

Timescales and standards -

This chapter was updated locally in July 2020.

These timescales and standards are the *minimum* expected for good practice. They are designed to ensure that records held place sufficient focus on the needs of the child and contain supporting evidence.

There is a ***glossary of terms / panels*** at the end of this document.

All workers need to ensure that they are aware of and comply fully with the requirements of GDPR at all times (see intranet for details).

This document is a checklist of key timescales & standards and is not exhaustive. Reference should also be made to more detailed policies via the online procedures manual Tri-X.

General		
Action	Timescale	Additional info
All letters, emails, external reports, Merlin etc	24 hours	On file within 24 hours
Case recordings	2 working days	Updated within 2 working days where immediate update not possible
Chronologies	Minimum 3 monthly	To be kept fully up to date and presented to every CP conference and each panel where decisions are made. Minimum update 3 monthly (<i>lead child only</i>)
Supervision social care group and casework – (please refer to supervision policy for more detail and arrangements for 1:1 developmental)		
Group (weekly sessions)	Monthly	Each case where there is a plan is to be discussed once every month
Casework (1:1)	Monthly	To include all cases allocated. In circumstances such as a CFA open for 2-3 weeks, managers should add a case supervision once a decision has been made for the case to remain open or, where the assessment has not concluded within 4 weeks. Whichever comes first.
SAFE	Monthly	Newly allocated cases should be taken to the first supervision after allocation.
Supervision recording – (please refer to supervision policy for more detail and arrangements for 1:1)		
Group	72 hours (3 WD) of meeting	Mins to relevant manager within 48 hours of meeting. Manager to agree and return to PSO within 24 hours. PSO to upload into FWi on day of receipt of certified

		mins.
Casework (1:1)	2 WD	Written up and on file.
Referrals and assessments		
Managers decision	24 hours	Within 24 hours of referral
CFA	Max 45 Working days	Up to 45 working days of receipt of referral Written up and signed off by manager
ECIRS		
CP to MAST	Max 4 hours	All child protection cases will be referred to the MAST teams within 4 hours. A telephone call will be made to the MAST duty worker to alert them to the case.
Timeliness between referral and management decision	Max 5 working days	From the pont of referral
RAG green – without MASH checks	24 Hours	from the point of referral being received by ECIRS
RAG amber	72 hours	from the point of referral being received by ECIRS
RAG Red	Max 4 hours	Progressed to MAST - from the point of referral being received by ECIRS. (This is a maximum timeframe the majority of Red cases will be progressed immediately)
Timing of children being seen initially:		
CIN	10 working days	
CP	3 working days	
SAFE timescales		
Managers decision	24 hours	Within 24 hours of referral to SAFE
Initial SAFE contact with Family	5 Working days	Within 5 working days of referral to SAFE
Initial visit to child/family	10 working days	Within 10 working days of referral to SAFE
Completion of assessment and plan	45 working days	
Direct work visits	2 weekly / monthly maximum	Intervention is consent based and there may be no consent to engage with all children in a sibling group.
Supervision	Bi Monthly BAU Monthly during COVID crisis	
Supervision written up and on file	2 WD	
Score 15	Completion by 2 nd visit Outcome	Before closure

TAF meeting	45 days	Within 45 days of referral in line with completion of assessment and plan
Intervention duration	Max 6 months Max 9 months	For cases SAFE EAST/ WEST SAFE plus
CIN		
Consent		
To assessment under S17	Within 72 hours	Of transfer to MAST if consent not obtained in ECIRS.
SW to alert team manager if consent not obtained or if withdrawn	Within 24 hours	
CIN network meetings		
Initial meeting	Within 10 working days	Of completion of CFA
Subsequent meetings	6 weekly	Unless a CIN review scheduled for the same time
Written up and on file	Within 5 working days	
CIN plan		
New/updated plan on file	Within 5 working days	Developed & reviewed in CIN Network Meetings
CIN visits		
Initial	Within 10 working days	from completion of the CFA.
Subsequent visits	Every 15 working days	or more frequently if specified in the CIN plan
CIN visits written up and on file	3 working days	
CIN review and review of CFA		
Initial	3 months	post completion of the CFA.
Subsequent	Every 3 months	with six weekly CIN Network Meetings in between
Review of the CFA	3 monthly	See P&P for further detail. Updated CFA to be shared with family at least five working days before review.
Review invites sent by SW	2 weeks prior to review	
Notes of the meeting written up and on file	Within 5 working days	
CIN panel		
If proposed CIN Plan may continue beyond nine months.	Prior to 9 month review.	Case to be taken to the CIN Panel to review progress prior to the nine -month review.
CIN transfers between LA		
From Ealing to other LA following CPA QA process	Within 10 working days	Transfer out.
Transfer into Ealing from another LA. CIN network meeting	Within 10 working days	Of the family resident in the area.
Managers decision and case closure		
Manager to record in Manager's Decision	48hours	If CIN status changes to:

Record.		NFA; Early Help; Escalates to CP
Following managers decision case to be closed	Within 10 working days	
Child Protection		
Timing of children being seen initially	3 working days	
S47 enquiries		
S47 to start	Within 24 hours	Start within 24 hours
Written up and on file	Within 15 working days	From strategy meeting
CP statutory visits		
Refer to CP procedures for more detailed information regarding CP visits	Every 10 working days	Minimum unless more frequent stated in plan. Failed visits to not count as completed CP visits and should not be written up on CP visit forms. Failed visits should be noted in case recordings
CP visits write up and on file	72 hours	
Minutes of strategy meetings - write up	On the day	Paper copy of decisions available to take away from the meeting
Minutes of core group meetings – write up	5 working days	Chair to ensure write up within 5 working days of meeting and sent to core group members.
CP conference		
In advance CP conference – CFA report	48 hours	Initial report available 48 hours before meeting
In advance of conference - Review report	5 working days	Available within 5WD In advance of meeting to share with parents/CPA
Following CP conference - recommendations and decisions	Within 24 hours	Written up and on file
CP plan & review		
Updated CPP written up and on file	5 working days	Write up full plan within 5 working days of ICPC meeting.
CP Plan 1 st review	3 months min	
Subsequent CP reviews	6 monthly min	
CP core group meetings		
Following ICPC	10 working days	
Following 1 st meeting	6 weeks	
Following 1 st review	2 monthly min	
Looked after Children		
LAC visits		
1 st visit in placement	7 calendar days	
In 1 st year of placement	6 weekly	Min in 1 st year of placement or until placement is confirmed as a permanent placement

Subsequent visits	3 monthly	Once a placement is confirmed as a permanent placement
LAC visits to be written up and on file	5 working days	
Visits – care leavers (18+)		
Visits - Care leavers 18+	2 monthly	
Written up and on file	5 working days	
Visits reg 24		
Visits - Regulation 24	Weekly	Visits should be weekly until the first review. Minimum standards above then apply.
Written up and on file	5 working days	
PWP		
P W P visits	Prior to placement	
Section 20 and LPP		
Section 20 cases to go to LPP within 2 weeks or the next available panel.	2 weeks	
Minutes of meetings - written up and on file	5 working days	
PEP		
Written up and on file	Before LAC or min 10 working days.	The PEP should be initiated as part of the Care Plan before the child becomes Looked After (or within 10 working days in the case of an emergency placement), and be available for the first Looked After Review meeting.
New / updated PEP at the start of a new school	20 days	A new or updated PEP should be in place within the first 20 days of a child joining a new school. Subsequent PEP's should correspond with the Looked After Review cycle. Children without a school place should still have an up-to-date PEP. It should address the child's immediate educational needs and the longer-term planning.
LAC care plan		
1 st LAC care plan	Prior to placement	Prior to placement where possible. (To be updated after each LAC review)
Written up and on file	10 working days	Within 10 WD of placement
LAC review		
1 st LAC Review	20 working days	1 st review minimum 20 working days of child becoming LAC
2 nd review	3 months	Following 1 st review
Subsequent reviews	6 monthly	
Midway review by IRO	Midway between reviews (3 monthly)	From the second review onwards
Placement agreement		
Unplanned placement	72 hours	

Planned placement	On the day	
IHA – medical		
Medical	Prior to placement 20 working days min	Prior to placement if possible.
Pathway planning		
Part 1 (needs assessment)	8 weeks	Completed prior to transfer to LCT or within 8 weeks of allocation within LCT
Part 2 (the plan)	12 weeks	To be completed within 12 weeks of 16 th birthday or at the 1 st LAC review following 16 th birthday
Review of part 1 & 2	6 monthly	Review of part 1 and 2 of the pathway plan should take place every 6 months and/or after every LAC review.
Fostering and adoption		
Prospective Adopters & foster carers report	6 months max	This is a 2 stage process which is adopter lead – Report with 6 months maximum.
Foster carer reviews	Yearly	Annual reviews for all carers.
1 st review	9 months	1st annual review to be within 9 months to ensure panel within 1 st year of approval. The following reviews are taken to panel: <ul style="list-style-type: none"> ❑ Newly approved carers first review ❑ Allegations against carer ❑ Standard of care
Presented to panel	3 yearly	The annual review will be presented to panel every three years. All other reviews are approved by Ops Manager.
Key worker visits	3 weekly 6 weekly	3 weekly visits for short term carers 6 weekly visits for long term carers
Kinship placements		
Permanence assessments	3 months	Within 3 months

Kinship fostering assessments	3 months	Within 3 months
Kinship placements visiting frequency		(by kinship team shared with area team) where carers are temporarily approved – up to the first LAC review
Prior to approval	Monthly	Thereafter minimum monthly (by kinship team) until the carers are approved as kinship carers.
Following approval	6 weekly	Once approved minimum of once every 6 weeks. Where carers are approved as long term foster carers minimum of 3 monthly.
Where approved as long term foster carers	3 monthly	

Glossary of terms and panels

Abbreviation		
ASV	Allegations Staff & Volunteers	
APP	Adoption and Permanency Panel	
AROH	At Risk of Homelessness	
ART	Access to Resources team	
CAMHS	Child & Adolescent Mental Health Services	
CCG	Clinical Commissioning Group	
CPA	Child Protection Advisor	
CSDPA	Chronically Sick and Disabled Persons Act	
CWD QAP	Children's with Disabilities - Quality Assurance Panel	
ECIRS	Ealing Children's Integrated Response Team	
EHAP	Early Help Assessment and Plan	
EHCP	Education Health & Care Plan	
ESCAN	Ealing Service for Children with Additional Needs	
ESCB	Ealing Safeguarding Children Board	
IRO	Independent Reviewing Officer	
LPP	Legal Planning Panel	
MAPPA	Multi Agency Public Protection Arrangements	Monthly meeting to assess and manage the risks posed by sexual and violent offenders living in the community. Attended Police, Probation, Children's Services, Housing, Victim Support and

		Mental Health Services.
MARAC	Multi Agency Risk Assessment Conference	Regular local meeting to discuss how to help victims at high risk of murder or serious harm.
MAVES	Multi Agency Vulnerability and Exploitation Safeguarding panel	Meetings provide an oversight of cases, information, intelligence and activity across each Local Authority area and across borough boundaries.
MASH	Multi Agency Safeguarding Hub	Meeting held weekday morning.
MOPAC	Mayor's Office for Policing and Crime	
PLVA	Partnership Lead for Vulnerable Adolescents	
SAFE	Supportive Action for Families in Ealing	
SCR	Serious Case Review	
SEN	Special Educational Needs	
VAWG	Violence Against Women & Girls	
VPP	Voluntary Placement Panel	Aka P&V
VST	Vulnerabilities Screening Toolkit	
WLA	West London Alliance	
WLMHT	West London Mental Health Trust	