

Unit Handbook –Terms and Acronyms

Below is a list of commonly used acronyms and terms that are used within Children's social care.

Further in-depth information can be found on the Cambridgeshire Children's Service Procedures Manual (Provided by Tri-X) website –
http://trixresources.proceduresonline.com/nat_key/index.htm

A

ASCC - Area Safeguarding Children Committees - *To ensure that safeguarding and promoting the welfare of the child is incorporated in the work of all organisations working with children and young people in the area*

Assessment Framework - Framework for Assessment of Children in Need and their Families", issued in 2000 by the Department of Health, provides guidance on Initial Assessments and Core Assessments of Children in Need, including the timescales within which such assessments should be undertaken. The framework also provides guidance on assessment tools

Assessments

- [Initial Assessment](#) (IA) (No longer in use in Cambridgeshire)
- [Core Assessment](#) (CA) (No longer in use in Cambridgeshire)
- [Parenting Assessment](#)
- [Single Assessment](#) (SA)

B

BAAF – British Agencies for fostering and adoption

C

CAAP – Children's' area allocation panel

CAF – Common Assessment Form - *primary tool for assessing need and accessing support for children and young people in Cambridgeshire. It can be used by anyone who works with children and young people and is for children of all ages.*

CAFCAS – Child and family court advisory and support service - *Government agency responsible for Reporting Officers, Children's Guardians and other Court officers appointed by the Court in Court Proceedings involving children*

Caldicott Guardian – *Senior manager whose role is to safeguard and govern the ways in which personal information is accessed, stored and shared*

CAM – Children's Allocation Meeting - *decides about the threshold to legal proceedings through the Public Law Outline, to accommodation and to the ensuing placement. A child will only be looked after by the local authority based on the decision of this panel.*

CAMH – Children's and Adolescent Mental Health - *promote the mental health and*

psychological wellbeing of children and young people, and provide high quality, multidisciplinary mental health services to all children and young people with mental health problems

Care Plan - Every Looked After child must have a Care Plan completed and updated by the social worker. The overall purpose of the plan is to safeguard and promote the interests of the child, prevent drift and focus work with the child and the family.

The Care Plan must be regularly reviewed at Looked After Reviews.

Case Management Conference - Outlines the proposed timetable and assessments throughout the care proceedings

CASUS – Cambridgeshire Child and Adolescent substance use service

CCCT – Children’s Community Care Team

Child Assessment Order - A 28 day Order which tends to be medical specific. Parents must assist the Local Authority in the Assessment of the child/ren ie victim of induced harm such as Fictitious Illness.

CIN – Child In Need

CDAIU – Child & domestic Abuse Investigation Unit

CDOP - Child Death (overview panel) - *The child death overview panel is responsible for collecting and analysing information about the death of every child under 18 years in Cambridgeshire and Peterborough.*

CA – Core assessment - *initiated where an Initial Assessment determines that a child's needs are complex or high and require a comprehensive assessment to determine the level of services required. The Core Assessment should be completed within 35 days of an Initial Assessment or Strategy Discussion/Meeting. (From April 2014 Core assessment are no longer in use in Cambridgeshire)*

CO – Care Order - *grants Parental Responsibility for the child to the local authority specified in the Order, to be shared with the parents.*

Contact order - This is usually granted in situations where parents have separated or the child is in public care. It will state what contact the non-resident parent will have and under what circumstances.

Court Orders

- [Residence Order](#) (RO)
- [Contact Order](#)
- [Prohibited Steps Order](#)
- [Family Assistance Order](#)
- [Specific Issue Order](#)
- [Special Guardianship Order](#)
- [Child Assessment Order](#)
- [Interim Care Order](#)
- [Care Order](#)
- [Police Protection Order](#)
- [Interim / Supervision Order](#)
- [Emergency Protection Order](#)
- [Placement Order](#)
- [No Order Principle](#)
- [Secure Placement Order](#)
- [No Contact Order \(S34.4\)](#)

Court Hearings

- [Directions Hearing](#)
- [Case Management Conference](#)
- [Issues Resolution Hearing](#)

- [Final Hearing](#)
- [Fact Finding Hearing](#)

CP – Child Protection- *refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, Significant Harm.*

CPP – child protection plan- *is formulated to protect the child. A Core Group of professionals, including the Lead Social Worker, are responsible for keeping the Child Protection Plan up to date and co-ordinating inter-agency activities within it.*

CPR – Child Permanence Report- *presented to the Adoption Panel where the Panel's recommendation is sought that the child should be placed for adoption.*

CSS – Community Support service

CSS - *front end system used to capture contacts to children's social care (also used within locality) Also captures information for Performance Indicators*

D

DCAM – Disabled Children's Allocation Meeting- *Panel makes decisions about the allocation of resources for disabled children where they are supported in a home environment*
Directions Hearing - *To look at updates on case.*

DV – Domestic Violence

E

EDT – Emergency Duty Team - *a Countywide service of social workers providing out of hours emergency advice and support to users of social care services in Cambridgeshire and Peterborough.*

Eligibility Criteria –

EPO – Emergency Protection order - *Under Section 44 of the Children Act 1989, the local authority, the NSPCC, a Police Officer or any other person can apply for an Emergency Protection Order (EPO) where there is an immediate risk of Significant Harm to a child. Under the Order, the local authority acquires Parental Responsibility for the child*

ESLAC – Education Support for Looked after Children –

F

FAO – Family assistance order - *can be made by the Court in any family proceedings, is to provide short-term help to families coping with the effects of the proceedings. Such Orders are most likely to be made in contested private law cases involving children. The Order requires a social worker to advise, assist and befriend the family for a period up to 6 months*
Fact Finding Hearing - *This takes place when the parents disagree with the concerns that led to going to Court. Various evidence will be discussed and then a decision will be made about whether the parents have placed their child/ren at risk.*

FCP – Fortnightly Carer Payments – *Payments to carers*

Foster Care – *Method of caring for a child/young person who is looked after by the CCC*

Foster Carer – *An approved placement for a child or young person being looked after by the CCC*

Family Group Meeting - *held between professionals and family members, which aim to achieve the best outcomes for children through a collaborative approach.*

Final Hearing - Where final evidence is submitted, witnesses give verbal evidence and judge makes a final decision for child.

G

H

HV – Health Visitor

I

IA – Initial Assessment – *This serves as a test to decide whether the child/ren need ongoing involvement and if so, what level of involvement that should be. If they are considered Child in Need then this will go on to S17 or Child Protection will go on to S47 (both described later in this document). 10 working days are given for the completion of this document which involves visiting the family in order to complete it. An Initial Assessment can also be closed with No Further Action. (From April 2014 Core assessment are no longer in use in Cambridgeshire)*

ICS – Integrated Children’s System - system used to hold service user information

ICO – Interim care order - Gives the Local Authority Parental Responsibility (PR) which is shared equally with parents. It gives the Local Authority the ability to place in care if parents don’t agree. An ICO lasts for 8 weeks but are usually automatically renewed every 8 weeks. These are put in place when Care Proceedings are in progress. This is usually only granted if there is a likelihood of a Care Order being obtained at the end, if this does not look like the case it will be kept in proceedings.

Interim/Supervision Order - A child will remain at home but outlines that the Local Authority will work with the family and essentially ‘supervise’ the family. There would be a Child in Need or Child Protection Plan alongside this (assist/advise/befriend).

IEP – Individual education plan

IHA – Initial Health Assessment - Every Looked After child must have a Health Assessment soon after becoming Looked After, then at specified intervals - depending on the child's age.

IRH – Issues Resolution hearing

IRO – Independent Reviewing Officer -

Issue Resolution Hearing - Held prior to Final Hearing to ensure evidence is all in.

J

K

L

LAC – Looked after children -

LADO – Local Authority designated officer

LARM – Locality allocation and referral meeting

LSCB - Local Safeguarding Children Board - *consists of senior representatives from all the key agencies concerned with the safeguarding of children, including Children’s Social Care, The Police, Primary Health Trust and Education*

Locality Team – provide joined up responsive services for children and families living in their area

M

MARU – Multi agency referral unit

MFH – Missing from home -

MOSI – Model of staged intervention – tool that is used by professionals from different disciplines or occupations.

MST – Multi-systemic therapy

N

NCMA – national child minding association

NFA – No further action

No Contact Order - This stops contact if it is not safe for the child

NOP – no order principle This is relevant if parents are working together with the Local Authority. It is possible to go through Care Proceedings without obtaining an Order if agreement is working.

NSPCC – National society for the prevention of cruelty to children

NYAS – National Youth Advocacy Service

O

OTR – Open to review

P

Parenting Assessment - (This should form part of the Core Assessment (CA)) A Parenting Assessment is done to determine/assess parental capacity and to look at various areas of parenting to ensure the care afforded to the child/ren is good enough

PCT – Primary care trust

Private Fostering – Arrangements made between parents/adults who is not a relative, to care for their child for longer than 28 days.

PEP – Personal Education Plan

PIR – Placement information record

PLO -Public Law outline - Statutory guidance for Local Authorities in relation to the issue of applications for Care Proceedings and the work that should be undertaken before such applications are made.

POVA – protection of vulnerable adults

Placement Order - Gives the Local Authority the authority to place a child for adoption where there is no parental consent for adoption. Also gives the Local Authority Parental Responsibility removing the consent of the parents, and allows the adopters to make decisions regarding the child/ren.

PPO – Police Protection Order - Although known as an Order this is not actually an Order that can be granted. This action can be used if a child is considered to be at risk of imminent harm (life and limb) which allows the child to be removed by the police for 72 hours and placed elsewhere by the Local Authority if considered at risk of significant harm.

PP – Placement Plan - sets out how on a day-to-day basis the child will be cared for and their welfare safeguarded and promoted, and the arrangements for matters such as contact, medical care, education/training, details of the Social Worker, Independent Reviewing Officer and Independent Visitor if one is appointed

PR – Parental Responsibility - Parental Responsibility means all the duties, powers, responsibilities and authority which a parent has by law in relation to a child. Parental Responsibility diminishes as the child acquires sufficient understanding to make his or her own decisions.

PRU – Pupil referral unit - education facilities for pupils who have very specific needs and are unable to attend school. Usually either part-time or temporary placements, often following several exclusions from school, but also to include children with mental health problems.

PSO – Prohibited steps order - made under section 8 of the Children Act 1989 and prohibits a person with Parental Responsibility from carrying out a particular act in relation to a child.(ie taking child out of the Country)

Q

R

Retention Period – Period of time which files/papers must be securely stored before destruction

Residential Care – 24 hour care provided in a residential setting other than a person's own home.

Respite Care – Short, intermittent service provision which enables a carer to take a break from their caring duties.

RCPC – review child protection conference - Child Protection Review Conferences are convened in relation to children who are already subject to a Child Protection Plan. The first review conference is normally convened three months after a Child Protection Plan is first drawn up, then at intervals of not more than six months.

RIR – referral and information record – exemplar within ICS

RO – residence order - This outlines where a child would normally live. This can be granted to either parent, or a relative/connected person that has been caring for the child. Parental Responsibility is then shared equally.

S

SASU – safeguarding and standards unit

SCT – Supervised contact team

SEN – Special Educational Needs

SENCO – Special educational needs co-ordinator

SDS – Self direct support

SCIP – Disabled childrens information database

SCR - Serious Case Review - *Carries out statutory functions relating to serious case reviews and child deaths.*

Service User - a person who is in need of social care services

SGO – Special Guardianship order - This gives the carer the majority of Parental Responsibility for the child, so that decisions can be made without consulting the parents. This could be given to the foster carer, where the child is residing, grandparents etc. If a previously looked after child is placed within our Local Authority on an SGO, it is the originating Local Authority's responsibility to provide support for the family.

SIO – specific issue order

Single Assessment -The ONE assessment has been created in line with the criteria set out in Working Together 2013 and is based on the Framework for the Assessment of Children in Need and their Families (Department of Health et al, 2000). An assessment should be completed and recorded on the system within 45 working days from point of referral. This is the maximum timescale for completing an assessment. A plan should be completed and

recorded on the system within 10 working days from point of referral.

START – Statutory assessment and resources team

Statements (legal Documents) –

- **Initial Statement** – Outlines evidence and concerns of Local Authority and looks at thresholds.
- **Final Statement** – Looks at all evidence presented before the Court and makes judgement of our interpretation of evidence. Conclusion and recommendation for the future. May be requested to provide updated statements if new issues need resolving.

Soc Form – a form designed for use by staff in social care. Each form is issued with a specific number

SOVA – Safeguarding of vulnerable adults

SPO – Secure placement order - Section 50 Order. Allows Local Authority to remove a child and place in a secure unit (for reasons such as prostitution, self-harm etc) and this is renewable every 3 months.

Specific Issue Order - This could be done to ensure the child attends a specific school or medical appointment.

SAR – subject access requests

S7 – Section 7 - Where the Court would ask the Local Authority to complete a welfare report outlining the child/ren's wishes and feelings, giving a perspective on the child/ren's situation, if Local Authority have had extensive involvement.

S17 – section 17 – Child in need - Authority given by statute to the Local Authority to provide services to Child/ren in Need such as child/ren lacking in something which prevents them from developing the same as any other child

S47 – Section 47 – Child protection - A duty placed on the Local Authority to investigate if the Local Authority has reasonable cause to suspect child/ren in their area are likely to be suffering significant harm. This would also include a Child Protection Report and Plan.

S20 – Section 20 – child accommodated - Agreement by parents for a child/ren to be accommodated for reasons such as child/ren beyond parental control or if it is considered to be in the child/ren's best interests.

S37 – Section 37 - These are often requested when during a private law matter, the judge has concerns for the child/ren's welfare. The Local Authority can be asked to complete a report to consider the actions, if any, that a Supervision Order should be made and that the Local Authority needs to take to safeguard the child.

T

TAC – Team around the child

Threshold - "Threshold" refers to the point at which Children's Social Care are likely to accept a referral for a client.

U

V

W

X

Y

YPP – Young persons plan

Z

