

The purpose of a Lead Professional Review Report is to accurately capture the multi-agency assessment and analysis of a child's circumstances, with reference to the current child's plan. It is critical that this report sufficiently captures the ongoing assessment and analysis since the last review/meeting rather than reflect merely a small window of time immediately leading up to the next review/meeting. The report should include contributions from everyone involved with the family, the views of the parent/carer, the views and perspective of the child/young person and an analysis of the progress of the child's plan in terms of meeting need and reducing risk.

Person Details

This whole section is pulled through automatically from CareFirst when the form is opened. You are responsible for ensuring the information is accurate based on the information you have gathered during the ongoing assessment, analysis and review. If the information is not accurate, you must update CareFirst.

NOTE: The address here is the CURRENT whereabouts of the child, not necessarily the home address.

Child/ Young Person Details

Type of review report

This form is used for several different types of review/meeting so it is important to be clear which one this report is being prepared for. This may be a review child protection conference, a looked after and accommodated review, or a risk management review (this includes vulnerable young person).

Date of review

Remember, this is the date of the review, NOT the date that this form is being completed.

Is child currently living at home

Answer NO if the child is living in a placement or with family/friends. If this is the case, the address in the first section should not be their home address.

Other names or known as

If the child is known by any other names, these should be entered here.

Home Address

The address in the first section/header might not be the child's home address because they may be placed elsewhere. If that is the case, the address recorded here must be the home address of the child.

Current Legal Status Details

Only children who are looked after or looked after and accommodated will have relevant legislation pulled through from CarePlace. For all other children you must enter the relevant legislation yourself.

At a minimum, Section 22 Children (Scotland) Act 1995, places a duty on the local authority to safeguard and promote the welfare of children in need. If a child is not subject to a statutory supervision requirement or a Compulsory Supervision Order or child protection measures such as a CPO, then Section 22 should be entered here.

If a child is subject to legislation with attached conditions, all conditions must also be recorded in this section.

If a child is subject to legislation which appears contradictory, you should check CarePlace and ensure this is accurate and record any relevant explanation for the apparent discrepancy.

It is the responsibility of the Lead Professional to ensure the relevant legislation is accurately recorded on information systems, case records and reports.

Family details

This section is for ALL family members, not just immediate family and not just those who ordinarily live with the child. Begin with those who usually live together in the same house as the child (including the child). Specify their name, date of birth, whether they have parental rights/responsibilities, whether they live in the household, what their relationship is to the child and their telephone number.

Now add family members who do not usually live with the child. This might include older siblings living independently, extended family members or biological parents living elsewhere.

Other significant people

This section is for any person considered significant in the child's life. This might be previous step-parents, previous carers, family friends. It might also include foster carers or care staff at the address where the child currently resides. If the child is in receipt of respite care, these carers details should be entered here.

If the child is currently living elsewhere, the details of these carers should go into this section.

Relationships will be automatically pulled through from CareFirst for any individual not recorded at the same address as the child. You have a responsibility to check the accuracy of this information and update CareFirst if required.

MAKE SURE EACH PERSON WHO HAS A RELATIONSHIP WITH THE CHILD ONLY APPEARS ONCE IN EITHER THE FAMILY DETAILS OR OTHER SIGNIFICANT PEOPLE.

Placement Details

Data from CarePlace will be pulled through here so looked after and accommodated children will have data to pull through. It is your responsibility to check it is accurate and, if not, it is your responsibility to ensure admin update CarePlace accordingly.

Make sure previous placements have end dates recorded. Any gaps between placements should reflect periods of time the child was not accommodated.

Temporary placements are those of 14 days duration or less. You must ensure temporary placements are recorded on the system to allow these to be pulled through. This includes respite care for children in foster care.

Always enter carers names.

Child Protection Registration

If the child is currently on North Ayrshire child protection register answer YES with the date of the child protection conference where this decision was made – either an initial child protection conference or a pre-birth child protection conference.

The dates of previous child protection conference's will pull through from CareSafe.

You should then enter the dates of core group since the current period of registration.

Decisions/recommendations from last review

Purpose: Lead Professional to reflect their views of progress and changes to aid discussion.

This should be copied and pasted from the relevant observation. You should record a brief comment against each decision that indicates whether or not the decision/recommendation was fully actioned.

Needs and Risks Analysis

In this section, you should capture the contribution of everyone involved, referring to impact on the child's action plan. This includes parents and all services. Consider how the actions taken since last review have helped to meet the child's needs and reduce any risks. If any part of the child's action plan has not been implemented this must be specifically stated with both the **reason** (for example, lack of resources, staff absence, non-engagement etc) plus the **impact on planned outcomes** for the child.

Everyone who has responsibilities within the child's action plan is equally accountable for implementing the plan. This section holds everyone to account as well as analysing the progress of the plan.

NOTE: For children who have specific risk factors (for example, children on the child protection register), you **MUST** comment explicitly on each of the risk factors indicating whether these are reducing/increasing/remaining unchanged and whether any new risks have emerged.

Chronology Available

All children subject to multi-agency intervention should have an integrated chronology facilitated by AYRshare. This should be attached in hard copy to reports going to meetings.

If an integrated chronology is not available, the single agency chronology produced using Life Events on CareFirst should be attached.

If a chronology is not available/attached, an explicit explanation must be recorded.

Lead Professional Contacts

You must record the date of each contact, specify the nature of each contact (eg home visit, individual work session etc.) and highlight when the child was seen.

Consider your contact with the child/young person and their parents/carers since the last meeting/review. What has been the focus of your contact? What intervention have you used? What key issues have been discussed? How has your contact with the child/young person and their parent/carer helped to progress the child's plan?

For example, you may have visited the parents at home on three occasions to complete an assessment of their parenting; you may have had two individual contacts with the child to ascertain their views or undertake a specific piece of focused work; you may have had several telephone discussions with the child's carers to monitor a placement. There is a wide range of different ways in which your contact with the family may have taken place and it's important to capture this with reference to the child's plan so that you clearly and explicitly capture how you are implementing your responsibilities within the child's plan and what impact this has had on progressing the child's plan.

This means it is important to also record the child/young person and parent/carers engagement with you as lead professional and your views in relation to how effective the working relationship is in progressing the child's plan.

Views of Child/Young Person and Parent/Carer

Views of child/young person

Not applicable due to age and stage is NOT an option here. You have a responsibility to represent the perspective of the child or young person regardless of their age or stage of development. Where a child is too young, or is otherwise unable, to express their views verbally, you must take a broader view with regard to the content of this section and focus on representing the child's perspective.

Consider how you assess babies and young children. You observe their attachment, their response to their surroundings, you gauge their expected development, you consider the impact of adversity etc. All of the skills you use in assessing children can be used to creatively seek to understand and represent their view of their circumstances.

As children grow older they can increasingly express their views and you should be seeking and recording these routinely for children aged 5 years and over.

Clearly, some children can articulate their views at an even younger age, but as a general guide, all reports in respect of children aged 5 and over should specify the views of the child. For children too young or otherwise unable to express a view, you should represent their perspective to the best of your ability.

The child's view about their circumstances, their needs/risks and protective factors require to be incorporated in this section.

What does this child think of the plans in place to address their needs?

Where there is disagreement, ensure this is carefully recorded and includes any action to resolve disagreements.

Views of parent/carer

In relation to the views of the parent/carer, take time to record these comprehensively. It is not sufficient to merely state that the parent agrees with the plan.

Your contact with the parent/carer will have yielded a lot of information about their views, perspective, wishes and feelings which should be recorded here.

Where there are areas of disagreement, record these carefully along with any action to resolve the disagreement.

Summary of Current Assessment and Analysis

Bearing in mind all previous sections of this report, bring all your assessment and analysis together to summarise the child's current circumstances, needs, risks and protective factors. You must consider the My World Triangle and SHANARRI as you complete this section.

Your assessment and analysis must provide the evidence base for your recommendation(s).

Lead Professional Recommendation

Make a clear recommendation linked to the purpose for which you are writing this report.

For example, if this report is for a review child protection conference, you must make a recommendation in relation to whether there is a need for continued registration. If this report is for a LAAC review, your recommendation(s) may relate to contact, rehabilitation plans or specific work with parents.

All recommendations must be clear, specific and have timescales where appropriate. Remember your recommendations will inform decisions made at the review and these, in turn, will inform the child's action plan. Proposed changes to the current child's action plan should be clear from your recommendations.

Your recommendation(s) should flow from the earlier sections of your report which will contain the evidence that sits underneath your recommendation.

Your recommendation should be made on behalf of the multi-agency group involved with the family.

Lead Professional, Agencies and Contributors to Review

Remember, children and young people in receipt of targeted services are subject to a multi-agency child's plan. This report is capturing a multi-agency review and the list of contributors must reflect this. Consider the contribution to the current understanding of this child's needs and risks made by: social services, health, education, housing, police and third sector. Ensure you list everyone who has contributed to the assessment of the child's needs and risks. On occasion, you may not have liaised directly with, for example, the child's teacher due to school holidays, but if you have utilised information previously provided by the teacher you should include them in this list. There is scope within the report to reflect different methods of contributing to the assessment.

Is this form ready for Team Manager approval

For Child Protection cases ALWAYS answer **Yes** as your Team Manager is required to authorise your report. The activity will not trigger until the completion details are filled in. Please enter the children and families **Team** Code (eg CFIRV1, CF3T1, CFKILB1). On completion of the form an activity will be sent to the relevant Children and Families Team.

For LAAC cases ALWAYS answer **No** as your team manager is **not** required to authorise your report.

Completion and Authorisation

REMEMBER TO FINISH YOUR REPORT BY FILLING IN THE COMPLETION DETAILS AT THE FINAL SCREEN.

Managers – by authorising this report you are authorising the recommendations of the lead professional and endorsing the assessment and analysis that sits behind these recommendations. Ensure you have read the report and, where appropriate, take opportunities (eg, supervision) to support the development of your staff by providing feedback and guidance to improve future reports.

END