



**LCS Child's Record
Complex Child in Need
User Guide**



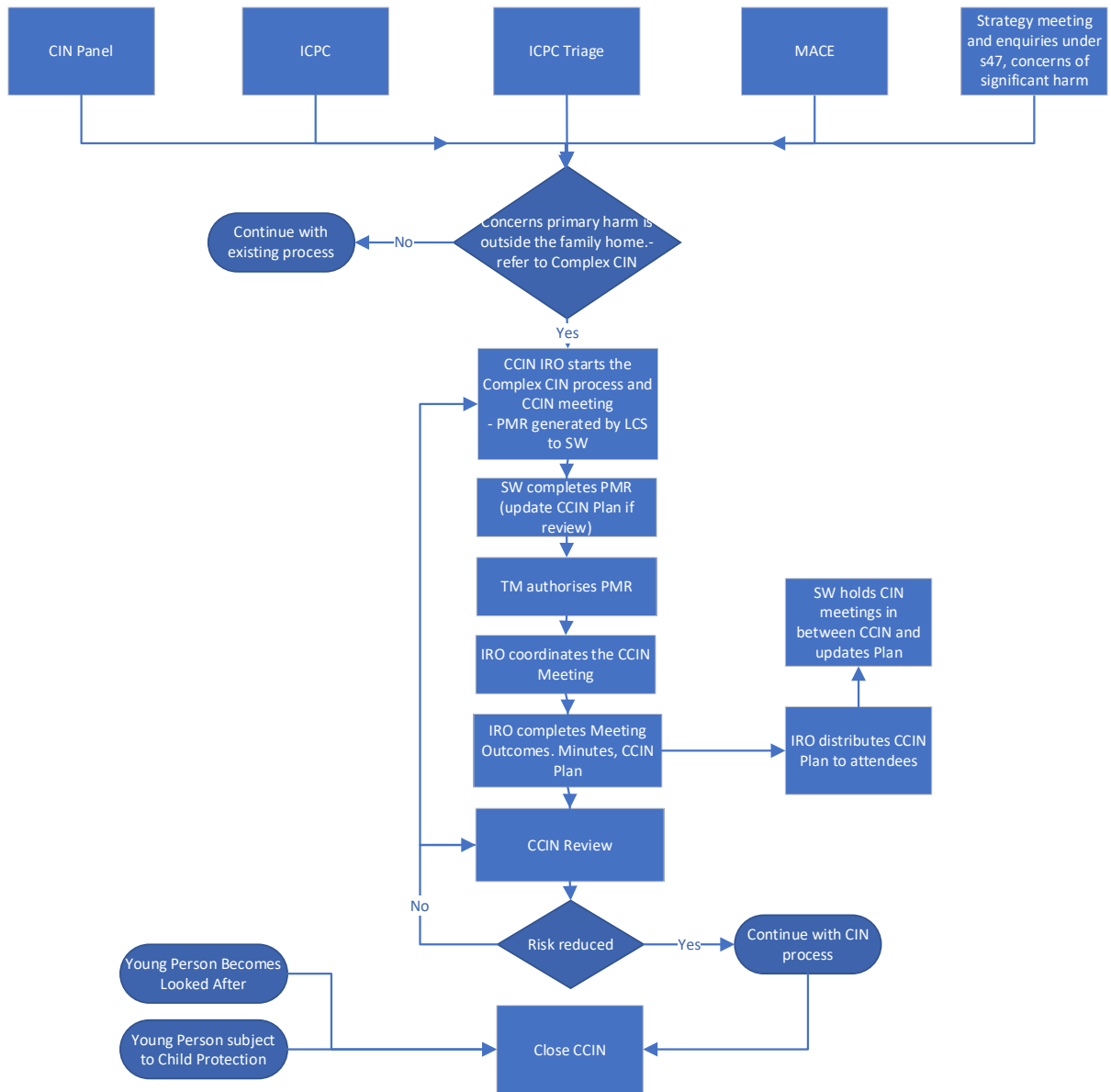
Document History

Date	Version	Produced By	Comments
09/02/2021	1.0	Sharon Winsor	Created document
29/10/2021	2.0	Sharon Winsor	Updated to include process map

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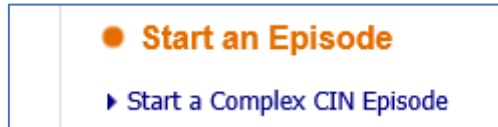
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Complex Child In Need Process

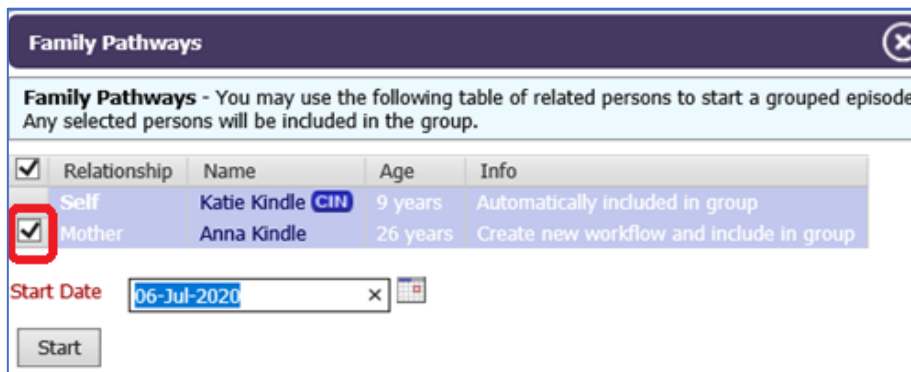


Starting a complex Child in Need (CIN) Episode

A Complex CIN Episode can be started as an outcome from CIN Panel, ICPC or MACE from the Child's Demographics, Start and Episode section, clicking the hyperlink Start a Complex CIN Episode



At the family pathways screen deselect (remove the tick) any adults from the episode and only include relevant siblings.



<input checked="" type="checkbox"/>	Relationship	Name	Age	Info
<input checked="" type="checkbox"/>	Self	Katie Kindle CIN	9 years	Automatically included in group
<input checked="" type="checkbox"/>	Mother	Anna Kindle	26 years	Create new workflow and include in group

Start Date: 06-Jul-2020

Start

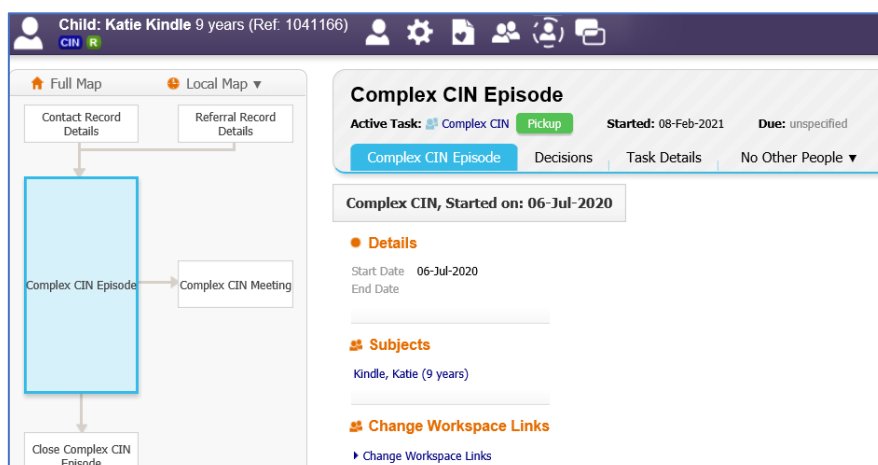
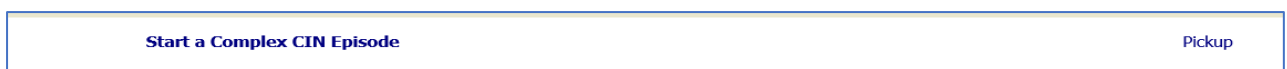
Enter the date you want the episode to start and click the start button

Once started, the task to Start a Complex CIN Episode will be sent to the Complex CIN Group Tray



Sharon Winsor	25	No Due Date (1)	Person	Task Description
Complex CIN	1	No Due Date	CIN Kindle, Katie 9 yrs	Start a Complex CIN Episode

The IRO picks up the task to start a Complex CIN Episode either from the group tray or from the green pick up button within the episode



Child: Katie Kindle 9 years (Ref: 1041166)

Complex CIN Episode

Active Task: Complex CIN Pickup Started: 08-Feb-2021 Due: unspecified

Complex CIN Episode Decisions Task Details No Other People

Complex CIN, Started on: 06-Jul-2020

Details

Start Date: 06-Jul-2020
End Date:

Subjects

Kindle, Katie (9 years)

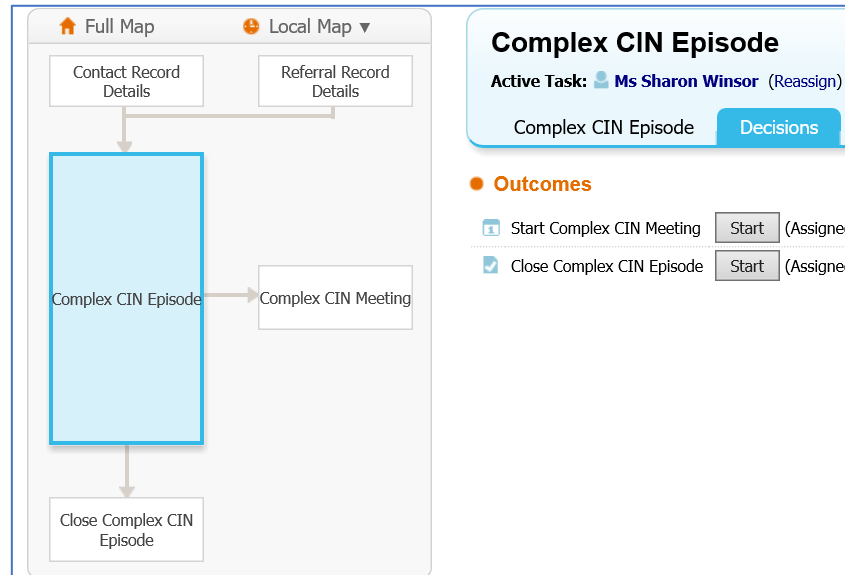
Change Workspace Links

Change Workspace Links

Once picked, the IRO selects the Decisions tab.

There are two decisions available within the Complex CIN Process:

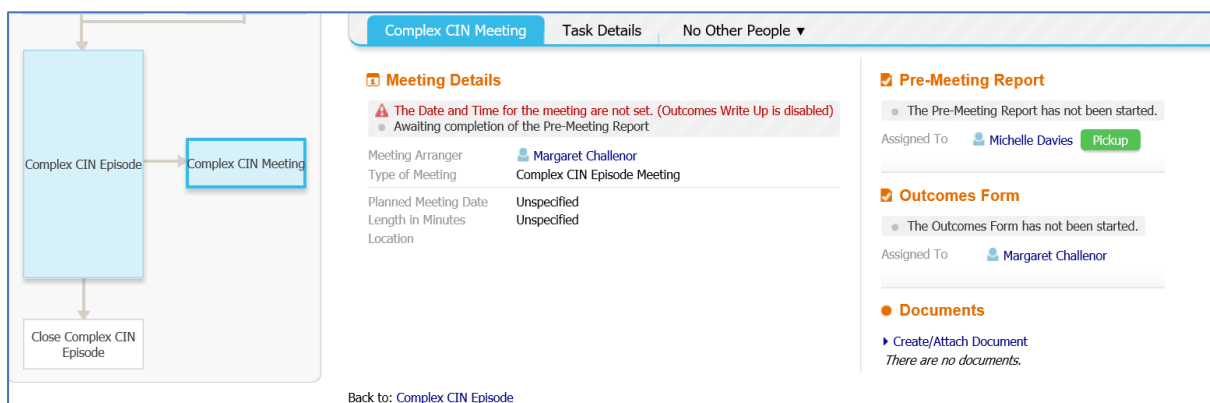
- Start Complex CIN Meeting – this should be used for the first and subsequent Complex CIN Meetings/Reviews
- Close Complex CIN Episode – this should be used to completely end the Episode



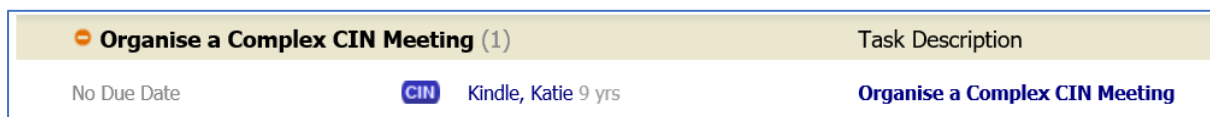
Starting a Complex CIN Meeting

To start the Complex CIN Meeting an involvement role of IRO must be added to the child's involvements.

This will ensure that once started the meeting and the outcomes form will automatically go to the IRO. The Social Work Pre-Meeting Report will automatically go to the Social Worker



The IRO will get the task in their tray Organise a Complex CIN Meeting



Social Worker will get the task in their tray Complete Complex CIN Social Work Report

A screenshot of a task tray item. The title bar shows a minus icon, the text 'Complete Complex CIN Social Work Report (1)', and 'Task Description'. Below the title bar, the task details are displayed: 'No Due Date', a 'CIN' icon, 'Kindle, Katie 9 yrs', and the task name 'Complete Complex CIN Social Work Report'.

Scheduling the Meeting

The IRO selects the task in their tray Organise a Complex CIN Meeting then updates the Meeting details and scheduling and when scheduled can export the event to their outlook calendar

A screenshot of the 'Meeting Details' form. The title is 'Meeting Details'. There are two bullet points: 'Please complete the meeting.' and 'Awaiting completion of the Pre-Meeting Report'. Below this, the form fields are: 'Meeting Arranger' (Margaret Challenor), 'Type of Meeting' (Complex CIN Episode Meeting), 'Planned Meeting Date' (08-Feb-2021 10:00), 'Length in Minutes' (60 mins), and 'Location' (Virtual). At the bottom, there are four action links: 'Update Meeting Details and Scheduling', 'Complete Meeting', 'Cancel Meeting', and 'Export meeting event'.

Completing the Pre-Meeting Report

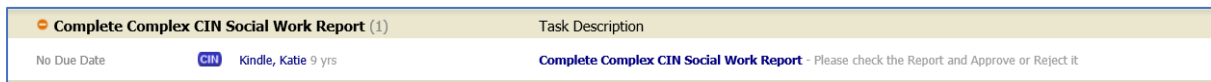
The Social worker selects the task in their tray Complete Complex CIN Social Work Report, then clicks the hyperlink link to write the pre meeting report

A screenshot of a task tray item titled 'Pre-Meeting Report'. It contains a bullet point: 'Please Start the Pre-Meeting Report.'. Below this, it shows 'Assigned To' as 'Michelle Davies' and a link 'Write Pre-Meeting Report'.

The Social Work completes a brief report for the meeting then finalises the form

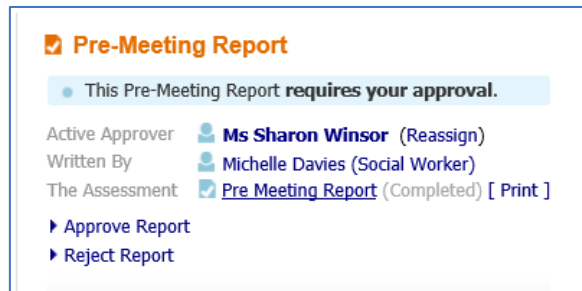
A screenshot of the 'Complex Child in Need Meeting Social Work Report' form. The top bar shows 'Child: Katie Kindle 9 years (Ref. 1041166)' and 'Pre Meeting Report, 08-Feb-'. The form has tabs for 'Information', 'Assessment', 'Consolidation', 'Delegate', and 'Revisions'. The 'Assessment' tab is active. The form contains several text input fields: 'Referral source', 'Reasons for a Complex Child in Need Meeting', 'Parent's and young person's views regarding the reasons for the Complex Child in Need Meeting', 'Child History (including CIN, Pre-proceedings, MACE, Police involvement, Youth Offending)', 'What is going well?', 'What are we worried about?', and 'Complicating Factors?'. There are also 'Save', 'Finalise Assessment', and 'Close' buttons at the top right.

Once finalised the Social Worker Team manager gets the task to approve or reject the pre meeting report



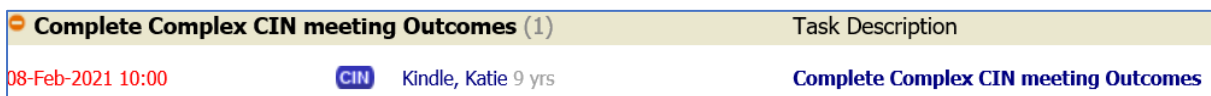
The Team Manger selects the task, clicks the Pre Meeting Report hyperlink to read the report then either

- Approve Report – will complete the task
- Reject Report – sends the task back to the social worker to update the report

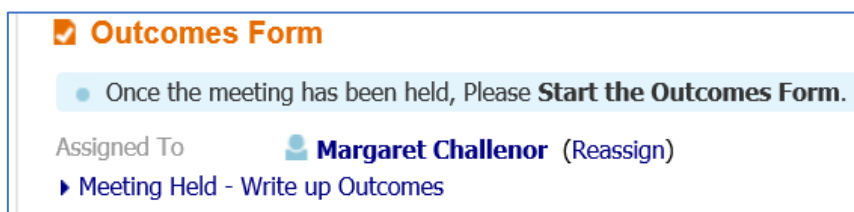


Completing the Meeting Outcomes and Safety Plan

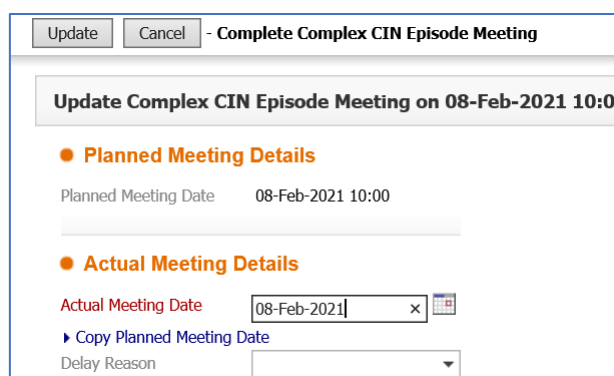
Once the meeting is scheduled, the IRO gets the task in their tray Complete Complex CIN meeting Outcomes



When the meeting takes place, the IRO selects the link Complete Complex CIN meeting Outcomes then clicks the link Meeting Held – Write up Outcomes to record the Outcomes and Safety Plan



The IRO has to confirm the actual meeting details (excluding time) then clicks update

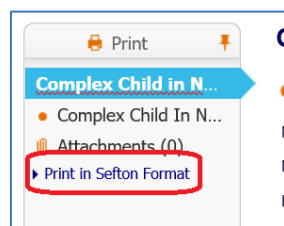


Then completes the Complex Child in Need Outcomes and Safety Plan Form including:

- the details of the meeting including attendees
- Record of Discussion
- Date of Next Complex CIN Meeting/Review of the Safety Plan (if applicable)

- The Complex Child in Need safety Plan
- The outcome steps i.e.
 - Start next Complex Child in Need Meeting to review the safety plan
 - Continue with exiting process/close to either keep the episode open without scheduling the review at that point in time or to enable the IRO to close the Complex Child in Need Episode
 - Reasons for the outcomes

Once complete, the IRO saves the Form then prints a family friendly copy for the family and professionals at the meeting using the Print in Sefton Format hyperlink on the left of the form.



Enter the date that the document is being printed and choose the type Complex CIN Outcomes and Safety Plan

Buttons: Create, Cancel

- Create New Document for Complex CIN - Meeting Decision by Margaret Challenor

New Document

● **Document Details**

Date: 09-Feb-2021

Category: <All Categories>

Type: Complex CIN Outcomes and Safety Plan

Notes:

Click Download to download the printed word version of the document

● **Document Details**

Document Type: Complex CIN Outcomes and Safety Plan

Date: 09-Feb-2021

Editor: Margaret Challenor - Safeguarding - Ind. Reviewing

Status: Draft

File: .rtf 1 MB (1,545 KB)

Document Number: 1270684

▶ Update Details

▶ Delete Draft Document

▶ Delete

▶ Complete Document

● **Edit Locally**

▶ **Download Document**

▶ Upload Document: Browse

● **Document**

▶ Edit the Document

▶ Delete document link

● **Subject**

▶ Complex CIN - Meeting Decision by Margaret Challenor (Locality 2)

▶ Child: Katie Kindle

● **Notes / Comments / Review**

Notes

● **Access Control**

Restrictions: **None Selected**

● **Notification**

Notification: **None Selected**

▶ Update Notifications

▶ Notify Involved Professionals

A family friendly document of the Complex Child in Need Meeting Outcomes and Safety Plan will be created to be shared securely with families and professionals.



METROPOLITAN BOROUGH OF SEFTON

Children's Social Care

PRIVATE & CONFIDENTIAL

Complex Child in Need Plan

Name of Child/Young Person	Gender	Date of Birth
Katie Kindle	Female	02-Feb-2012

Details of Complex Child in Need Meeting

Date of meeting	08-Feb-2021
Location	Magdalen House

In Attendance

Name	Role	Agency
Margaret Challenor	IRO	Children's Social Care
Michelle Davies	Social Worker	Children's Social Care

Complete the document

● Document Details

Document Type Complex CIN Outcomes and Safety Plan
 Date 09-Feb-2021
 Editor Margaret Challenor - Safeguarding - Ind. Reviewing
 Status Draft
 File .rtf 1 MB (1,545 KB)
 Document Number 1270686

- ▶ Update Details
- ▶ Delete Draft Document
- ▶ Delete
- ▶ Complete Document

● Edit Locally

- ▶ Download Document
- ▶ Upload Document: Browse

A copy of this document will also be available in the attachment of the form and in the child's documents

Date	Category	Type	Status	Editor	Notes	Download
09-Feb-2021	LCS	Complex CIN Outcomes and Safety Plan	Completed	Margaret Challenor - Safeguarding - Ind. Reviewing		Download the document

Once completed the IRO finalises the form by clicking Finalise Decisions

Depending on what Outcome was selected in the form, the IRO will be presented with that Decision to start

Suggested Outcomes

- Start Next Complex CIN Review Meeting
- Continue with current processes/close

Starting Next Complex CIN Review Meeting will start the meeting process again for a future meeting to be scheduled (as process above)

Complex CIN Meeting

Active Task: Margaret Challenor (Reassign) Started: 09-Feb-2021 Due: 08-Feb-2021

Complex CIN Meeting **Decisions** Task Details No Other People ▼

Outcomes

- Start Next Complex CIN Review Meeting Start (Assigned to Margaret Challenor)

Date of Initiation or Completion: 08-Feb-2021

Reason for Decision: to review progress

Continue with exiting process/close is a self-completing task which then enables the IRO to either restart a Complex CIN meeting or start the closure process

Complex CIN Meeting

Complex CIN Meeting **Decisions** Task Details No Other People ▼

Outcomes

- Continue with current processes/close Start (Completes Automatically)

Date of Initiation or Completion: 09-Feb-2021

Reason for Decision: test

Closing the Complex CIN Episode

To close the Complex CIN Episode, click on the Complex CIN Episode hub, then go to decisions. Click the Start button to the right of the Close Complex CIN Episode Outcome

The screenshot shows the 'Complex CIN Episode' hub with tabs for 'Complex CIN Episode', 'Decisions', 'Task Details', and 'No Other People'. The 'Decisions' tab is active, showing two outcomes: 'Start Complex CIN Meeting' (Restart) and 'Close Complex CIN Episode' (Start), both assigned to Margaret Challenor. The 'Close Complex CIN Episode' outcome is selected. To the right, there are fields for 'Date of Initiation or Completion' (Today's Date or Other Date) and a 'Reason for Decision' text area.

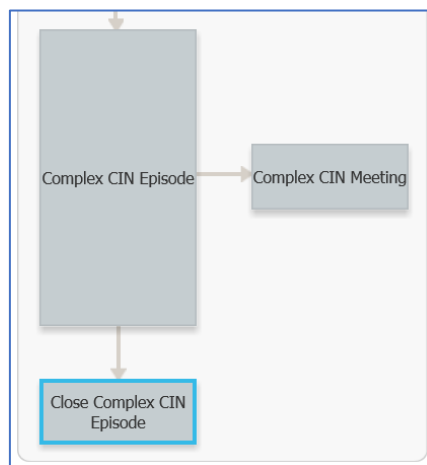
Click the button Start the Complex CIN Episode Closure

A dialog box with a blue header bar containing 'Close Complex CIN Episode' and 'Task Details'. The main text reads 'The Complex CIN Episode Closure has not been started'. At the bottom, there is a grey button labeled 'Start the Complex CIN Episode Closure'.

IRO completes the Episode Closure reason and finalises the form

The screenshot shows the 'Episode Closure Record' form. The 'Assessment' tab is active. Fields include 'Episode Start Date' (08-Feb-2021), 'Reason for Closing Episode' (with a dropdown menu showing options like 'Continue with existing CIN Plan'), 'IRO Oversight', and 'Episode Closure Date'. Buttons for 'Save', 'Finalise Assessment', and 'Close' are visible at the top right.

This closes down the Complex CIN Episode



Historic episodes can be access via the Episode tab in the child's record

The screenshot shows a user interface for a child's record. On the left is a sidebar menu with the following items: Personal, Additional, Identity, Photos, Risks, Parental Factors, Relationships, Involvements, CIN, CP, CLA, Adoption, Costs, and Episodes. The 'Episodes' item is highlighted with a blue arrow. On the right, there is a section titled 'Complex CIN' with a table below it.

Start Date	End Date
08-Feb-2021	09-Feb-2021