

getting  
it right  
for every child  
in Moray

**Child's Plan**

**Part One**

**Guidance Document**

The Child's Plan 1 should be used as THE core document to capture the initial information required to address the child's/young person's need. If it is clear that, only by involving other agencies, can that need be fully addressed, then this form MUST be completed prior to multi agency integrated working.

- **Child's Plan 1** will capture all the core information about the child, the reasons for concern and which professionals are required to contribute to an initial plan. If required, a solution oriented meeting can be held. A meeting cannot be convened without Child's Plan 1 being completed by the person identifying the issue. Equally, it may not be necessary to convene a meeting, if those involved are in agreement about the assessment and action plan.
- At a meeting, the Team around the Child will complete the **Meeting Agreement** to record initial assessment and planning information and complete the SMART Action Plan. At this meeting, a Lead Professional (who may or may not be the person who initiated the process) must be identified to oversee the action plan delivery phase. In those instances in which it is agreed at the initial meeting that a fuller assessment is not required to meet the child's needs, the Meeting Agreement will stand as the Child's Plan. Specific exceptions, in which there will be a requirement for **Child's Plan 2** to be completed from the first concern being identified, are:
  - when the child's wellbeing ("How I grow and develop") is significantly, adversely affected in more than one aspect, or there is significant risk to or from the child
  - or the child's wellbeing is adversely affected by multiple factors ("What I need from people who care for me")("My wider world")
    - in ways that require an integrated assessment i.e. an integration of the contributions that have to be made by practitioners from different disciplines
  - or when an integrated action plan has to be sustained for a significant period of time (i.e. beyond 3 months), to meet the child's needs
  - an absolute red line would be situations in which referral to the Reporter, the Children's Hearing or even temporary substitute care is being considered

This form should be shared with the child and family, as appropriate, so please ensure your information is recorded sensitively, but explicitly, and in line with recording policy. When engaging with the child and family, it is vital to be clear about your concerns and assessment of the situation. This will ensure everyone involved is specific and transparent about what must be achieved to meet the child's needs.

**Details of the Child/Young Person:**

This section is used to capture the core information about the child/young person. Please record your agency's unique identifier number in the form. Please also outline the child's/young person's first language. Detail any particular communication needs arising which would support the child or young person to be part of the assessment and planning process.

**School Details:**

This section should include all relevant school details.

**Details of Parent/Carer:**

This section should include information known about the child's or young person's parents(s) or carer(s). If the child is a 'looked after' child, this section should include both sets of details.

**Details of Initial Lead Professional:**

This section should include the details of the initial Lead Professional – the person who has initially noted the need or concern.

**Details of Health Issues:**

This section should record any relevant health issues, the GP/Health Visitor or School Nurse contact details and any treatment or medication prescribed. Please note if the child is affected by disability – either his/her own or that affecting anyone in the household for which there would be an impact on the child.

**Initial Concern:**

This section should capture the initial main concerns and an outline of the impact – or potential impact – of these on the child/young person, if they are not addressed. It may be helpful to think about the 8 wellbeing indicators (Safe; Healthy; Active; Nurtured; Achieving; Respected; Responsible and Included) to see if they help you describe the nature of your concern. The 8 Wellbeing Indicators are part of the national *Getting it right for every child* programme and, together with the 'My World' Triangle, can be a common language for the identification of initial concerns.

<b>Safe:</b>	Protected from abuse, harm or neglect
<b>Healthy:</b>	Experiencing the highest standards of physical and mental health, and supported to make healthy, safe choices
<b>Active:</b>	Having opportunities to take part in activities such as play, recreation and sport which contribute to healthy growth and development, both at home and in the community
<b>Nurtured:</b>	Having a nurturing and stimulating place to live and grow
<b>Achieving:</b>	Receiving support and guidance in their learning, boosting their skills, confidence and self-esteem
<b>Respected:</b>	Having the opportunity, along with their carers, to be heard and involved in the decisions which affect them
<b>Responsible:</b>	Taking an active role within their schools and communities
<b>Included:</b>	Receiving help and guidance to overcome social, educational, physical and economic inequalities; accepted as full members of the schools and communities in which they live and learn

**Views:**

It is important to capture and record the views of the child/young person, his/her parent/carer and any other professional currently involved.

(If the need identified is a child protection concern, then the child protection procedures for your agency MUST be followed). If this requires progress to the Child Protection Co-located Team, based on discussion with your line manager, please record this in the next steps section. (In this instance, the information sharing section onwards will be completed by the Co-Located Team). If the Co-Located Team is not involved, the section should be completed by the Lead Professional.

If the need identified is about educational objectives only, then the Education representative must make the decision about taking this forward through the Additional Support Needs legislation and the Co-ordinated Support Plan).

**Views and Wishes:**

These sections should capture what the individual believes about their situation and what he/she wants to happen.

**Previous work undertaken:**

This section should be used to record what work has been undertaken – perhaps with short term input from another agency – to meet the child's/young person's need. It is important to record why that particular piece of work was undertaken and what was/was not achieved.

**Which other agencies are you requesting to be partners to an integrated child's plan?**

The initial Lead Professional should record here which agency the Team around the Child feels could make a contribution towards an integrated multi agency assessment of need, and should state why it is believed that agency could help – what would they bring to the plan?

**Information Sharing:**

The initial Lead Professional must ensure that he/she has engaged with the child and family, sought their views and gained their informed explicit consent to share information with relevant other professionals or agencies before doing so. For further guidance on information sharing, see the Pan Grampian Information Sharing Protocol or the relevant leaflets within the Local Integrated Assessment and Planning Procedures (LIAP) pack.

**Please note next steps to be taken:**

The initial Lead Professional should record what the Team around the Child thinks should be the next steps, i.e. (further) multi agency integrated assessment, solution oriented meeting, no further action etc. It should also be recorded why these steps are being taken. This is the section in which to capture the analysis and recommendation leading to this step being taken. This section does not replace the action plan.

**Signatures:**

Having engaged fully with the child/family as appropriate, the initial Lead Professional must ensure their signatures are gained before proceeding. This shows their agreement to progressing to multi agency integrated working. If the form is being emailed then the Lead Professional must note that signatures are recorded on file on a printed copy when gained.

**Administration:**

If you wish to progress to a multi agency solution oriented meeting, the administration in respect of issuing invite letters *could* be carried out with your area's Local Integration Administration Assistant (LIAA) if you do not have administrative capacity to undertake this. This MUST be discussed with the Local Integration Support Officer (LISO). If the administration will be carried out within your own agency, you must still inform the LISO as she/he is responsible for recording the process. All Child's Plan 1 forms must be copied to the LISO.

The administrator organising the meeting should complete the final section.