

GUIDANCE ON RECORDING INITIAL, CIN & CP PLANS ON ICS

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

Child: Sarah Charles10 2 years

Child In Need - Update Child's Plan

What to do: This Child's Plan is a **draft revision** that requires you to complete and finalise its requesting authorisation and then lastly finalising this plan revision.

Finalise Plan Revision Send for Authorisation

Plan Details

Plan Revision	Child's Plan v1.0	Created By	Train 10
Key Worker	Train 10	Creation Date	29-Feb-2008 09:38
Effective From	14-Nov-2007	Status	Draft
Effective To			

Forms: Child's Plan v1.0

- Update Part One Form
- Update Part Two Form

Actions

- Print View
- Print View Landscape

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.

Save Changes Finalise Record Close

Information Child/Young Person's Plan (part 1)

Child/Young Person's Plan (par...)

Guidance on Completing Plan

Printable View

Guidance on Completing Plan

The plan should draw on the areas of strength and competencies of the child/young person, parents/carers, wider family and their community, and identify how the following will be addressed:

- o the identified developmental needs of the child/young person;
- o parents'/carers' difficulties or problems which are having an impact on their capacity to respond to the needs of their child;
- o wider family and environmental factors which are having a negative impact on the child/young person and his/her parents;

The plan should be specific about the actions to be taken, identify who is responsible for each action, and any services or resources that will be required to ensure that the objectives set can be achieved within the agreed time scales. The plan should include actions to be taken by the child/young person and his or her family.

Statutory reviews should take place within the time limits set down in Regulations and Guidance. It is good practice for plans for children in need to be reviewed at least every 6 months as set out in paragraph 4.36 of the Framework for the Assessment of Children in Need and Their Families (2000).

The last page of this plan records which family members and agencies are party to the plan and the date when the plan will be reviewed. This should be signed by the child or young person (when appropriate), family members/carers and the social worker.

Overall Aim of the Plan and Timescales for providing Services/Carrying out Actions.

To keep Sarah safe from potential risk of physical harm caused by the dogs. To improve the level of hygiene within the home to reduce the likelihood of Sarah becoming unwell and to assess what parenting skills both parents need support with.

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-Nov-2007

Save Changes Finalise Record Close

Information Child/Young Person's Plan (part 2) Feedback

Child/Young Person's Plan (par...)

- Planning
- Child/Young Person's Developme... *
- Health
- Education
- Emotional and Behavioural Deve...
- Identity
- Family and Social Relationships
- Social Presentation
- Self-Care Skills
- Parental Capacity
- Family and Environmental Facto...
- View of all Parties
- Comments

Child/Young Person's Development Needs

Need/Strength	Outcomes	Services	Current
Unmet *	Unachieved *		
CASE STUDY			
Ms Charles has moderate learning difficulties & shows limited understanding of how to meet Sarah's basic care needs to ensure she lives in a clean environment. Ms Charles does not have some necessary basic equipment.	The flat is to be clean and tidy by the end of the week and to remain hygienic at all times.	Jan Helton (Family support worker) to visit the family tomorrow with cleaning materials to help clean and tidy the flat.	Current * Starting: Ending:
		Both parents clean and tidy the flat on a weekly basis. Including washing up	Current * Starting: 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:

Child: John Charles 10 5 years
Child/Young Person's Plan (part 2), 01-Oct-2010 15:28

Save Changes Finalise Record Close

Information Child/Young Person's Plan (part 2) Feedback

Child/Young Person's Plan (par...
 • Planning
 • Child/Young Person's Developme...
 • Health
 • Education
 • Emotional and Behavioural Deve...
 • Identity
 • Family and Social Relationships
 • Social Presentation
 • Self-Care Skills
 • Parental Capacity
 • Family and Environmental Facto...
 • View of all Parties
 • Comments

Child/Young Person's Development Needs

Need/Strength	Outcomes	Services
Unmet		
Cross reference to sibling; Sarah Charles for full Family plan.		
Add Need/Strength to Plan		

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)

Outcomes:

Child In Need Review	Start	(Assigned to Yourself)
Child In Need Update Child's Plan	Restart	(Assigned to Train 10)
Request for child to be looked after	Restart	(Assigned to Train 10)
Child In Need Leaving CIN (Finalise Child'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.

Child In Need - Update Child's Plan

Child In Need - Update Child's Plan Task Details All Children (2)

What to do: This Child's Plan is a **draft revision** that requires you to complete and finalise its requesting authorisation and then lastly finalising this plan revision.

Finalise Plan Revision Send for Authorisation

Plan Details

Plan Revision	Child's Plan v1.1	Created By	Train 10
Key Worker	Train 10	Creation Date	11-Apr-2008 19:45
Effective From	01-Oct-2010 15:28	Status	Draft
Effective To			

Forms: Child's Plan v1.1

- View Part One Form (finalised)
- Update Part Two 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.