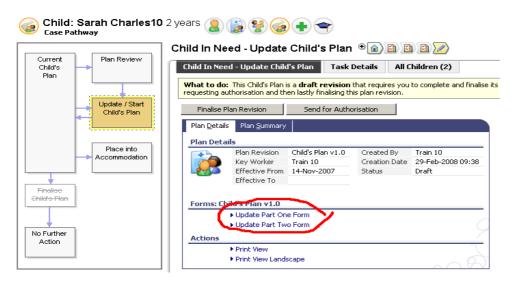
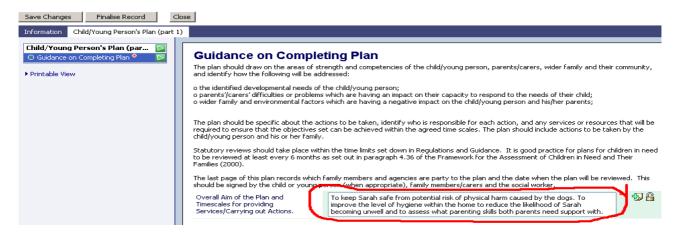
GUIDANCE ON RECORDING INITIAL, CIN & CP PLANS ON ICS

All plans have a Part One & Part Two. See circled in red



Part One contains one free text box, which should contain a brief sentence or paragraph outlining the overall aim of the plan, and if required what the contingency plan will be. *See example below.*

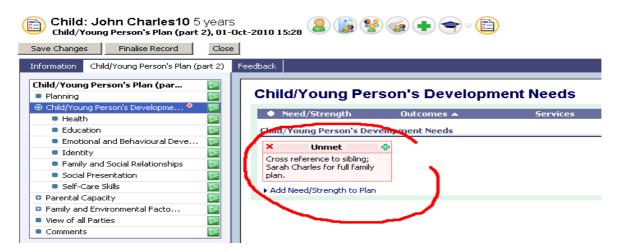


Part Two follows the National Assessment Framework, containing the 3 domain sections and 21 dimension subsections. For CIN and CP plans these sections should be used only as a guide, you are not required to complete all the sections. In order to simplify the process, it is recommended that the whole plan is recorded in the 'Child/Young Person's Development' section. This avoids having to flick between several screens to record and view the plan.

Child: Sarah Charles10 2 years Child/Young Person's Plan (part 2), 14-N		🔸 🗢 · 🔁		
Save Changes Finalise Record Close				
Information Child/Young Person's Plan (part 2)	Feedback			
Child/Young Person's Plan (par	Child/Young Perso	on's Development	Needs	
Child/Young Person's Developme*	Need/Strength	Outcomes 🔺	Services	
Education	Child/Young Person's Develo	pment Needs		
Emotional and Behavioural Deve	Unmet * 🔤 🕂	Unachieved * 🛛 🕂	× .	urrent *
 Identity 	CASE STUDY	The flat is to be clean and tidy	Jan Helton (Family support	Starting:
Family and Social Relationships	CASE STODY	by the end of the week and	worker) to visit the family	Ending:
Social Presentation	Ms Charles has moderate	to remain hygienic at all times.	tomorrow with cleaning	
 Self-Care Skills 	learning difficulties & shows limited understanding of how		materials to help clean and tidy the flat.	
🛛 Parental Capacity 🛛 🕞	to meet Sarah's basic care		day the hat.	
Family and Environmental Facto	needs to ensure she lives in a		× c	urrent *
• View of all Parties	clean environment. Ms Charles does not have some		Both parents clean and	Starting:
Comments	necessary basic equipment.		tidy the flat on a weekly basis. Including washing up	Ending:

Plans for sibling groups

Each child requires their own plan, however families are unlikely to want three different or duplicated plans, preferring one family plan that refers to all the children. At the present time it is not possible to copy plans across sibling groups, as is the case for assessments. Therefore it is recommended as an interim measure that a composite family plan is written on the file of the index or oldest child (whichever is most appropriate). For the siblings, record one entry, cross referencing to the family plan. See below:



Exceptions: If there are issues that for confidential reasons should not be on all of siblings files then these should be separately recorded. Professional judgement should be used to decide what these issues might be.

Child In Need - Active Child's Plan 🖭 🙆 🙆 🙆 🖉 🥒

Child's Plan	Decisions	Task Details	All Children (2)
utcomes:			
🔿 Child In	Need		1
💛 Review		Duart	(Assigned to Yourself)
Child In Update	Need Child's Plan	Resta	art (Assigned to Train 10
🙆 Request	for child to be lo	oked after Resta	art (Assigned to Train 10
Child In Leaving	Need CIN (Finalise Chil	ld's Plan) Start	(Assigned to Yourself)

Updating a plan

You can update a plan as frequently as is required. You should update when significant changes occur.

Do not choose the CIN Review option. Islington is not using this part of the ICS system. If you press this in error, contact the csdesk to remove the CIN Review Report from your worktray.

See the CIN procedure regarding timescales for reviewing plans.

Finalising and authorising.

Finalise when you have updated, this will save a read only copy of the plan so that the information is not overwritten the next time you come to update your plan. Finalise Part One, Two then press the Finalise Plan Revision button.

Periodically you will need to send your plan for manager authorisation. Your plan does not need authorising every time it is updated.

	This Child's Plan i horisation and th				complete an	d finalise
Finalise Pla	an Revision	Send for A	uthorisation	7		
Plan <u>D</u> etails	Plan <u>S</u> ummary					
Plan Detai	s					
*	Plan Revision	Child's Plan v1	1 Crea	ited By	Train 10	
0	Key Worker	Train 10	Crea	ition Date	11-Apr-20	08 19:45
	Effective From	01-Oct-2010 1	5:28 Stat	JS	Draft	
_	Effective To					
Forms: Chi	ld's Plan v1.1					
	View Part One F	orm (finalised)				
		o Form				

See: (1) CIN planning and reviewing procedures

- (2) Practice Guidance for Writing Plans for further advice on how to write plans in Part Two.
- (3) A example of a CIN plan, using the needs, outcomes, services template.