

## Guidance for Statutory Visits and Visits

Type of Statutory Visit or Visit	Timescales / Frequency	Purpose of the visit	What to do before the visit	What should the visit include?	Actions to be addressed following the visit	After the visit – Recording
<b>Visit Child in Need Plans</b>	<ul style="list-style-type: none"> <li>Agreed with the team manager on a case-by-case basis</li> <li>at least once every <b>20 working days</b></li> <li>or more frequently if indicated in the CIN plan</li> </ul>	<p>Safeguarding the child</p> <p>Ensuring Welfare of the child</p> <p>To meet statutory responsibility</p>	<p>Arrange the visit:</p> <ul style="list-style-type: none"> <li>Book the visit in diary to ensure within timescale</li> <li>Record the visit due date on Frameworki</li> <li>Consider if announced or unannounced visit</li> <li>If announced, arrange the time and date with the family or carer and the child</li> </ul>	<p><b>For Child in Need visits and Child Protection statutory visits only:</b></p> <ul style="list-style-type: none"> <li>Challenge safeguarding concerns</li> <li>Assess stability of home environment</li> <li>See family and others in the home</li> <li>how does child engage with family</li> <li>Address specific issues raised in plans and reviews – hygiene, food, violence, drugs and alcohol, domestic violence, pets</li> <li>Assess progress of any interventions</li> </ul>	<p>Clarify what actions have been identified at the visit</p> <p>Identify:</p> <ul style="list-style-type: none"> <li>What needs to be done</li> <li>When it needs to be done by</li> <li>Who needs to be contacted</li> <li>How to check that it has been done</li> </ul>	<p><b>Frameworki Recording</b></p> <p>Record on Frameworki within 2 working days of the visit. The visit dates, not the recording dates, should be recorded</p> <p>Record as: <b>Type</b> – Visit <b>Sub Type:</b></p> <ul style="list-style-type: none"> <li>CIN</li> <li>Stat CP</li> <li>Stat LAC</li> </ul>
<b>Statutory visit Child Protection Plans</b>	<ul style="list-style-type: none"> <li>at least every <b>15 working days</b></li> <li>or more frequently if indicated in the child protection plan</li> </ul>	<p>Address specific issues</p> <p>Direct work with the child</p>	<p>Check accuracy of current data held about the child and the family or carer</p> <p>Plan what specific issues you want to cover in the meetings aligned to the 5 ECM Outcomes</p>	<p><b>For all visits</b></p> <ul style="list-style-type: none"> <li>See the child / see the child alone</li> <li>Ask the child how they feel and for their views about their life</li> <li>Observe relationships</li> <li>Assess health, welfare, religious, cultural, social and educational needs – are they being addressed</li> <li>Prepare for next review with the child. How to capture their contributions and feelings</li> <li>Note any significant events / changes to the plan</li> </ul>	<p>Identify any changes to the plan</p> <p>Set a date for the next statutory visit within timescales. Set this as a planned start date</p>	<p><b>Outcome the Statutory visit as:</b></p> <ul style="list-style-type: none"> <li>Child seen</li> <li>Child seen alone</li> <li>Child not seen</li> </ul> <p><b>Copy the recording into the Frameworki Visit activity</b></p>
<b>Statutory visit Looked After Children</b>	<ul style="list-style-type: none"> <li>Within one week of the beginning of any placement</li> <li>During the first year of <b>any placement</b>, at intervals of <b>not more than six weeks</b>.</li> </ul> <p>Subsequently:</p> <ul style="list-style-type: none"> <li>Where the <b>approved</b> plan is for the placement to continue until the child reaches 18, visits are to continue at intervals of <b>not more than three months</b></li> <li>For all other placements, visits are to continue at intervals of <b>not more than six weeks</b></li> </ul>	<p>Assess home environment</p> <p>Inform planning for the child</p>	<p>Be clear about the purpose of the visit</p> <p>Be clear about what to do if no-one is at home</p>	<p><b>For Looked After Children statutory visits only:</b></p> <ul style="list-style-type: none"> <li>Assess stability and review suitability of placement</li> <li>Observe how child engages with the carer</li> <li>Note carer issues</li> <li>See child's sleeping arrangements (minimum of once per year)</li> <li>Assess contact arrangements</li> </ul>		<p><b>Quality of recording</b></p> <p>If Statutory Visit, use Statutory Visit Template</p> <p>Description to be short with more emphasis on analysis which could be recorded throughout or at the end. Include underpinning theory.</p> <p>State clearly where you are giving your opinion and what prompted the opinion</p> <p>Be mindful of the purpose of the recording</p> <p>Be mindful of the potential audience for the recording (young people, families, inspectors etc)</p> <p>Include child's views and actual words</p> <p>Evidence the child's story</p> <p>Record changes to plan</p>