



GUIDANCE ON CHILD PROTECTION VISITING

PURPOSE OF CHILD PROTECTION VISITS

Child Protection visits should be purposeful, planned and reflective of the concerns and risks recorded in the Child Protection Plan. The objective of the visit should be to assess the ongoing safety of the child and to assess the family's progress against the Child Protection Plan.

Visits to the child or young person should therefore be planned and structured taking into account the wider involvement and knowledge about the family, the child/young person's age, understanding, ability and communication style, where the visit will take place and its purpose, the child/young person's understanding of the purpose of the visit, the anticipated outcome.

PROCEDURES FOR CHILD PROTECTION VISITS

- the child/young person must always be seen in private and be seen alone. If this is not possible, the reason for this must be recorded and a further visit must be made within the set timescales in order that the child/young person can be seen / seen alone and observed with the parent/staff/carer, and with siblings.
- If a home visit to a child with a Child Protection Plan is undertaken and the child is not seen the social worker should discuss this with his or her Team Manager immediately. The Team Manager should set a timeframe for a further visit to be undertaken within 24 hours either by the social worker or a duty worker.
- If a child is still not seen after the further visit is undertaken, the social worker and Team Manager should discuss this with a Head of Service within 24 hours to determine the next course of action.
- The Core Group Members and the Child Protection Conference Chair should also be notified.. The Child Protection Plan should then be revised to incorporate the next phase of safeguarding activity and the contingency plan should be developed and put into place.
- The social worker should undertake checks with other agencies to establish if the child has been seen during the last two weeks whilst attending school or nursery, or whether any other professional during the course of his or her duties has seen the child.
- All attempted Child Protection visits should be recorded.
- Where a child continues not to be seen, a Legal Planning Meeting should be requested to establish whether the parents should be alerted of the local authority's heightened concerns for the child's safety by the issuing of a Letter before Proceedings (in accordance with the Public Law Outline).



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- Social workers must ensure children's bedrooms are seen at every home visit, in addition to other areas such as the kitchen and bathroom/toilet.
- Direct work should be undertaken with all children of an appropriate age, as a course of the child protection visits, to establish the child/young person's welfare, wishes and feelings. Observations should also be made of the child/young person's physical and emotional presentation.
- Transporting a child/young person should not be classed as a visit unless it is planned that way.
- Children should be seen in a range of environments and not just in one, e.g. at school. It is important that children are also seen at home and that any differences in their behaviour or appearance between environments is assessed and analysed.
- Whilst Social Workers should ensure that most visits are to the family home, social workers should ensure that they make a professional judgement about the best environment in which to obtain the child's wishes and feelings. This may be at home, at school or at a local community facility.
- Social Workers should ensure that most visits to the family home are unannounced, and particularly when the risks identified in the plan require closer monitoring.
- The family home should be seen in addition to seeing the child on occasions when the child is seen outside the family home.
- A distinction must be drawn between an unplanned and coincidental contact and a planned visit.
- A casual meeting or encounter, or seeing a child during a meeting, is not a 'visit'.
- If a child/young person requires assistance to communicate, part of the planning must involve identifying who is the most appropriate person to assist with this
- Consideration to the use of an interpreter for talking with children where English is not the first language should be addressed as part of the Child Protection Plan.

FREQUENCY OF CHILD PROTECTION VISITS

- The Initial Child Protection Conference should agree a visiting matrix, as outlined in the Bedford Borough Safeguarding Children Board procedures.
http://bedfordscb.proceduresonline.com/chapters/p_cppps_core_gps.htm
- Visits by Social Workers must be at a **minimum rate of once per every 10 working days.**
- This is a minimum requirement and if the individual Child's Protection Plan requires the social worker to visit more frequently, they must be carried out as directed in the plan



RECORDING OF CHILD PROTECTION VISITS

Visits should be recorded onto the child/young person's record/file within two working days of the date of the visit.

The record of all visits should include:

1. Purpose of the visit;
2. Progress related to the Child Protection Plan
3. Whether the child/young person was seen and if not why not;
4. The child/young person's views, wishes and feelings;
5. The parent/carers views;
6. Whether the child/young person was seen alone if not the reason for this;
7. Any matters of concern or difficulties;
8. Decisions / action points/roles/responsibilities/timescales;
9. Observations of the child's welfare and the success of the plan.
10. If a visit did not take place the reasons why must be recorded;
11. If a young person has not been seen what safeguards are in place to ensure they are still engaged and what information has been gained from other agencies

See Appendix A for screenshots of Azeus record for child protection visits.



Appendix A – Screenshots of Azeus record for child protection visit recording

The screenshot displays the Azeus system interface for a Child Protection (CP) Visit record. The interface includes a navigation menu on the left, a top header with user information, and a main content area with sections for 'Visit Details', 'Who was present during the visit?', 'Who else was present during the visit?', 'Visit Notes', and 'Next Planned Visit'.

Navigation Menu:

- Summary
- Person
- Case
- Contacts
- Referrals
- Notes
- Case History
- Chronology
- Case Status
- Workers
- Calendar
- Activities
 - Basic Information
 - Visit Details
 - Who was present during the visit?
 - Who else was present during the visit?
 - Visit Notes
 - Next Planned Visit
 - Views of the Child (Visual)
 - Related Documents
 - Forms and Letters
 - Actions
- Assessments
- Plans
- Services
- Finance

Top Header: Menu - Master Louie Duck (0008205649) - CP Visit - 1 - Christine Peilow - Logout Quick Access

Search: Search topics

CP Visit

Visit Details

Who was present during the visit?

Name	Other	Child Seen?
Master Louie Duck		
Mrs Daisy Duck		
Master Hewie Duck		
Master Dewie Duck		
Mr Donald Duck		

[add row](#)

Who else was present during the visit?

Visit Notes

Next Planned Visit

Next Planned Visit:

[Spell Check](#) [Save as Draft](#) [Mark as Completed](#)

