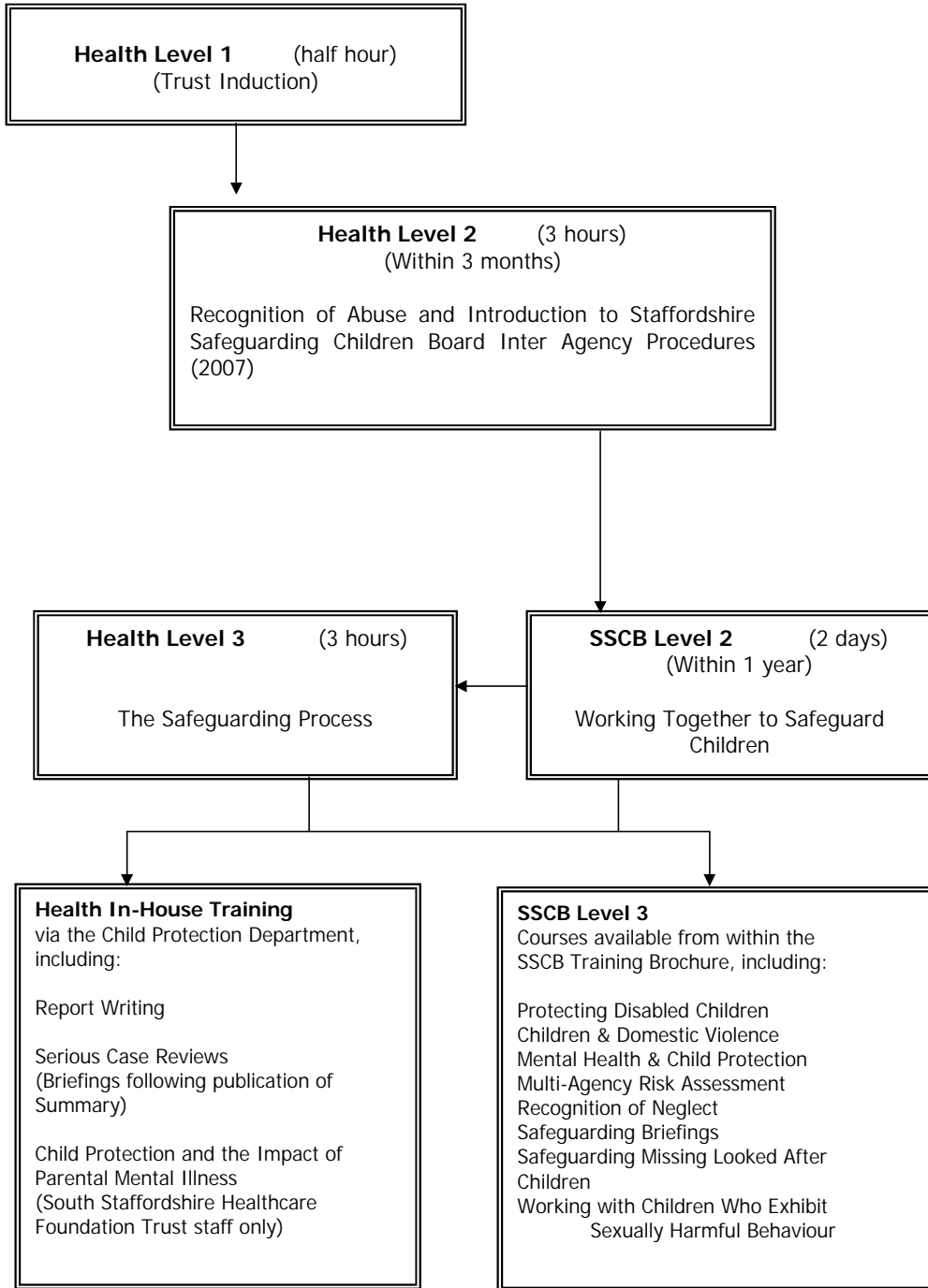


COMMON ASSESSMENT FRAMEWORK

(Policy under development)

CHILD PROTECTION – TRAINING PATHWAY



**PROCEDURE FOR PROCESSING HEALTH RECORDS
FOR THOSE CHILDREN WHO HAVE BEEN ADOPTED**

(POLICY UNDER REVIEW)

SOUTH STAFFORDSHIRE SHARED SERVICES

**POLICY FOR STAFF WHO FAIL TO GAIN ACCESS
TO A CHILD FOR A HOME VISIT**

If you fail to gain access to a child on a pre-arranged visit, leave a note informing family that a new appointment will be sent.

Within 5 working days, check with GP records to ascertain whether family are still living at address. If no change noted, then send another appointment. Checks can also be made with other professionals, e.g., midwives, nurseries, previous Health Visitor.

If you still fail to gain access, or no reply is received, and there are no concerns regarding the family, discuss with your working team for an agreed response, which will include sending a standard letter to the clients stating that health services are still available to them if they wish to access them, but no further appointments re that particular episode of care will be sent.

If you still fail to gain access and you have any concerns re welfare of child or children, then you must discuss the case with the Child Protection Department.

Together you will formulate a plan of action.

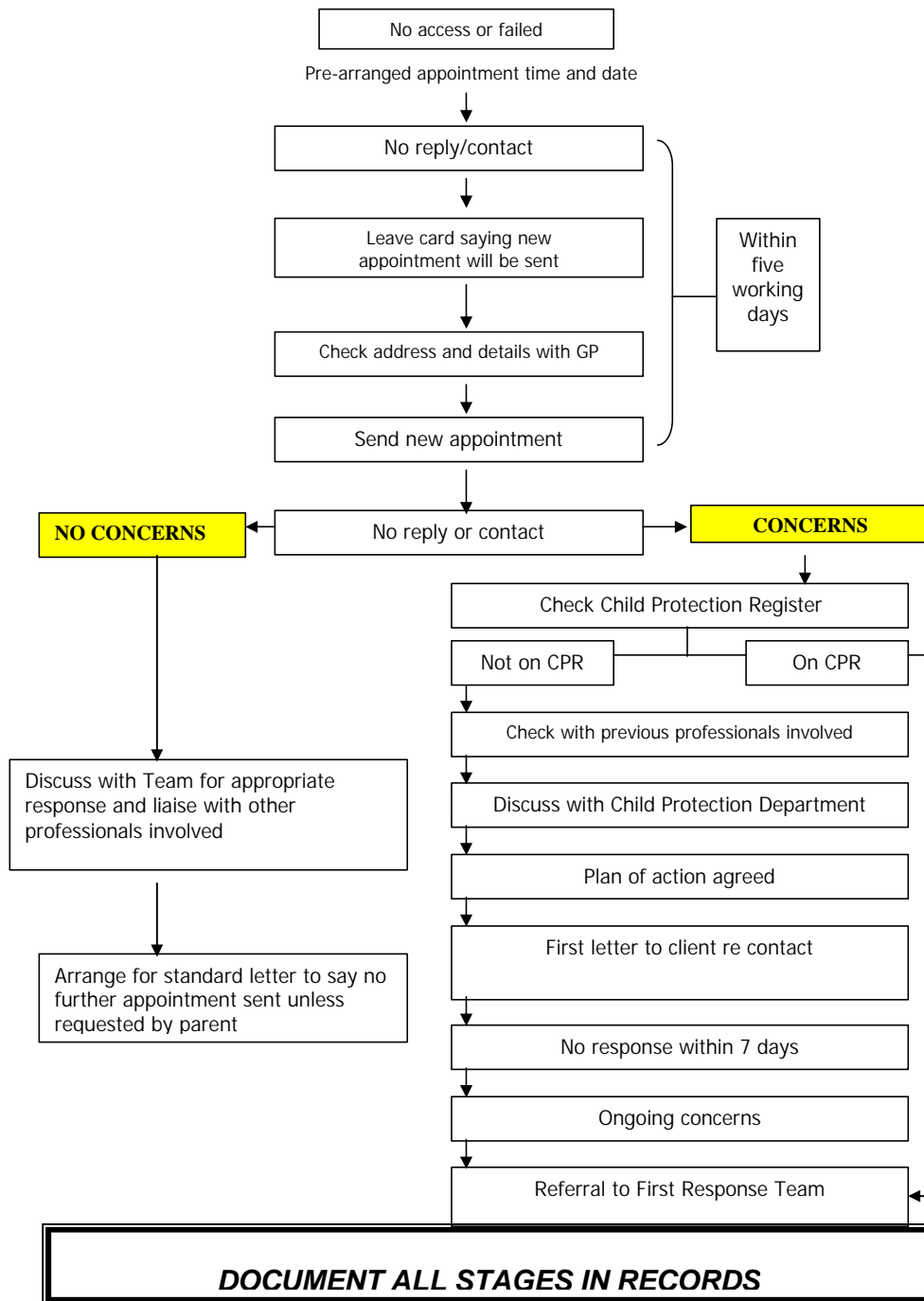
Following this, a letter will be sent to the client **within 7 days** to arrange another contact.

If still no response from this letter **after 7 days**, and the whereabouts of the child remains unknown, a referral to Social Services must be made **within 24 hours**.

If at any stage you have concerns, you should refer direct to the
First Response Team

All stages must be recorded in the child's records

POLICY FOR STAFF WHO FAIL TO GAIN ACCESS TO A CHILD FOR A HOME VISIT



ABBREVIATIONS

CLL	Children & Lifelong Learning
SSCB	Staffordshire Safeguarding Childrens Board
FRT	First Response Team
CAF	Common Assessment Framework
PR	Parental Responsibility
EPO	Emergency Protection Order
PPP	Police Power of Protection
ICO	Interim Care Order
CO	(Full) Care Order
SO	Supervision Order
RO	Residence Order
---	Special Guardianship
CAO	Clinical Assessment Order
S.17	Children in Need
S.47	Children in Need of Protection
S.20	Children in Voluntary Accommodation
CP	Child Protection
CPR	Child Protection Register
ICPC	Initial Child Protection Conference
CP Review	Child Protection Review Conference
LAC (Review)	Looked After Child (Review)
CPP1	ICPC Report Format
CPP2	CP Review Format
CPP3	Health Report for Child & Family Reporter (CAFCASS)
CPP4	Statement for Court
CPP5	Internal Transfer of Records
CPP6	Report for children following Deregistration
CPP7	Confidential Record of contact from a member of the public wishing to report suspected child abuse