weekly. Minutes to be sent out within 5 working days.	Practice Standards and Child in Need Procedures
Child in Need visits	Social Worker	Minimum, every 4 weeks	Practice Standards and Child in Need Procedures
Child Protection			
Strategy Discussions	Team Manager or Senior Practitioner	Same day if a child may be at risk of significant harm	Strategy Discussion Procedures and Article 42 Procedures
		Within 72 hours if the meeting is planned	
Decisions to be approved and shared with those invited	Team Manager	Within 24 hours	Strategy Discussion Procedures and Article 42 Procedures
Minutes checked	Team Manager	No later than 5 working days to allow minutes to be circulated in timescales	Strategy Discussion Procedures and Article 42 Procedures
Distribution	Business Support	Within 5 working days	

Child protection investigation completed and sent to manager	Social Worker	Within 3 working days	Strategy Discussion Procedures and Article 42 Procedures
Sign off Article 42 investigation	Team Manager	Within two working days.	Strategy Discussion Procedures and Article 42 Procedures
Initial Child Protection Conference Request (ICPC)	Social Worker	At start of child protection investigation (Article 42)	Child Protection Procedures
If conference not needed – notify SSQ B.E	Social Worker/Senior Practitioner/ Team Manager	Within 3 days of initial notification	Child Protection Procedures
From Strategy to Initial Child Protection Conference	Business Support	Within 15 working days of the strategy meeting	Child Protection Procedures
Invitation grid must be sent to SSQ business support	Social Worker	When investigation is completed (3 working days)	Child Protection Procedures
Sign off Initial Child Protection Conference Report	Team Manager	No later than two working days before the conference	Child Protection Procedures
Share Child Protection Report in person and in the families first language	Social Worker	2 working days prior to conference	Child Protection Procedures
Sign off decisions from conference	Independent Reviewing Officer.	No later than 1 working day	Child Protection Procedures
Sign off minutes	Independent Reviewing Officer.	No later than five working days	Child Protection procedures
Circulate initial Child Protection Conference minutes	Business Support	Five working days	Child Protection procedures
Chair 1st Core Group Meeting (CGM)	Team Manager	Within 10 working days of the ICPC	Child Protection procedures
Decisions from Core Group to be shared	Business Support	1 working day	
Sign off minutes	Team Manager	No later than 5 working days	
Minutes to be circulated	Business Support	5 working days	
Chair subsequent Core Group Meetings	Social Worker	4 weekly	Child Protection Procedures
Minutes to be reviewed	Team Manager	No later than 5 working days	
Minutes to be circulated	Business Support	Within 5 working days	
Child Protection visit frequency	Social Worker	No longer than 10 working days	Child Protection Procedures
Alternative visiting frequency reviewed, and decision recorded.	Team Manager	At supervision	

Visit recorded	Social Worker	Within 1 working day and sent to TM	
Visit signed off	Team Manager	1 working day	
Invitation grid must be sent to SSQ business support	Social Worker	3 weeks before RCPC	Child Protection Procedure
Arrange 1st Child Protection Review Conference (RCPC)	Business Support	1 st review within 3 months	Child Protection Procedure
Arrange subsequent RCPC's		Within 6 months	
Arrange first conference following birth of unborn		Within 1 month after birth	
Mid-point review for Child Protection Cases	Child Protection Adviser. Social Worker	6 weeks following ICPC. 12 weeks following RCPC	Child Protection Procedure
Review Child Protection Conference report signed off	Team Manager	No later than 5 working days	Child Protection Procedure
Share Review Child Protection Conference Reports in person in families first language	Social Worker	No later than 5 working days	
CPA to sign off and decisions of conference shared	Business Support. Child Protection Adviser.	Within 1 working day	
CPA to sign off and minutes of conference circulated.	Business Support. Child Protection Adviser.	No later than 5 working days	
Children in Care			
Placing Child	Social Worker	Start of placement	
Placement Planning Meeting	Social Worker. Business Support.	Pre entry to care or within 1 working day for all settings	Permanency Procedure
Circulate decisions to carers	B.E / SW / SSW	Within 1 working day	
Send notification of change	Social Worker. Business Support.	Within 1 working day	
Delegation of authority tool shared with carers	Social Worker	Within 1 working day	
Care Plan drafted	Social Worker	Within 1 working day	
First care planning meeting	Team Manager. Social Worker.	5 working days	Permanency Procedure
Completed care plan shared	Social Worker	Within 5 working days in advance of the first review	
Care Planning Meeting review	Team Manager	Prior to each Child in Care review and when significant event occurs	Permanency Procedure
Permission to place a child	Head of Service	Before placement is sought	Child in Care Procedure

Present at Resource Panel	Social Worker	Prior to placement if planned or in an emergency at the first panel after placement.	Child in Care Procedure
Visiting frequency for first month of child being looked after	Social Worker	Weekly	Child in Care Procedure
Subsequent visits	Social Worker	Minimum 6 weekly or when a child requests it	
Visits recorded	Social Worker	Within 1 working day	
First Child Looked After Review	Independent Reviewing Officer. Social Worker.	Within 28 days of placement.	Child in care Procedure IRO Handbook
Second review	Independent Reviewing Officer. Social Worker.	Within 3 months	
Decisions to be sent to Manager	Independent Reviewing Officer.	Within 5 working days.	
Circulate minutes	Independent Reviewing Officer.	Within 20 working days of review	
First Mid-point Review	Independent Reviewing Officer. Social Worker.	Within 6 weeks of first meeting	Child in care Procedure
Second and subsequent Midpoint review	Independent Reviewing Officer. Social Worker.	Within 12 weeks of the previous review	
Recording	Independent Reviewing Officer.	To be recorded with 24 hours	
Personal Education Plan (PEP)	Social Worker	Requested within 5 working days of the young person becoming a Child in Care Reviewed every term	Child in Care Procedures Practice Standards
	Social Worker Designated Officer at School	To be recorded and available for the first review	Education for children in care Procedures
Health Assessment	Social Worker. Designated nurse for Children in Care	To be requested within 5 working days of the child entering care.	Practice Standards Child in Care Procedures
	Designated nurse for Children in Care	To be recorded and available for the first review	
	Social Worker. Designated Nurse for Children in Care	Reviewed every 6 months for children under 5	
	Social Worker. Designated Nurse for Children in Care.	Annually for children over 5	
	Social Worker. Designated Nurse for Children in Care.	If no consent is given by young person, recorded on Mosaic within 24 hours	

Dental check	Carer checked by Social Worker	Annually, or as frequently as directed by dentist	
Optician	Carer checked by Social Worker	Annually, or as frequently as directed by Optician	
Updated Child and Family Assessment	Social Worker	Annually or where there is a significant event	Practice Standards
		Within 35 working days, unless the significant event warrants a Strategy Meeting and Article 42	Child and Family assessment Procedures
Permanence Plan	Team Manager. Social Worker	By the 4-month Child in Care Review	Permanence Procedures
Permanency Planning meeting	Team Manager	Initial within 2 weeks of first child in care review	Permanence Procedures
Care Leavers			
Allocation of Personal Adviser	Social Worker	At the point the young person reaches 15 3/4	Child in Care Procedures
Pathway Plan	Social Worker	Must be completed and available for the first review held after the young person reaches the age of 16. This plan replaces the care plan	
Pathway Plan Review	Social Worker. Personal Adviser.	Every 6 months until young person reaches 18	
Post 18 Pathway Plan	Personal Adviser	As frequent as young person requests it or any significant change	
Post 18 Pathway Plan Review	Independent Reviewing Officer. Young Person.	6 monthly as agreed with young person	Child in Care Procedures
Secure Accommodation Orders			
Visiting frequency, welfare and remand placements	Social Worker	Weekly	Secure Accommodation Order Procedures
Secure Review (Welfare Grounds)	Social Worker	Within 28 days of placement.	Secure Accommodation Order Procedures
Child in care review	Social Worker. Independent Reviewing Officer.	Within 28 days of being remanded	
Reports for panel	Social Worker	3 working days prior to review.	Secure Accommodation Order Procedures
Subsequent reviews (Welfare)	Social Worker	At intervals determined by the Panel, but within the period of the secure order and / or until order has expired	Secure Accommodation Order Procedures
Subsequent reviews (Remand)	Social Worker. Independent Reviewing Officer.	Follows schedule of children in care reviews	Child in Care Procedures

Legal Planning Meeting			
Request for Legal Planning Meeting	Social Worker	Immediately decision is made by line manager	Legal Pathway Procedures
Pre-Proceedings meeting	Social Worker	Within 2 weeks of the Legal Planning Meeting	Pre-Proceedings Flow Chart
Private Fostering			
Visits prior to completion of assessment	Social Worker	Weekly	Private Fostering Procedures
Visiting frequency after assessment completed	Social Worker	6 weekly	
Private fostering assessment starts	Social Worker. Supervising Social Worker.	No later than 7 working days after notification of arrangement	
Assessment completed	Social Worker. Supervising Social Worker.	42 days from assessment or sooner if DBS is received	
Adoption			
Adoption Reviews – First meeting	Social Worker. Independent	Within 1 month of child being placed with prospective adopter	Procedures to be developed
Second review	Reviewing Officer.	3 monthly	
Subsequent reviews		6 monthly	
Adoption Visits	Social Worker. Adoption Social Worker.	6 weekly	Procedures to be developed
ADM Decision (Best interests)	Director of Safeguarding and Care	To be made prior to the Final Hearing at permanency panel	Permanency Procedures
Life Story Book and Later Life Letter	Social Worker	To be provided within 5 working days of the Adoption Hearing.	Permanency Procedures
Adoption support	Adoption Social Worker	Transfers from child's social worker after three months if appropriate.	Procedures to be developed
Jersey Designated Officer			
JDO Referral	Referrer	Within 24 hours of information received.	Managing Allegations Procedures
JDO initial discussion	Jersey Designated Officer	Within 48 hours of receiving the referral	Managing Allegations Procedures
JDO Initial meeting	Jersey Designated Officer	Within 5 working days of the initial discussion	Managing Allegations Procedures
	Business Support	Minutes to be circulated within 5 working days	
JDO Review	Jersey Designated Officer	Monthly until process is concluded	Managing Allegations Procedures
Management Oversight and Reflective Supervision			
Management Oversight	By the Manager Making the Decision	To be recorded on the day of the management oversight and decision making. Management Oversight must be recorded on all case records on a 4-weekly basis.	Management Oversight Practice Guidance

Reflective Supervision	Supervisor	<p>Within 2 days of reflective supervision taking place.</p> <p>Reflective supervision must take place for all workers monthly and more frequently for NQSW's, and where staff are being supported through a PIP.</p>	Reflective Supervision and Appraisal Procedures.
Audit of Management Oversight and Reflective Supervision	Quality Assurance Team and Line Managers	Quarterly	Reflective Supervision and Appraisal Procedures.
Staff Appraisals	Line Managers	Yearly and reviewed and recorded each quarter	Reflective Supervision and Appraisal Procedure