

#### Request:

Please can you provide a full index inclusive with all categories (and versions of documents if applicable) of the names of all the documents you hold relevant to the children's services department. This is to include for example guidance documents issued / available to employees from the children services department.

### Response:

Please see the following pages.



# Wigan Children's Services Procedures Manual

1. All Children	
1.1	Policy, Values and Principles
1.1.1	Children's Services Policies, Values and Principles
1.1.2	Children's Consultation and Participation
1.1.3	Capacity and Consent
1.1.4	Equality and Diversity
1.2	Early Help and Thresholds for Children's Social Care Services
1.2.1	Early Help
1.2.2	Threshold of Need Guidance
	See also Early Intervention: Policy and Provision (House of Commons Library)
1.3	Children's Social Care - Assessment and Planning
1.3.1	Contacts and Referrals
1.3.2	Assessments
1.3.3	Local Protocol for Assessment - Child and Family Assessments
1.3.4	Child Protection Enquiries (Section 47)
	See also: Greater Manchester Safeguarding Children Procedures, Section 47 Enquiries Procedure
1.3.5	Transfer Protocol
1.4	<u>Child in Need</u>
1.4.1	Child in Need Plans and Reviews

1.5	<u>Legal Proceedings</u>
1.5.1	Applications for Emergency Protection Orders
1.5.2	Care and Supervision Proceedings and the Public Law Outline
1.5.3	B Legal Gateway/Planning Meetings
1.5.4	Protocol and Good Practice Model: Disclosure of Information in Cases of Alleged Child Abuse and Linked Criminal and Care Direction Hearings (Octo
	See also: Cross-border Child Protection Cases: The 1996 Hague Convention
1.6	Complaints and Whistleblowing
1.6.1	Complaints and Representations
1.6.2	Whistleblowing Policy
1.6.3	Whistleblowing in Wigan - FAQs
	See also: <u>The Deal</u>
1.7	<u>Notifications</u>
1.7.1	Death or Serious Injury to a Child (Looked After and Child in Need)
2. Cas	se Management and Recording
2.1	Recording Policy and Guidelines
2.2	Case Records and Retention
2.3	Access to Records
2.4	Confidentiality Policy
2.5	Electronic Recording of Meetings and Conversations
2.6	Storage of Data on Mobile Devices
2.7	Use of Social Media Sites by Social Care and Safeguarding Staff

3. Child	lren in Particular Circumstances
3.1	<u>Children with Disabilities</u>
3.1.1	Children and Young People Aged 0-25 with Special Educational Needs and Disabilities
3.1.2	Direct Payments
3.1.3	Short Breaks
3.1.4	Placing and Visiting Children with Special Educational Needs and Disabilities or Health Conditions in Long-Term Residential Settings
3.2	<u>Children from Abroad</u>
3.2.1	Unaccompanied Migrant Children and Child Victims of Trafficking and Modern Slavery
3.2.2	Families with No Recourse to Public Funds
3.3	<u>Homelessness</u>
3.3.1	Prevention of Homelessness and Provision of Accommodation for 16 and 17 year olds who may be Homeless and/or require Accommodation; and
3.4	<u>Family and Friends Care</u>
3.4.1	Friends and Family Care Policy
3.4.2	Private Fostering
3.5	Young Carers
3.5.1	Young Carers
3.6	Relinquished Children
3.6.1	Relinquished Children
3.7	Deprivation of Liberty and Mental Capacity
3.7.1	Deprivation of Liberty

3.7.2 Mental Capacity

2 2		
3.8	Mental	Health

4.2.4 Placements in Residential Care

4.2.5 Placements in Secure Accommodation on Welfare Grounds

#### 3.8.1 Aftercare under Section 117 of the Mental Health Act 1983

1. Looke	d After Children
4.1	Decision to Look After and Care Planning
4.1.1	Local Authority's Sufficiency Duty - Accommodation for Looked After Children
4.1.2	Decision to Look After
4.1.3	Care Planning
4.1.4	Ceasing to Look After a Child
4.1.5	Permanence Planning Strategy 2021/2025
	See also: Fostering for Adoption, Concurrent Planning and Temporary Approval as Foster Carers of Approved Prospective Adopters
4.1.6	Placement Planning and Disruption Meetings
4.1.7	Criminal Injuries Compensation Authority Claims for Looked After Children
4.1.8	Transition from Children in Care (CIC) to Leaving Care Flowchart
4.1.9	Risk Assessment and Planning
4.1.10	Providing Personalised Care
	See also NICE Guideline: Looked After Children and Young People
4.2	<u>Placements</u>
4.2.1	Placements with Parents
4.2.2	Placements with Connected Persons
4.2.3	Placements in Foster Care

4.2.6	Out of Area Placements
4.2.7	Placements Outside England and Wales
4.2.8	Remands to Local Authority Accommodation or to Youth Detention Accommodation
4.2.9	Notifications from Other Local Authorities/Placement Providers
4.2.10	Delegation of Authority to Foster Carers and Residential Workers
4.2.11	Placements in Other Arrangements
	See also: Looked After Children and Young People in Contact with Youth Justice Services
4.3	Monitoring and Reviews
4.3.1	Social Worker Visits to Looked After Children
4.3.2	Advocacy and Independent Visitors
4.3.3	Looked After Reviews
4.3.4	Appointment and Role of Independent Reviewing Officers
4.3.5	Secure Accommodation (Criteria) Reviews
4.3.6	Notifications of Significant Events
4.4	Contact and Overnight Stays
	See also: <u>Delegation of Authority to Foster Carers and Residential Workers</u>
4.4.1	Contact (Family Time) with Parents and Siblings
4.4.2	Social Visits (Including Overnight Stays)
4.5	Education, School Trips and Holidays
	See also: <u>Delegation of Authority to Foster Carers and Residential Workers</u>
4.5.1	Education of Children with a Social Worker, Looked After and Previously Looked After Children
4.5.2	Holidays and School Trips In and Outside the UK

4.5.3	Leisure Activities
4.6	Health and Wellbeing
4.6.1	Health Care Assessments and Plans
4.6.2	Personal Care and Relationships
4.6.3	Positive Relationships and Behaviour Management
4.6.4	Restrictive Physical Intervention and Restraint
4.6.5	Health and Safety
4.7	Change of Name and Marriage
4.7.1	Change of Name of a Looked After Child
4.7.2	Marriage/Civil Partnership of a Looked After Child
4.8	Leaving Care and Transition
4.8.1	Leaving Care and Transition
4.8.2	Staying Put Programme Policy
4.8.3	A Guide to Leaving Care and the Financial Support Paid to Care Leavers within Wigan
	See also: Responsibilities of the Local Authority to Former Looked After Children and Young People in Custody
	See also: Transition from Children in Care (CIC) to Leaving Care Flowchart
4.9	Youth Offending
	See also: Standards for Children in the Youth Justice System 2019 and Case Management Guidance and YJB and Probation Joint National Proto
4.9.1	Looked After Children and Young People in Contact with Youth Justice Services
4.9.2	Responsibilities of the Local Authority to Former Looked After Children and Young People in Custody
4.9.3	Joint Working Protocol between Wigan Children's Social Care and Wigan Targeted Youth SUPPORT Service
	See also: Remands to Local Authority Accommodation or to Youth Detention Accommodation

## **National Appropriate Adult website**

# **Probation Service Management of Young Adults Policy Framework**

## **HMPPS Child Safeguarding Policy Framework**

5. Foste	ring and Adoption
5.1	<u>Fostering Services</u>
5.1.1	Fostering Panel
5.1.2	Persons Disqualified from Fostering
5.1.3	Assessment and Approvals of Foster Carers
5.1.4	Exemptions and Variations to Foster Carer Approval
5.1.5	Supervision and Support of Foster Carers
5.1.6	Review and Termination of Approval of Foster Carers
5.1.7	Allegations Against Foster Carers
5.1.8	Training and Development of Foster Carers
	See also: Fostering for Adoption, Concurrent Planning and Temporary Approval as Foster Carers of Approved Prospective Adopters
5.2	Adoption and Permanence Services (Together for Adoption Procedures)
5.2.1	Assessment and Approvals of Prospective Adopters
5.2.2	Adoption by Existing Foster Carers
5.2.3	Adoption Panel
5.2.4	Life Appreciation Days
5.2.5	Placement for Adoption
5.2.6	Family Finding Role and Procedure
5.2.7	Court Reports in Adoption

5.2.8	Adoption Support
5.2.9	Monitoring and Supervision of Adoptive Placements
5.2.10	Adoption Reviews
5.2.11	Disruption of Adoptive Placements
5.2.12	Allegations Against Prospective Adopters and in Relation to Children Placed for Adoption or Already Adopted
5.2.13	Inter Country Adoption
5.2.14	Non Agency Adoption
5.2.15	Adoption Case Records
5.2.16	Access to Birth Records and Adoption Case Records
5.2.17	Intermediary Services
5.2.18	Life Story Books Guidance
5.2.19	<u>Later Life Letters</u>
5.2.20	Fostering for Adoption, Concurrent Planning and Temporary Approval as Foster Carers of Approved Prospe
5.2.21	Lone Working Procedure
5.2.22	Disaster Recovery Plan
5.3	Special Guardianship
5.3.1	Applications for Special Guardianship Orders
5.3.2	Wigan Council Special Guardianship Support Services Policy
6. Contacts, List of Agency Decision Makers and Appendices	
6.1 Local Contacts	

6.2 <u>Designated Managers with Specified Area of Responsibility</u>

- 6.3 Working Together to Safeguard Children
- 6.4 **Amendments**