

## **DUNDEE CITY COUNCIL**

**REPORT TO: Social Work Committee – 23 October 2006**

**REPORT ON: Standards for Looked After Children**

**REPORT BY: Director of Social Work**

**REPORT NO: 582-2006**

### **1.0 PURPOSE OF THE REPORT**

1.1 The purpose of this report is to provide information on local standards of service delivery which have been developed in respect of children and young people who are looked after and looked after and accommodated. The standards form part of a performance management framework.

### **2.0 RECOMMENDATIONS**

It is recommended that the Social Work Committee:

2.1 Note and approved the contents of the report and attached standards.

2.2 Authorise the Director of Social Work to ensure the implementation of these standards as part of a performance management framework.

2.3 Review of the standards will be undertaken within the Social Work Department's Service Plan 2007-2010

### **3.0 FINANCIAL IMPLICATIONS**

3.1 There are no financial implications arising from this report.

### **4.0 SUSTAINABILITY POLICY IMPLICATIONS**

4.1 Standards for Looked After Children address the need to continually improve the quality of life for children and young people who are in need.

#### *Anti-Poverty Implications*

4.2 Income maximisation is undertaken when children and young people are looked after at home and when they are returning to their family following a time whilst accommodated.

### **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

5.1 The content of the standards encompass the rights of children and young people to be provided with equitable services to meet their diverse needs. The standards also detail the roles and responsibilities for those staff who have a duty, under legislation, to protect and improve the lives of children, young people and their families.

## 6.0 MAIN TEXT

- 6.1 In 2000 Dundee City Council adopted a Corporate Parenting Policy which states that *"When carrying out corporate parenting responsibilities the Council will adopt the behaviour of a good parent at all times. It will share collective responsibility for ensuring that children who are looked after are provided with quality experiences and the help they need to maximise their full education, social and economic potential. It will ensure that work is undertaken in partnership with children, parents and carers and in the best interests of individual children. The Council will, when carrying out these duties, act as positive advocates for these vulnerable children and will actively challenge instances with less favourable or different treatment"*.

Dundee City Council's Integrated Children's Services Plan, " A Plan for Dundee's Children 2005-2008" identifies looked after children as one of it's strategic priorities. One of the main aims identified in the plan is to assess need, co-ordinate intervention and deliver effective services which ensure better outcomes for children, young people and their families.

- 6.2 In order to meet this aim, staff involved in providing services to vulnerable children, including those who are looked after, need to know the responsibilities delegated to the authority in ensuring the quality of care provided to these children and young people, and what is expected of them in meeting these responsibilities.
- 6.3 The standards have been developed to provide staff with clear criteria against which they can measure their practice. The standards will also be used to audit and monitor performance and ensure continuous improvement as part of the departmental Performance Management Framework.

The Looked After standards are based on the Scotland's Children (Scotland) Act 1995 Regulation and Guidance (1997) and the National Care Standards for Foster Care and Adoption and Care Homes for Children and Young People, Scottish Commission for the Regulation of Care. The standards also incorporate the requirements of the draft Scottish Executive Performance Improvement Framework, which sets out specific qualitative and quantitative indicators that focus on the delivery of services to improve the outcomes for children and young people. Extraordinary Lives, has also reinforced the need to continuously review practice and "create a positive future for looked after children and young people in Scotland", (Social Work Inspection Agency 2006).

- 6.4 The Looked After Standards consist of three sections:

### **SECTION 1 CHILDREN AND YOUNG PEOPLE LOOKED AFTER AT HOME**

#### **Standard 1 Assessment of the child or young person's needs**

An assessment of need is completed and reviewed in respect of each child or young person who is likely to become looked after

#### **Standard 2 Planning, Intervention and Reviews**

A written supervision agreement is prepared and acted upon for each child or young person.

#### **Standard 3 The child or young person's social worker**

Each child or young person has a designated and suitably qualified skilled worker who ensures statutory requirements for his or her care and protection are met and promotes his or her welfare and development

**Standard 4                      Recording and Access to Information**

Up to date, accurate and comprehensive case records are maintained which details the quality of care provided and contributes to the assessment and planning for the child or young person. Relevant information is made available to the child or young person and to anyone involved in his or her care.

**SECTION 2                      CHILDREN AND YOUNG PEOPLE LOOKED AFTER AND ACCOMMODATED**

**Standard 1                      Assessment of the child or young person's needs**

An assessment of need is completed and reviewed in respect of each child or young person who is looked after and accommodated

**Standard 2                      Planning, Intervention and Reviews**

A written child centred care plan is prepared and implemented for each child or young person.

**Standard 3                      Matching foster carers or residential provision with the assessed needs of children or young people**

Each child or young person is matched with a carer or residential unit capable of meeting his or her assessed needs

**Standard 4                      The child or young person's social worker**

Each child or young person has a designated and suitably skilled social worker that ensures statutory requirements for his or her care and protection are met and promotes his or her welfare development

**Standard 5                      A safe and positive environment**

The foster home or residential establishment provides a safe, healthy and nurturing environment for the child or young person

**Standard 6                      Health Care and Development**

Children and young people should receive health services of at least the same quality as ordinarily would be available to children with their parents

**Standard 7                      Educational Needs**

The learning and education needs of each child or young person are given high priority and he or she is encouraged to attain his/her full potential

**Standard 8                      Contact between children/young people and their friends and family**

Children and young people are encouraged and helped to maintain and develop family contacts and friendships wherever appropriate

**Standard 9                      Recording and Access to Information**

Up to date, accurate and comprehensive records are maintained which detail the quality of care provided and contribute to the assessment and planning for the child or young person.

Relevant information is made available to the child or young person and to anyone involved in his or her care.

### **SECTION 3                   REVIEWS FOR LOOKED AFTER CHILDREN AND YOUNG PEOPLE**

- Standard 1**                   To seek to ensure that each child or young person who is Looked After and Accommodated is happy, healthy, safe and secure within his/her placement and enabled to reach his/her full potential
- Standard 2**                   To promote positive outcomes for each child/young people who are Looked After and Accommodated
- Standard 3**                   To work in partnership with each child, young person, their parents, carers and other significant adults and relevant agencies in conducting statutory LAC reviews.
- Standard 4**                   Assessment and written care plan is prepared for each child, young person who is looked after and accommodated
- Standard 5**                   Each child and young person should have a good understanding of their family history, relationships and reasons for them being looked after and accommodated.

The standards address key processes of information gathering, assessment, care planning review and recording. They also address the provision of foster or residential care, the responsibilities of the social worker, and partnership working with health and education colleagues to assess and meet needs.

For each standard there is specific criteria, reference and sources of evidence that will be reviewed annually within the performance management framework.

Adoption of these standards will ensure that an appropriate focus is given to improving the outcomes for looked after children, young people and their families.

#### **7.0                   CONSULTATION**

- 7.1                   The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance) and Assistant Chief Executive (Community Planning) were consulted in the preparation of this report. Further consultation took place with Social Work Staff at the all staff meeting, Looked After Children and Young People groups.

#### **8.0                   BACKGROUND PAPERS**

None.

Alan G Baird  
Director of Social Work

Date: 11 October 2006

## Standards for Children and Young People Looked After and Accommodated

### Standard 1 - Assessment of the child or young person's needs

An assessment of need is completed and reviewed in respect of each child or young person who is Looked After and Accommodated.

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>A child centred core or comprehensive assessment is carried out in respect of any child/young person where Accommodation is planned prior to admission.</li> </ul>	DCC Assessment Framework Document  Scottish Executive Performance Improvement Framework	Assessment documents on child's file.  Minutes of Admissions Group meeting.  Children's services (CS) practice and File monitoring Tool  How good is our delivery of key processes
<ul style="list-style-type: none"> <li>A decision to accommodate a child/young person is based on an assessment determining this to be in their best interests given all the available options.</li> </ul>	Children's Services Admissions Policy  Children (Scotland) Act 1995 and associated guidance  National Care Standards	Minutes of Admissions Group meeting.  Assessment documents on case file.  Decision recorded in case file.
<ul style="list-style-type: none"> <li>Emergency and unplanned admissions are made only in exceptional circumstances. In these circumstances initial /core/comprehensive assessment should be completed as required by Departmental Policy.</li> </ul>	Children's Services Admissions Policy  Operating Procedures  Child Protection Policy and Procedures  Children's Reporter requirements  Dundee City Council Assessment Framework document  Performance Improvement Framework	Case file/record  Child Protection Reports  Children's Hearing Reports  Minutes of Admissions Group meeting.  Assessments  CS practice and File monitoring Tool  Care Plan

## Standard 1 - Assessment of the child or young person's needs (Continued)

<ul style="list-style-type: none"> <li>Assessment is carried out in accordance within the agreed framework and within specified time frames. In all cases a comprehensive assessment must be completed no later than the 3 month LAC Review (4.5 months after the child is Accommodated)</li> </ul>	<p>Assessment Framework Document.</p> <p>Operating Procedures 2.1.2 and Section 3</p>	<p>Assessment documents on case file.</p> <p>Looked After Children Review Minutes</p> <p>Data Set</p> <p>CS Practice and File monitoring Tool</p>
<ul style="list-style-type: none"> <li>Health, Education and other agencies and individuals involved with the child or their family are consulted as part of the process of assessment.</li> </ul>	<p>Assessment Framework Document</p> <p>Operating Procedures 2.1.1 and 2.1.2</p> <p>Getting it Right for Every Child</p>	<p>Social work reports on child/young person's case file</p> <p>Reports from other agencies held on case file</p> <p>LAC Review minutes</p>
<ul style="list-style-type: none"> <li>The child's needs in relation to race, ethnicity, language, disability, gender, sexuality and placement with siblings is taken into account</li> </ul>	<p>Procedures 2.1.1 and 2.1.2</p> <p>Performance Improvement Framework</p> <p>National Care Standards</p> <p>Children (Scotland) Act 1995 and Guidance</p>	<p>CS practice and File monitoring Tool</p> <p>LAC review minutes.</p> <p>Other agency reports</p> <p>Assessments</p>
<ul style="list-style-type: none"> <li>Each child or young person has an integrated chronological history that is regularly updated with significant events recorded</li> </ul>	<p>Assessment Framework</p> <p>Getting it Right for Every Child</p>	<p>CS Practice File Monitoring tool</p> <p>K2/Event recording</p>

### Standard 1 - Assessment of the child or young person's needs (Continued)

<ul style="list-style-type: none"> <li>Written copies of the assessment are provided to the child or young person (as appropriate to their age and understanding), their family, carers, the children's hearing, other relevant professionals and any other individuals significant in the child's life. Disagreements with the assessment are recorded and attached to the assessment report.</li> </ul>	<p>Operating procedures 2.1.1 and 2.1.2</p> <p>Assessment Framework</p>	<p>Event recording noting reports shared with relevant persons</p> <p>LAAC review minute</p> <p>Child Protection Case Conference reports</p>
<ul style="list-style-type: none"> <li>The assessment is reviewed and updated on a regular basis and immediately if there is any significant unexpected change in the child/young person's circumstances.</li> </ul>	<p>Operating Procedures 2.1.1</p> <p>Assessment Framework</p>	<p>Case file/record</p> <p>Workers supervision record</p> <p>Periodic review of case file by line manager</p> <p>Case File Audit</p> <p>LAC Review minutes</p>
<ul style="list-style-type: none"> <li>The assessment is used to inform decision-making processes, care plans, placement agreements and reports for courts or children's hearings.</li> </ul>	<p>Operating Procedures 2.1.1 and 2.1.2</p> <p>Permanence manual</p> <p>Assessment Framework</p>	<p>Case file/record</p> <p>Review minutes</p> <p>Supervision record</p>



## Standard 2 - Planning, Intervention and Reviews

A written child centred care plan is prepared and implemented for each child or young person.

Criteria	Reference	Sources of evidence
<ul style="list-style-type: none"> <li>Each child or young people will have a care plan. The care plan is drawn up by the 6 week LAC Review and signed by all parties.</li> </ul>	Operating Procedures 2.1.2 Looked After Children Review Standards Child Protection Standards	Care plan and review records held on child's case file/record.  Event recording record of copies of the care plan and minutes of the review being provided to the child/young person and their family.  Core/Comprehensive assessment
<ul style="list-style-type: none"> <li>The child centred care plan must address the immediate and longer-term plans and arrangements for the child/young person including details of why the child is accommodated, plans for rehabilitation or permanence planning and services to be provided to meet the child's needs.</li> </ul>	Operating procedures 2.1.2 Permanence manual Assessment Framework Performance Improvement Framework	Care plan held on child's case file/record.  Supervision Requirement and reasons given by Children's Panel members  Rehabilitation agreement and plan  Comprehensive assessment including contact assessment
<ul style="list-style-type: none"> <li>All care plans will have clear tasks with timescales that take account of the child/young person's range of needs and their views</li> </ul>	Departmental procedures Permanence Manual Assessment Framework SE Performance Improvement Framework	Data Set  Management information provided by Review Officers, Service Manager Residential Services and Senior Officer, Adoption & Fostering  LAC Reviews

Criteria	Reference	Sources of evidence
		Child/young person's report

### Standard 2 - Planning, Intervention and Reviews (Continued)

Criteria	Reference	Sources of evidence
<ul style="list-style-type: none"> <li>The care plan specifically identifies any education, health, linguistic, cultural, religious or ethnic needs or any details of disability and proposals to support work in these areas</li> </ul>	<p>Operating procedures</p> <p>Children Act (Scotland) 1995 Scotland's Children the Children (Scotland) Act 1995 Regulations &amp; Guidance</p>	<p>Care plan</p> <p>Child Protection Plan</p> <p>IEP/CSP</p> <p>Health Assessment</p>
<ul style="list-style-type: none"> <li>Care plans are reviewed regularly within LAC Reviews in accordance with Departmental Operating procedures. A LAC review must be held prior to a planned children's hearing or Permanence Panel or where it is proposed that the care plan is significantly altered.</li> </ul>	<p>Operating Procedure, 3.1.5</p>	<p>Review records held on child's case file/record</p> <p>Management information system identifying reviews due and completed and implementation and completion of identified tasks.</p>
<ul style="list-style-type: none"> <li>Day to day placement agreements are determined before the child is placed when this is a planned admission and within 7 working days of an emergency placement and must be consistent with the care plan.</li> </ul>	<p>Foster Care Handbook</p> <p>LAC Review Standards</p> <p>Operating Procedures 3.1.1 and 3.1.2</p>	<p>Copies of placement agreements on case file and carer record/residential unit.</p> <p>Event recording of placement agreements being undertaken and distributed.</p>
<ul style="list-style-type: none"> <li>Placement agreements take account of the child/young persons racial, ethnic, religious and linguistic needs and needs arising from disability as detailed in the</li> </ul>	<p>Foster Care Handbook</p> <p>LAC Review Standards</p> <p>Operating Procedures 3.1.1 and 3.1.2</p>	<p>Placement agreements held on file</p>

Criteria	Reference	Sources of evidence
assessment.		

### Standard 3 - Matching foster carers or residential provision with the assessed needs of children or young people

Each child or young person is matched with a carer or residential unit capable of meeting his or her assessed needs

Criteria	Reference	Sources of evidence
<ul style="list-style-type: none"> <li>Matching a child or young person with carers or residential provision is based on the child's assessed needs and care plan and the carer's/residential unit's assessed capacity to meet those needs appropriately</li> </ul>	Operating Procedures 3.1.11 Children's Services Admissions Policy Permanence Manual	Core/comprehensive assessments of child's needs on case file Form E Form F in relation to carers Information on provision provided by residential units Matching reports & Permanence Panel minutes
<ul style="list-style-type: none"> <li>Matching considerations take account of the views of the child, young person and his or her parents.</li> </ul>	Permanence Manual Operating Procedure 3.1.11 National Care Standards	Matching reports Placement agreements Assessment documentation Care plans Copy of child/young person and parents reports.
<ul style="list-style-type: none"> <li>Risk assessments are undertaken in</li> </ul>	Assessment Framework	Care plans

Criteria	Reference	Sources of evidence
relation to the suitability of any placement prior to placement progressing	Child Protection Standards	Matching reports Admission Policy and Panel Risk Assessment RRMG Minutes

**Standard 3 - Matching foster carers or residential provision with the assessed needs of children or young people (Continued)**

Criteria	Reference	Sources of evidence
<ul style="list-style-type: none"> <li>Priority is given to finding a placement which allows siblings to stay together where this is assessed to be in their best interests</li> </ul>	Assessment Framework Children (Scotland) Act 1995 Scotland's Children the Children (Scotland) Act 1995 Regulations & Guidance Permanence Manual SE Performance Improvement Framework	Management information identifying demand and supply of types of foster care placement Matching reports Admission Policy and Panel



#### Standard 4 - The child or young person's social worker

Each child or young person has a designated and suitably skilled social worker that ensures statutory requirements for his or her care and protection are met and promotes his or her welfare and development.

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>The child's social worker undertakes regular visits to the child reflecting the child's needs in accordance with the care plan and placement agreement or on a minimum of a three monthly basis. This includes meeting the child on their own and in their foster or residential placement.</li> </ul>	Operating Procedures, 3.1.1  Scotland's Children the Children (Scotland) Act 1995 Regulations & Guidance	Child's file/record  Child's file periodically reviewed and signed by line manager  Worker's supervision record  Placement agreement  Care plan
<ul style="list-style-type: none"> <li>The designated worker is suitably experienced and skilled in child development, direct work with children and young people and in any additional specific areas relating to the child's Looked After status.</li> </ul>	Children's Services Training Strategy  Effective Support to Staff and Good Practice in Management Handbook  SE Performance Improvement Framework	Department's training programme  Workers personal development record  Employee Developmental Review  Training Strategy
<ul style="list-style-type: none"> <li>The care plan and placement agreement includes the name of the designated social worker and line manager and will be amended, with details of the reason, if the worker is changed</li> </ul>	Operating Procedures  Departmental Allocation Policy  SE Performance Improvement Framework	Care plan  Placement agreement  K2  Event Recording

Criteria	Reference	Sources of Evidence

**Standard 4 - The child or young person's social worker (Continued)**

<ul style="list-style-type: none"> <li>• Arrangements are in place to ensure adequate cover is provided for the child's worker during periods of temporary absence; all parties are notified of these arrangements within a reasonable timescale.</li> </ul>	<p>Departmental Allocation Policy</p>	<p>Child/young person's file</p> <p>Event recording of notification to child, family and relevant parties</p> <p>Worker's supervision record</p>
<ul style="list-style-type: none"> <li>• Workload management and supervision provides the worker with sufficient time to undertake case management and direct work with the child/young person and their family towards achieving the objectives established in the child's supervision agreement.</li> </ul>	<p>Children's Services Workload Management Policy</p> <p>How Good is our Team</p> <p>Effective Support to Staff</p>	<p>Child/young persons file</p> <p>Workers supervision record</p> <p>Workload management system</p>
<ul style="list-style-type: none"> <li>• The child's social worker monitors and records progress of the child's care plan in consultation with the birth parents, foster carer or residential staff, the carer's supervising resource worker, and other relevant professionals.</li> </ul>	<p>Operating Procedure 3.1.1</p> <p>Assessment Framework</p> <p>Children (Scotland) Act 1995 &amp; Guidance</p>	<p>LAC Review reports and minutes</p> <p>Children's Hearing Reports</p> <p>Reports for Adoption or Permanence Panel</p>

## Standard 5 - A safe and positive environment

The foster home or residential establishment provides a safe, healthy and nurturing environment for the child or young person

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>The placement provides a warm, adequately furnished environment, which is maintained to a good standard, with appropriate reference to health and safety standards.</li> </ul>	<p>Foster Care Handbook</p> <p>Standards for Residential Establishments</p> <p>Departmental and Service Health &amp; Safety Policies</p>	<p>Foster Carer Reviews</p> <p>Placement reports from social workers and children in placement/children who have left placement</p> <p>Supervising resource worker records of home visits</p> <p>Child's social worker records</p> <p>Residential establishment log</p> <p>Care Commission and SWIA inspection reports</p> <p>Evidence of access to training to residential staff and foster carers in relation to health and safety standards</p>



Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>The child or young person has appropriate and well maintained clothing</li> </ul>	Foster Care Handbook Operating Procedures, 3.3.1 and 3.3.2	Reports from young people, their families, designated social worker, carer and/or residential staff
<ul style="list-style-type: none"> <li>A child with a disability is placed in a foster home or residential establishment equipped to meet their specific needs</li> </ul>	Assessment Framework	Assessment documentation and care plan  Occupational Therapy, Physiotherapy, medical reports

**Standard 5 - A safe and positive environment (Continued)**

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>The child or young person is provided with an appropriate diet that takes account of his or her personal preferences, health requirements and cultural or religious background</li> </ul>	Foster Care Handbook	LAC Reports  Assessment reports  Child/ young person and parent report
<ul style="list-style-type: none"> <li>The child or young person is provided with an environment in which they are valued and their emotional and developmental needs are met</li> </ul>	Foster Care Handbook  Children (Scotland) Act 1995  Scotland's Children the Children (Scotland) Act 1995 Regulations & Guidance	LAC Reviews Child's social worker visits and monitoring  LAC Health assessment  School reports
<ul style="list-style-type: none"> <li>The child/young person is supported in maintaining existing family and peer relationships and social interests where appropriate and in making new ones</li> </ul>	Operating procedures 3.1.1 and 3.1.2	LAC Reviews  Health and education reports

appropriate and in making new ones		Foster carer records and reviews Case file
<ul style="list-style-type: none"> <li>The child/young person is protected from all forms of abuse, neglect and exploitation</li> </ul>	Child Protection Procedures Foster Care Handbook Foster Care Standards, (Care Commission) SE Performance Improvement Framework	Carer and staff training programmes and records Fostering records and residential establishment records Management information reports on allegations of neglect, abuse or absconding
<ul style="list-style-type: none"> <li>The child/young person, privacy and confidentiality is respected</li> </ul>	Foster Care Standards (Care Commission)	LAC review reports and minutes Child/young person's report

### Standard 6 - Health Care and Development

Children and young people should receive health services of at least the same quality as ordinarily would be available to children living with their parents

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>A full health assessment is carried out for each child/young person</li> </ul>	Operating Procedures, 3.1.10 SE Performance Improvement Framework Permanence Manual	Medical Adviser on Looked After Children Information from LAC Nurse Initial and Review Health Assessments Child's case file/ record
<ul style="list-style-type: none"> <li>Each child/young person is registered with a GP and dentist and has access to counselling, therapy, eye care, healthy diet and information on promoting a healthy lifestyle and sexual health as required and</li> </ul>	Operating procedures 3.1.10 Child Health Strategy	LAC Reviews Procedural record that foster carer informed of child's health and development needs

Criteria	Reference	Sources of Evidence
appropriate to their age and maturity.	Children's Services Plan SE Performance Improvement Framework	Placement agreement Child case file Data Set
<ul style="list-style-type: none"> <li>The foster carer/residential establishment is provided with a written health record for each child/young person placed which is updated during the placement and moves with the child</li> </ul>	Foster Care Handbook Residential Standards SE Performance Improvement Framework	Individual health record

**Standard 6 - Health Care and Development (Continued)**

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>Each child/young person has access to mental health services without unnecessary delay where appropriate</li> </ul>	Children's Services Plan Child Health Strategy SE Performance Improvement Framework	Case file Health assessment report Individual health record LAC Review reports and minutes Permanence medical assessment reports

<ul style="list-style-type: none"> <li>Each child and young person receives adequate physical and emotional care to ensure there is no significant avoidable impairment to their health and development.</li> </ul>	<p>Child Health Procedure Integrated Children's Services Plan Operating Procedure 3.1.1. SE Performance Improvement Framework</p>	<p>Case file/foster care records/residential unit records Health assessment report Individual health record LAC Review reports and minutes Permanence medical assessment reports Core/comprehensive assessments. Form E</p>
<ul style="list-style-type: none"> <li>Each child or young person is given advice and assistance to reduce their use of drugs or alcohol if these are causing or likely to cause serious harm to their health</li> </ul>	<p>Operating Procedure 3.1.1 Framework for Children and Adolescent Mental Health Services Child Health Strategy Social Work Health Plan SE Performance Improvement Framework</p>	<p>Case File LAC Review reports and minutes Children's Hearing Reports Child Protection Reports</p>

**Standard 6 - Health Care and Development (Continued)**

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>A comprehensive profile of the health of Looked After Children is maintained within the authority and unmet need is recorded</li> </ul>	<p>Integrated Children's Services Plan Social Work Department Service Plan</p>	<p>Data Set CLAS returns Management Information Child's File</p>

<ul style="list-style-type: none"><li>Strategies to improve the health and development of Looked After Children are included in Children's Services and other relevant plans</li></ul>	Integrated Children's Services Plan Social Work Department Service Plan	Management Information
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## Standard 7 - Educational Needs

The learning and educational needs of each child or young person are given high priority and he or she is encouraged to attain his/her full potential

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>Each Child /young person has the opportunity and means to attend an appropriate educational establishment on a regular basis.</li> </ul>	Operating Procedure 3.1.1 Integrated Children's Services Plan  SE Performance Improvement Framework  How Good is our Schools	Policies and procedures to meet the needs of children excluded from school  Case file/record  Education records  Tripartite Policy
<ul style="list-style-type: none"> <li>Each young person is enabled to continue at the same school during temporary periods living away from home unless the distances involved or other considerations mean it would be harmful</li> </ul>	Learning with Care	School reports  Case file  LAC Review reports and minutes  IEP/CSP
<ul style="list-style-type: none"> <li>Assessments, care plans and reviews consider and record the child's educational needs, attainment targets and progress</li> </ul>	Operating Procedure 3.1.1  Assessment Framework  SE Performance Improvement Framework	LAC Reviews  IEP/CSP/school reviews
<ul style="list-style-type: none"> <li>The roles of the social worker, parent, young person, carer, residential worker, are clearly defined in the placement agreement and care plan and a positive learning environment is</li> </ul>	Operating Procedure 2.1.2. Learning With Care	Placement agreement  Child's care plan

Criteria	Reference	Sources of Evidence
promoted within the placement.		

**Standard 7 - Educational Needs (continued)**

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>There are clear procedures in place to ensure that all parties are advised immediately of a child/young person's exclusion from school and to promote a return to school as soon as possible</li> </ul>	Learning with Care Residential and Foster Care Standards	Case File/Record
<ul style="list-style-type: none"> <li>Appropriate education personnel are notified of a child's LAC/LAAC status and are invited to contribute to assessment, planning and review processes</li> </ul>	Operating Procedure 3.2.1, 3.1.5	Case File/Record Correspondence K2
<ul style="list-style-type: none"> <li>Information systems are established and maintained for recording educational attainments of each child/young person and data is analysed and used to improve educational attainments for LAC/ LAAC</li> </ul>	SCRA Time Intervals Performance Improvement Framework	K2 Data Set Case File /Record

## Standard 8 - Contact between children/young people and their friends and family

Children and young people are encouraged and helped to maintain and develop family contacts and friendships wherever appropriate

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>Contact between a child/young person and his or her family and friends is actively promoted and facilitated provided that this is in their best interests</li> </ul>	Children (Scotland) Act 1995 Operating procedures SE Performance Improvement Framework	Placement agreements LAC reports and reviews Case file/record Contact agreements
<ul style="list-style-type: none"> <li>The social worker will undertake a risk assessment prior to contact arrangements being made</li> </ul>	Child Protection Standards Assessment Framework	Assessment documentation on file
<ul style="list-style-type: none"> <li>Accurate records will be kept by the carer, residential staff, social worker or other persons involved in facilitating or supervising contact to inform assessment and care planning for the child</li> </ul>	Operating Procedure 3.1.3 Permanence manual SE Performance Improvement Framework	Contact agreements, records and assessments Foster carer/residential establishment logs
<ul style="list-style-type: none"> <li>Family and friends will be provided with support including practical and financial assistance to enable them to maintain contact</li> </ul>	Operating Procedure 3.1 3 Permanence manual	Contact agreements Financial records on child's case file



<b>Criteria</b>	<b>Reference</b>	<b>Sources of Evidence</b>
	Foster Care Standards	

## Standard 9 - Recording and Access to Information

Up to date, accurate and comprehensive case records are maintained which detail the quality of care provided and contribute to the assessment and planning for the child or young person. Relevant information is made available to the child or young person and to anyone involved in his or her care.

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>The designated worker, having regard to the child's developmental age, gives the child/young person and their family written information on being Looked After and the role of the Children's Rights Officer.</li> </ul>	Operating procedures Information Sharing Protocols Confidentiality policy	Event recording of information being given Case file LAC Review minutes LAC pack
<ul style="list-style-type: none"> <li>An individual case record is maintained for each child/young person in accordance with Departmental policy and procedures</li> </ul>	Departmental policy and procedures on case recording	Departmental Policy on Case Recording Child's case file/record Periodic review of case file by line manager Practice File and Monitoring tool Case File Audit
<ul style="list-style-type: none"> <li>The ethnic, religious, cultural, linguistic background of the child is recorded, as are details of any disability or information relating to the child's identity.</li> </ul>	Departmental Procedures General Section	Departmental Procedures Event Recording/K2 Front sheet
<ul style="list-style-type: none"> <li>The child/young person and his or her family know the nature of the records maintained, the arrangements for sharing of information and which records they can access and how.</li> </ul>	Departmental Policy on Confidentiality Departmental Policy on Access to Records	Reference on case file and/or event recording re notifications to child/young person and parents

	Data Protection Act 1998	
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**Standard 9 - Recording and Access to Information (Continued)**

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>Case records and reports include the wishes and views expressed by the child/young person and their family and evidence exists to show that these have been taken into account when decisions are made</li> </ul>	Operating procedures Children (Scotland) Act 1995 & guidance	Case file LAC reports Child/young person report CP reports

## Departmental Looked After Reviews

### Standards for Children and Young People Looked After Away and Accommodated

#### Standard 1

To seek to ensure that each child or young person who is Looked After and Accommodated is happy, healthy, safe and secure within his/her placement and enabled to reach his/her full potential

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>A Core/ comprehensive assessment is completed of each child/young person within the procedural timescale;</li> </ul>	Assessment Framework Operating procedure 2.1.2 and Section 3 Scottish Executive Performance Improvement Framework	Statistics collated by RO and Audrey McGinty Assessment Report
<ul style="list-style-type: none"> <li>The Health care and education needs of each child/young person, and any offending behaviour, are explicitly addressed in the reports provided for the review and subsequently discussed at the review;</li> </ul>	Assessment Framework Operating Procedure 3.1.5 SE Performance Improvement Framework	Social Work Assessment reports Asset assessment & report Other agency reports Review Minutes
<ul style="list-style-type: none"> <li>Each child /young person has his/her health care and Education needs explicitly addressed in care plans which is outlined at the review.</li> </ul>	Operating Procedure 3.1.5 Assessment Framework	Case File/record Assessment reports Review Minute

## Standard 2

To promote positive outcomes for each child/young people who are Looked After and Accommodated.

Criteria	Reference	Sources of evidence
<ul style="list-style-type: none"> <li>Each child/young person in secure care or subject to an ISM has a monthly review.</li> </ul>	Operating procedure 3.6.1	Data Set Assessment Report and Care plan Review Minute
<ul style="list-style-type: none"> <li>Each child/young person has an IEP or CSP where appropriate and educational attainment target is discussed at each review</li> </ul>	Operating Procedure to be established taking account of new legislation Learning with Care	Review meeting and minute IEP LAAC school report
<ul style="list-style-type: none"> <li>Each child or young person is seen by the Social Worker within the care environment as agreed in the care plan or on a minimum of a three monthly basis</li> </ul>	Scotland's Children The Children (Scotland) Act 1995 Regulations and Guidance Operating Procedure 3.1.1	SW assessment report, Review Minute (recorded specifically)
<ul style="list-style-type: none"> <li>Each child/young person has a review of his or her situation and care plan if he/she ceases to be looked after and accommodated/or if there is change in plan or a movement in care.</li> </ul>	Operating Procedure 3.1.5	Data Set SW assessment report/ report to Children's Hearing Review Minute

### Standard 3

To work in partnership with each child, young person, their parents, carers and other significant adults and relevant agencies in conducting statutory LAC reviews.

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>The social worker shares the LAC assessment report with the child/young person and parent prior to the review</li> </ul>	Operating Procedure 3.1.5 Assessment Framework	Data Set Assessment Report
<ul style="list-style-type: none"> <li>The social worker provides LAC report to the Review Officer within the procedural timescale;</li> </ul>	Operating Procedure 3.1.5 Assessment Framework	Data Set SW assessment report Review Minute
<ul style="list-style-type: none"> <li>Each child/young person is encouraged to provide a report for their review as age appropriate;</li> </ul>	Operating Procedure 3.1.5 Assessment Framework	Data Set Report submitted by Young Person Review Minute
<ul style="list-style-type: none"> <li>All Review meetings comply with statutory and local timescale requirements</li> </ul>	Operating Procedure 3.1.5 Assessment Framework	Data Set Review Minute
<ul style="list-style-type: none"> <li>Each child/young person, parent and other significant people in the child's life is encouraged by the Review officer to participate fully at the review.</li> </ul>	Operating Procedure 3.1.1 and 3.1.5 Assessment Framework Scotland's Children the Children (Scotland) Act 1995 Regulations & Guidance	SW report Minute Monitoring Direct Observation Young Person's report Parents/carers report Invite letters Use of questionnaire



### Standard 3 (Continued)

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>Each child/young person has his/her care plan monitored by a Review Officer who ensures issues are addressed and actioned taken where progress has not been made</li> </ul>	Operating Procedure 3.1.5  Scotland's Children the Children (Scotland) Act 1995 Regulations & Guidance	Review Minute LAAC review reports Information sent to relevant Managers
<ul style="list-style-type: none"> <li>Each Child /young person has his/her views sought in the reviewing process</li> </ul>	Operating Procedure 3.1.1, 3.1.5  Assessment Framework	Direct Observation Child/young person's report Assessment report Review Minute
<ul style="list-style-type: none"> <li>All Review minutes contain clear evidence of care planning decisions including the child or young person's views and parents' views;</li> </ul>	Scotland's Children the Children (Scotland) Act 1995 Regulations & Guidance  Assessment Framework  Operating Procedure 3.1.1	Review Minute Parents report Children's /young people's reports SW reports
<ul style="list-style-type: none"> <li>Review Officer ensures review minutes are completed and distributed to all attendees within 10 working days of the review; A full copy of the LAC Review minutes is provided to the child, family, foster carer, residential key worker and other relevant parties within agreed timescales</li> </ul>	Operating Procedure 3.1.5	Monthly monitoring sheet from admin Data set



**Standard 3 (Continued)**

<b><u>Criteria</u></b>	<b>Reference</b>	<b>Sources of Evidence</b>
<ul style="list-style-type: none"><li>Administration support is in place to support the review system and enable it to function effectively;</li></ul>	Administration Guidance	Minute distribution Minutes Data Set

## Standard 4

Assessment and written care plan is prepared for each child, young person who is looked after and accommodated.

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>The social worker completes an Initial assessment report and care plan in respect of every child or young person within 72 hours of him/her becoming looked after away from home</li> </ul>	Assessment Framework	Data set LAAC minute/care plan Assessment report
<ul style="list-style-type: none"> <li>Each child/young person has an assessment and care plan in place, which is reviewed and updated regularly</li> </ul>	Assessment Framework Operating Procedure 3.1.2 Scotland's Children the Children (Scotland) Act 1995 Regulations & Guidance	Assessment Reports to review Review Minute
<ul style="list-style-type: none"> <li>Each child/young person has his/her care plan reviewed at every looked after review</li> </ul>	Assessment Framework Operating Procedure 3.1.2 Scotland's Children the Children (Scotland) Act 1995 Regulations & Guidance	Updated assessment reports
<ul style="list-style-type: none"> <li>Each child/young person has a care plan which includes actions for all relevant agencies, including specific responsibilities by named staff from these agencies</li> </ul>	Assessment Framework Operating Procedure 3.1.1	Reports from relevant agencies Review Minute Child Protection Plan

#### Standard 4 (Continued)

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"><li>Each child/young person (16+) leaving care has a care plan and an identified Through Care and After care worker</li></ul>	Operating Procedure 3.7.1  Scottish Executive Supporting Young People Leaving Care in Scotland Regulation and Guidance	Assessment reports  Pathway Plans  Review Minute

## Standard 5

Each child and young person should have a good understanding of their family history, relationships and reasons for them being looked after and accommodated.

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"><li>Each child/young person has an Integrated chronological history that is regularly updated with significant events recorded;</li></ul>	Assessment Framework	Chronological History submitted to review K2 Event recording Case File Practice Monitoring Tool
<ul style="list-style-type: none"><li>Each child/young person has a Core/ comprehensive assessment that includes all information to inform an analysis and recommendation for future care planning.</li></ul>	Assessment Framework Operating Procedure 2.1.1	Assessment reports Review Minute Case File Practice Monitoring Tool

## Standards for Children and Young People Looked After at Home

### Standard 1 - Assessment of the child or young person's needs

An assessment of need is completed and reviewed in respect of each child or young person who is or is likely to become Looked After.

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>A core assessment is completed prior to a child or young person becoming Looked After.</li> </ul>	Assessment Framework Document	Assessment documents on child's file
<ul style="list-style-type: none"> <li>Assessment is carried out in accordance within the agreed framework and within a specified time frame.</li> </ul>	Assessment Framework Document. Operating Procedures 3.2.1. & 3.2.2.	Data Set CS Practice File Monitoring Tool
<ul style="list-style-type: none"> <li>Health, Education and other agencies and individuals involved with the child or their family are consulted as part of the process of assessment.</li> </ul>	Assessment Framework Document Operating Procedures 3.2.1. & 3.2.2.	Social work reports on child/young person's case file Reports from other agencies held on case file
<ul style="list-style-type: none"> <li>Written copies of the assessment are provided to the child or young person (as appropriate to their age and understanding), their family, the children's hearing, other relevant professionals and any other individuals significant in the child's life.</li> </ul>	Operating procedures 3.21. Assessment Framework	Event recording noting reports shared with relevant persons
<ul style="list-style-type: none"> <li>The assessment is reviewed and updated on a regular basis and immediately if there is any significant unexpected change in the child/young person's circumstances.</li> </ul>	Operating Procedures 3.2.1 Assessment Framework	Case file/record Workers supervision record Periodic review of case file/record by line manager

**Standard 1 - Assessment of the child or young person's needs (Continued)**

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>The assessment is used to inform decision-making processes, supervision agreements, care plans and reports for courts or children's hearings.</li> </ul>	Operating Procedures 3.2.1, 3.2.2. & 3.2.3  Assessment Framework  Children (Scotland) Act 1995 & Guidance	Case file/record  Review minutes  Supervision record



## Standard 2 - Planning, Intervention and Reviews

A written supervision agreement is prepared and acted upon for each child or young person.

Criteria	Reference	Sources of evidence
<ul style="list-style-type: none"> <li>A supervision agreement is drawn up and signed by all relevant parties within 15 working days of a child/young person becoming Looked After.</li> </ul>	Operating Procedures 3.2.2.	Supervision agreement and review records held on child's case file/record  Event recording record of copies of the agreement being provided to the child/young person and their family.
<ul style="list-style-type: none"> <li>The supervision agreement must address the immediate and longer-term plans for the child/young person including details of why the supervision requirement is in place, what it is intended to achieve and services to be provided to meet needs</li> </ul>	Operating procedures 3.2.2.	Supervision agreement held on child's case file/record.  Supervision Requirement and reasons given by Children's Panel members
<ul style="list-style-type: none"> <li>The supervision agreement specifically identifies any education, health, care, linguistic, cultural, religious or ethnic needs or any details of disability and proposals to support work in these areas</li> </ul>	Operating procedures 3.2.2  Children Act (Scotland) 1995	Supervision agreement IEP/CSP  Health Assessment
<ul style="list-style-type: none"> <li>Supervision agreements are reviewed regularly in accordance with Departmental Operating procedures 3.2.2. requirements. A review will be held prior to a planned children's hearing.</li> </ul>	Operating Procedure 3.2.2.	Review records held on child's case file/record  Management information system identifying reviews due and completed and implementation and completion of identified tasks.





### Standard 3 - The child or young person's social worker

Each child or young person has a designated and suitably skilled worker who ensures statutory requirements for his or her care and protection are met and promotes his or her welfare and development.

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>Children on home supervision will be seen by their designated worker within their home environment at least once a month or as stipulated in the supervision agreement.</li> </ul>	Operating Procedures 3.2.2. Statutory Regulations	Child's file/record Child's file periodically reviewed and signed by line manager Worker's supervision record
<ul style="list-style-type: none"> <li>The designated worker will be suitably experienced and skilled in child development, direct work with children and young people and any additional specific areas relating to the child's Looked After status.</li> </ul>	SE Performance Improvement Framework National Care Standards	Department's training programme Workers personal development record
<ul style="list-style-type: none"> <li>The supervision agreement will include the name of the designated worker and line manager and will be amended, with details of the reason, if the worker is changed</li> </ul>	Operating Procedures 3.1.1, 3.2.3	Supervision Agreement
<ul style="list-style-type: none"> <li>Arrangements are in place to ensure adequate cover is provided for the child's worker during periods of temporary absence; all parties are notified of these arrangements within a reasonable timescale.</li> </ul>	Departmental Allocation Policy	Child/young person's file/record Event recording of notification to child, family and relevant parties Worker's supervision record



### Standard 3 - The child or young person's social worker (Continued)

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"><li>• Caseload management provides the worker with sufficient time to undertake case management and direct work with the child/young person and their family towards achieving the goals established in the supervision agreement.</li></ul>	Children's Services Workload Management Policy	Child/young persons file/record Workers supervision record Workload management system

## Standard 4 - Recording and Access to Information

Up to date, accurate and comprehensive case records are maintained which details the quality of care provided and contributes to the assessment and planning for the child or young person. Relevant information is made available to the child or young person and to anyone involved in his or her care.

Criteria	Reference	Sources of Evidence
<ul style="list-style-type: none"> <li>The designated worker, having regard to the child's developmental age, will give the child/young person and their family written information on being Looked After and the role of the Children's Rights Officer.</li> </ul>	Operating procedures 3.1.1, 3.1.5	Event recording of information being given Case file/record Review of supervision agreement
<ul style="list-style-type: none"> <li>An individual case record will be maintained for each child/young person in accordance with Departmental policy and procedures</li> </ul>	Departmental policy and procedures on case recording	Departmental Policy on Case Recording Child's case file/record Periodic review of case file by line manager
<ul style="list-style-type: none"> <li>The ethnic, religious, cultural, linguistic background of the child is recorded as are details of any disability or information relating to the child's identity.</li> </ul>	Departmental procedures 3.1..	Departmental Procedures Event Recording/K2 Front sheet
<ul style="list-style-type: none"> <li>The child/young person and his or her family know the nature of the records maintained, the arrangements for sharing of information and which records they can access and how.</li> </ul>	Departmental policy on Confidentiality Departmental Policy on Access to Records Data Protection Act	Reference on case file and/or event recording re notifications to child/young person and parents

#### Standard 4 - Recording and Access to Information (Continued)

<b>Criteria</b>	<b>Reference</b>	<b>Sources of Evidence</b>
<ul style="list-style-type: none"><li>Case records and reports include the wishes and views expressed by the child/young person and their family and evidence exists to show that these have been taken into account when decisions are made</li></ul>	Operating procedures 3.1.1, 3.1.2, 3.1.5 Children (Scotland) Act 1995	Case file/record Assessment reports