

Community Information Branch

GUIDANCE MANUAL

CHILDREN (NI) ORDER 1995:

CENTRAL REQUIREMENTS

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CPR SERIES: CHILD PROTECTION REGISTER

DEFINITIONS

Child Protection Referrals

The definition of child protection referrals should be taken to mean those referrals for which the initial assessment indicates that there may be child protection issues. Paragraphs 6.32 and 6.33 of *Co-operating to Protect Children* provide further guidance:

The threshold for action should be the allegation or suspicion of child abuse....However the balance needs to be struck between taking action designed to protect the child from abuse while at the same time avoiding unnecessary intervention. Except in emergency situations or urgent cases when immediate protective action is required, referrals will require preliminary discussion with other professionals from the child protection agencies and with the referrer. In some cases it will be necessary to seek specialist opinion.

In some cases action other than a formal investigation will be decided upon following the consultation process. This might include the provision of support for the family. Such a decision should be:

- discussed and agreed with a social worker in consultation with the team leader or supervisor; and
- recorded and communicated to senior management.

The definition should not be taken to mean all referrals, as some may require action such as advice or family support rather than child protection procedures.

Category of Abuse for Registration

The category of abuse under which a child is registered will have been decided upon at the child protection conference, when agreement was reached that registration was necessary. Each child should be recorded in only one category, choosing the one which provides the most accurate picture of the situation. The abuse may be potential, suspected or confirmed, although the terms 'actual' or 'likely' occur. Potential and suspected equate with 'likely' and confirmed with 'actual'.

1. Neglect, Physical Abuse and Sexual Abuse
2. - Main category - neglect
3. - Main category - physical abuse
4. - Main category - sexual abuse
5. Neglect and Physical Abuse
6. - Main category - neglect
7. - Main category - physical abuse
8. Neglect and sexual Abuse
9. - Main category - neglect
10. - Main category - sexual abuse
11. Physical and Sexual Abuse
12. - Main category - physical abuse
13. Main category - sexual abuse

14. Neglect (only)
15. Physical Abuse (only)
16. Sexual Abuse (only)
17. Emotional Abuse (only)

Neglect: the actual or likely persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or persistent failure to carry out important aspects of care, resulting in significant impairment of the child's health or development, including non-organic failure to thrive.

Physical Abuse: actual or likely deliberate physical injury to a child, or wilful or neglectful failure to prevent physical injury or suffering to a child including deliberate poisoning, suffocation or Munchausen syndrome by proxy.

Sexual Abuse: actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature.

Emotional Abuse: actual or likely persistent or severe emotional ill-treatment or rejection resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child.. All abuse involves some emotional ill-treatment. This category should be used where it is the main or only form of abuse.

INFORMATION TO BE COLLECTED

Please complete all boxes. When data are not available insert "N/A", if data are nil insert "0". This will reduce the need to query ambiguous entries and prevent misinterpretation of the data provided.

CPR1: Number of children on the Child Protection Register, current cases by gender and age - refers to the number of children on the Child Protection Register at 31 March of the relevant year. Enter the number of children by gender and age. Record age of the child as age at 31 March of the relevant year.

CPR2: Number of children on the Child Protection Register by category of abuse - refers to cases currently on the register. If a child suffers multiple abuse, eg neglect, physical abuse and sexual abuse, this should be recorded against the main category of abuse eg main category - neglect, as either potential, suspected or confirmed.

CPR3: Child protection referrals: total number of referrals during the year by source of referral - refers to the number of referrals during the relevant year ending 31 March by source of original in year referral *which identified the child as 'potential at risk'*. Where there are several sources of referral identifying the child as 'potential at risk', record the first source as the original (eg if the same child was referred by (1) school, (2) neighbour and (3) police over the course of the same or several days, school would be recorded as the original in year referral).

Enter the number of referrals under each source of referral. If a child is referred to the register on more than one occasion during the relevant year (eg in April, July and September) record the source of each referral.

A disaggregated list of referral agents is given at the end of these notes.

CPR4: Legal status of children on the child protection register by age - record against the appropriate legal status the number of children in each age group at 31 March of the relevant year. Record age of the child as age at 31 March of the relevant year. If more than one legal status is indicated or in force for the child at 31 March, then record the latest one only.

CPR5: Child Protection Register: current cases on the register by duration and age - this refers to current cases on the register at 31 March of the relevant year. Record age of the child as age at 31 March of the relevant year.

CPR6: Child Protection Register: number of investigations completed - record the total number of investigations under the Child Protection procedures completed in each category during the relevant year ending 31 March. The total number of investigations completed will be the sum of joint protocol, social work, RUC and investigations.

CPR7: Child Protection Register: total number of registrations during the year ending 31 March - refers to the total number of registrations during the relevant year ending 31 March. Where a child has moved on and off the register several times during the year count each registration. *Record age of the child as age at time of registration.*

CPR8: Child Protection Register: total number of registrations during the year ending 31 March by category of abuse - refers to the total number of registrations during the relevant year ending 31 March. Where a child has moved on and off the register several times during the year count each registration. *Record age of the child as age at time of registration.*

CPR9: Child Protection Register: total number of re-registrations during the year ending 31 March - refers to the number of children who were re-registered on the Child Protection Register during the relevant year ending 31 March, irrespective of the date of their first registration on the register. For example, a child first appearing on the register in 1990 and de-registered in 1992, if re-registered in the current year, they should be included as should any who move on/off the register during the current year.

CPR10: Child Protection Register: total number of cases removed (de-registrations) from the register by length of time on the register, gender and age - refers to the number of cases removed from the register (de-registrations) during the relevant year ending 31 March. Record the duration of the period on the register immediately prior to de-registration only. Where a child has moved on and off the register several times during the year count each de-registration. *Record age of child as age at time of de-registration.*

CPR11: Number of children subject to case conferences - record in the appropriate box the number of children who were subject to:

- initial case conferences which led to registration during the relevant year ending 31 March
- initial case conferences which did not lead to registration during the relevant year ending 31 March
- initial case conferences during the relevant year ending 31 March (sum of the two categories above)

Referral agents

Aggregate category	Referral agents included (from SOS CARE)
Police	Police
School/EWO	EWO, Teacher, Educat. Psychologist
Voluntary organisation	Voluntary organisation
GP	GP
Social Services	Other UOM, Social Worker
Community nursing	Health visitor, District nurse, Community psych nurse, Practice nurse
Relative	Relative
Neighbour/Friend	Friend/Neighbour
Hospital	Hospital doctor, Psychiatric nurse, Hospital nurse, Hospital therapist, Hospital social worker
Self	Self
Anonymous	Anonymous
Other	Any other referral agent

DC SERIES: DAY CARE FOR CHILDREN (UNDER 12 YEARS)

1. Please complete all boxes. When data are not available insert "N/A", if data are nil insert "0". This will reduce the need to query ambiguous entries and prevent misinterpretation of the data provided.

DC1 & DC1a: DAY NURSERY SERVICES (at 31 March)

2. Day nurseries look after under five's for the length of the adult working day. They may be run by voluntary organisations, private companies or individuals as a business, community groups as a co-operative enterprise, employers in the public or private sectors for their workforce, or any of these bodies on a partnership basis. Children will attend part-time or full-time depending on their and their parent's needs.
3. **Number of day nurseries** - record the total number of day nurseries operated by each provider within the Trust at 31 March of the relevant year. It is the number of separate premises, rather than the number of operators, that is to be recorded. For registration purposes it is the number of providers that are registered rather than the number of premises, but each provider should be registered for each location from which he/she operates. Community group provision should be recorded under "Other organisations".
4. **Number of registered places** - refers to the total number of places available in day nurseries in the Trust area at 31 March of the relevant year, irrespective of whether they are occupied or not.
5. **Total number of children placed and paid for by the Trust** - record the total number of children who were placed and paid for by the Trust in day nurseries during the year ending 31 March. All such children should be counted irrespective of whether the day nursery was located inside or outside the Trust area.

DC2 & DC2a: CHILDMINDERS

6. Childminders look after children aged under five and school age children outside school hours and in the holidays in domestic premises, usually the childminder's own home. They offer this service all the year round for the full adult working day. Parents and childminders negotiate the terms and conditions.
7. Sponsored childminders are registered childminders with whom children may be placed but the fees for such children are paid for by the Trust
8. **Number of persons** - record the total number of registered childminders or sponsored childminders in the Trust area at 31 March of the relevant year. As sponsored childminders should also be registered childminders they should be counted in the total of registered childminders and then recorded separately.
9. **Number of places** - record the total number of childminding places available with registered childminders in the Trust area at 31 March of the relevant year, irrespective of whether they were occupied on the that day or not.

10. **Number of places designated for under 5 year olds** - record the total number of places at 31 March of the relevant year, which were designated specifically for under 5 year olds (irrespective of whether they were occupied on the that day or not), out of the total number of places available with registered the childminders.
11. **Number of children placed and paid for by the Trust with sponsored childminders** - record the total number of children in the under 5 and 5-under 12 age groups who were placed and paid for by the Trust with sponsored childminders during the relevant year ending 31 March. All such children should be counted irrespective of whether the childminder was located inside or outside the Trust area.

DC3 & DC3a: PLAYGROUPS

12. Playgroups provide session care for children aged between three and five, though exceptionally some may take slightly younger children. They aim to provide learning experiences through structured play opportunities in groups, and with involvement of the parents in all aspects of the operation of the group. Most playgroups are run on a self-help basis by groups of parents with one or two paid staff. Some playgroups may be run by Trusts or voluntary organisations eg NSPCC Some are called opportunity groups and cater specifically for children with special needs. Playgroup sessions last no longer than 4 hours.
13. **Number of playgroups** - record the total number of playgroups operated by each provider in the Trust area at 31 March of the relevant year (one provider may operate several playgroups in different locations, each playgroup should be counted).
14. **Number of places** - record the total number of places available in playgroups in the Trust area at 31 March of the relevant year irrespective of whether they were occupied or not.
15. **Total number of children placed and paid for by the Trust** - record the total number of children who were placed and paid for by the Trust in playgroups during the relevant year ending 31 March. All such children should be counted irrespective of whether the playgroup was located inside or outside the Trust area.

DC4: OUT OF SCHOOL CLUBS

16. These offer to care for the school age children in the absence of the parents or the carers from the end of the school day until the parent can collect the child. Some may also care for children before the school starts. They are not open access. They may be run by the Trust, voluntary organisations or community groups or privately. Children will be escorted to the club by a responsible person and not allowed to leave until collected by the parent or person who has parental responsibility or who is looking after the child.
17. **Number of clubs** - record the total number of out of school clubs provided by each body in the Trust area at 31 March of the relevant year.
18. **Number of places** - record the total number of places available in the Trust area at 31 March of the relevant year. If the number of places varies please record the maximum number.

19. **Average number of attendances per operating week** - this refers only to those weeks or part weeks during which the club operates. To calculate this take the total number of children who attend during each week (ie number attending on Monday + Tuesday etc) total these figures and divide by the number of weeks in the year during which the facility is open.

DC5: HOLIDAY SCHEMES FOR CHILDREN

20. These look after children of school age during the school holidays and operate like out of school clubs. They may be provided by the Trusts, District Councils, Education and Library Boards, voluntary agencies such as Harmony Community Trust, Extern etc, by other organisations in partnership with the Trust or by other organisations on their own.

Please count a holiday scheme for each holiday period for which it is operating

21. **Number of schemes** - record the total number of schemes operated within the Trust area and provided by each body during the relevant year ending 31 March.
22. **Number of places** - record the total number of places available in schemes operated by each body during the year ending 31 March, irrespective of whether or not all places are occupied.
23. **Average number of attendances per operating week** - this refers to the number of children attending holiday schemes provided by the various bodies during the relevant year. To obtain this, take the total number of children attending during each week and divide the total thus obtained by the number of weeks in the year during which the scheme operated.

DC6, DC6a & DC6b: FAMILY CENTRES

24. A family centre is a place used or attended by children of any age and their parents or those with parental responsibility for them or looking after them. The range of services or facilities likely to be provided include those for children (eg play sessions, toy libraries, out of school activities), for adults (eg training opportunities, advice or therapy sessions) and for the whole family (eg group work with a professionally qualified person).
25. **Number of families attending** - record the number of families (ie parent(s) of children or those with responsibility for children) attending the centre at least once during the relevant year ending 31 March. Only one attendance should be counted for each family. Count this attendance even if only one parent or one person responsible for the child(ren) attends.
26. **Number of children attended during the year** - record the number of children attending the centre during the relevant year ending 31 March **NOT** the number of times children attend the centre during the year. For example a child who attends only once and a child who attends 10 times would both be recorded only once.
27. **Numbers placed and paid for by the Trust in non-Trust family centres** - record the number of families and number of children for whom the Trust has accepted financial responsibility with regard to their placement in a family centre not operated directly by the Trust (includes grant aided family centres) during the relevant year ending 31 March. All such families and children should be counted irrespective of whether the family centre was located inside or outside the Trust area.

28. **Services provided** - indicate which of the services shown are provided by the family centres within the Trust's area. Record as many services as apply. Only one return should be made for the Trust as a whole and **NOT** one for each family centre.

LA SERIES: CHILDREN LOOKED AFTER

DEFINITIONS:

1. **Looked After** - A child is looked after by an Authority if he or she is in their care or if he or she is provided with accommodation for a continuous period of more than 24 hours by the authority in the exercise of its Social Services function.
2. **Placed with family** - this refers to children for whom a Care Order exists and who are placed with their parents, a person who is not a parent but who has parental responsibility for the child or where a child is in care and there was a residence order in force with respect to him/her immediately before the care order was made, a person in whose favour the residence order was made.
3. **Respite Care** - this term refers to either a series of short-term pre-planned, or ad hoc placements, where a child moves temporarily from his/her carer (ie foster care, residential care, family etc) in order to allow the child and/or the carer a period of respite. The move could, in ad-hoc situations, involve a change of placement (eg foster care to residential care) or the child could remain within the same placement type (eg foster care to foster care). Children could also move from a family placement to another placement type for respite care.
4. Where respite care is pre-planned, within the same placement, (note: placement rather than placement type **must** remain constant) no single period of respite should be for a duration of more than four weeks and the total duration of the periods of respite should not exceed 90 days in any one year (to comply with Regulation 11 of the Review of Children's Cases Regulations (NI) 1996).
5. As a general rule of thumb, if a social worker regards the short-term placement of a child as being "for respite", either to benefit the child or the carer(s), then this should be recorded on the appropriate return.
6. **Independent living** - refers to any young person being looked after by an authority, who moves from his placement to live independently within the community before he/she is 18 years of age.

INFORMATION TO BE COLLECTED:

7. Please complete all boxes. When data are not available insert "N/A", if data are nil insert "0". This will reduce the need to query ambiguous entries and prevent misinterpretation of the data provided.

LA1: Children looked after by legal status, gender and age - all children being looked after by the Trust at 31 March of the relevant year are to be recorded on this return as indicated according to the legal status, gender and age of the child at 31 March. If more than one legal status is indicated or in force for the child at 31 March then record the latest one only.

LA2: Children looked after by placement, gender and age - all children being looked after by the Trust at 31 March of the relevant year are to be recorded on this return as indicated according

to placement, gender and age of the child at 31 March. Foster Care includes children fostered with either relatives or strangers.

LA3: Children looked after by duration of being looked after, gender and age - all children being looked after by the Trust at 31 March of the relevant year are to be recorded on this return as indicated according to duration, gender and age of the child at 31 March. Duration refers to the length of time the child has been continuously 'looked after' irrespective of which legal statuses or placements have been invoked during the period.

LA4: Children looked after by duration of being looked after, gender and placement - all children being looked after by the Trust at 31 March of the relevant year are to be recorded on this return as indicated according to duration, gender and placement of the child at 31 March. Duration refers to the length of time the child has been continuously 'looked after' in that placement at 31 March. Short-term changes in placement eg a child being allowed home for the weekend or periods of respite care should be ignored in calculating the overall duration of the placement.

LA5: Children accommodated for respite care by placement, gender and age - all children accommodated by the Trust for respite care during the year ending 31 March are to be recorded on this return as indicated according to placement, gender and age of the child. It is the number of children admitted to respite care during the year, not the number of admissions for each child, that is to be recorded. For example, if a child is admitted to respite care on two separate occasions during the year the child will be recorded only once on the return.

Record age of the child as age at time of first admission to respite care during the relevant year.

Record placement as first placement for respite care during the relevant year. For example, if a child's first placement for respite care during the year is in foster care and subsequent placements are in residential care, it is the placement in foster care that is to be recorded.

LA6: Number of admissions during the year by legal status, gender and age - record as separate events each occasion on which a child starts to be looked after by the Trust during the year ending 31 March. according to the legal status, gender and age of the child on (each) admission. For example, if one child starts to be looked after on two separate occasions during the year (ie if a child starts to be looked after by a Trust, then ceases to be looked after and subsequently during the year is again looked after) this will count as two admissions.

Do not count changes of legal status within care as a re-admission, or children being looked after for respite care.

LA7: Number of admissions during the year by placement, gender and age on admission - record as separate events each occasion on which a child starts to be looked after by the Trust during the year ending 31 March. according to the placement, gender and age of the child on (each) admission. For example, if one child starts to be looked after on two separate occasions during the year (ie if a child starts to be looked after by a Trust, then ceases to be looked after and subsequently during the year is again looked after) this will count as two admissions.

Do not count changes of placement or change of legal status within care as a re-admission, or children being looked after for respite care.

LA8: Number of discharges during the year by duration, gender and age on discharge - record as separate events each occasion on which a child ceases to be looked after by the Trust during the year ending 31 March. according to the placement, gender and age of the child on (each) discharge. For example, if one child ceases to be looked after on two separate occasions during the year (ie if a child ceases to be looked after by an authority, then starts to be looked after and subsequently during the year again ceases to be looked after) this will count as two cessations.

Do not count changes of placement or change of legal status within care as a re-admission, or children being looked after for respite care.

LA9: Number of discharges of young persons aged 16 and over during the year by gender and age - record as separate events each occasion on which a young person aged 16, 17 or 18 ceased to be looked after during the year ending 31 March. For example, if one young person ceases to be looked after on two separate occasions during the year (ie if a young person ceases to be looked after by a Trust, then starts to be looked after and subsequently during the year again ceases to be looked after) this will count as two cessations. Do not count changes of placement or change of legal status within care as a re-admission, or children being looked after for respite care.

LA10: Number of young persons aged under 18 who are/were looked after during the year but are in "independent living" by gender and age - all young people aged under 18, who are looked after by the Trust during the year ending 31 March but who are in "independent living" are to be recorded on this return as indicated. Record also any young person who was in an "independent living" situation during the year but was re-admitted to foster care or residential accommodation during the year.

LA11: Number of young persons aged between 16 and 21 who are/were being looked after and received services during the year by type of service, gender and age - all young people aged between 16 and 21, who are/were looked after by the Trust during the year ending 31 March and who received services are to be recorded on this return as indicated. *Record each service which a young person received.*

N SERIES: CHILDREN IN NEED

COVERAGE

This return is intended to cover **children in need within the Trust** between 1 April and 31 March of the relevant year.

GUIDANCE AND DEFINITIONS

CHILDREN IN NEED CATEGORIES: (N4 & N6 returns)

1. Children will not normally be subject to a child protection investigation at the initial referral however, these boxes should be ticked when the referral indicates child protection investigation is required and if/when this is confirmed by the initial assessment. Children will cease to be “in need” under this definition when the child protection investigation is complete. They may, however, continue to be “children in need” under any other of the definitional headings.
2. Children with a disability are defined as those children who meet the definition agreed by the working group on children with a disability.

To be accepted as a child in need the child must meet the disability definition and be likely to require social care services. Some children with disability will have their needs met by medical, educational, family and social networks not requiring social care services involvement. The need for social care services will be established only after a full assessment.

3. This definition applies to children abandoned, or “out of home” on what initially appears to be a long-term basis i.e. there is no obvious individual or family who can immediately provide “parental” responsibility, after assessment the family may be able to offer appropriate care and the child would no longer be in need.
4. This definition applies to children who are normally well cared for by their carer(s) but the carer(s) is/are temporarily unable to exercise that care through illness, or unavoidable absence. In these cases there is no questions over the carers normally discharging their responsibility.
5. Many referrals illustrate a deficit in care but not sufficient to expose the child to risk of significant harm. In these circumstances the child’s needs for improved parenting can be achieved by offering the child and family support. For example day care provision of a child under five whose carer is suffering mental health problems.
6. The level of breakdown of families is high but can be achieved in amicable separations without significant impairment of a child’s emotional, physical or development impairment. If this is so the child is not in need. This category should only be used where:
 - impairment can be predicted and
 - is casually linked with the family breakdown and
 - can be shown to be reduced by social care services
7. This definition involves children whose well-being is damaged by their behavioural, emotional, psychiatric and psychological disturbance and could include drug and alcohol use, neurotic and psychotic conditions as well as emotional and behavioural problems such as

“challenging behaviour” or “self harm”. However, these conditions are qualified by having to be of such severity as to “significantly prejudice the well-being of the child” thus recreational use of alcohol by older adolescents may be excluded. The need for social care services will have to be established by an assessment.

8. Not all offenders will be “children in need” for the purposes of this definition. The nature of their offending (e.g. frequency, severity) and its consequences (e.g. response of the criminal justice system, impact upon the victim or community) should be a significant feature of their life.
9. Families experiencing “homelessness” are the responsibility of the Housing Executive, however a young person maybe homeless and their welfare at risk, such children will be in need.
10. As stated on return.
11. This category requires an assessment be made as to whether performing the duty “impairs or distorts the child’s normal development”. Thus the burden of daily care may involve activities appropriate to the age of the child but distort the child’s opportunity for normal age related education and leisure.
12. The request for financial assistance is relevant where such assistance assists, safeguards or promotes the well-being of a specific child who by definition without such assistance would be in need, e.g. financial assistance to a day care placement.
13. In many instances the financial assistance is to a family rather than a specific child, e.g. emergency payment to ensure food or warmth. In such circumstances the family should be counted as one referral, but a note made, in the box provided, of how many children are in the family and receiving assistance, since all such children will be deemed as in need.

RELIGION (N5a & N7a returns)

14. **Roman Catholic (1)** - refers to all of the Roman Catholic faith
15. **Presbyterian (2)** - refers to all stating their denomination to be Presbyterian. Include here also Church of Scotland but exclude all other groupings with ‘Presbyterian’ in their title, e.g. Free Presbyterian, Non-subscribing Presbyterian, etc. These groups should be recorded under ‘Other denominations’.
16. **Church of Ireland (3)** - refers to all stating their denomination to be Church of Ireland.
17. **Methodist (4)** - refers to all stating their denomination to be Methodist.
18. **Other Denominations (5)** - refers to all other Christian and non-Christian denominations and faiths.
19. **None (6)** - refers to those with no religious persuasion.
20. **Refused/Unknown (7)** - refers to those who refuse to give details of their religious affiliation or whose religious affiliation cannot be established.

ETHNIC GROUP (N5b & N7b returns)

21. **White (1)** - refers to all white or olive skinned people from Europe, North Africa, Middle East, the Americas and Australasia.
22. **Chinese (2)** - refers to all those belonging to the Chinese ethnic group, originating from mainland China, Hong Kong, Singapore, Taiwan and Malaysia.
23. **Traveller (3)** - refers to persons sometimes known as gypsies or itinerants but excluding New Age Travellers, the pejorative term 'tinker' would sometimes be used to refer to this sector of society. The term applies to those who travel from place to place, are temporally based on a traveller site or who are settled in permanent accommodation on a traveller site.
24. **Indian (4)** - refers to those from the Indian sub-continent, i.e. India, Pakistan and Bangladesh.
25. **Black (5)** - refers to Black Africans, Afro-Caribbean's, African Americans.
26. **Others (6)** - Refers to those other ethnic groups. Include here those from Malaysia (other than Chinese), Vietnam, Japan, etc.
27. **Refused/Unknown (7)** - refers to those who refuse to give details of their ethnic group or whose ethnic group cannot be established.

INFORMATION TO BE COLLECTED

28. Please complete all boxes. When data are not available insert "N/A", if data are nil insert "0". This will reduce the need to query ambiguous entries and prevent misinterpretation of the data provided.

N1: Number Of Referrals, Episodes And Children Referred To Social Services during the Year Ending 31 March.

Count:

- i. total number of referrals for all children under 18 at time of referral;
- ii. episodes of involvement for children referred to social services. This will count:
 - children who are referred for the first time;
 - children who were previously known to social services and whose cases have been closed, but who are subsequently referred to social services. Cases may be opened and closed for the same child several times during the course of the year, i.e. there may be several episodes of involvement for a child during the course of the year. Where an episode of involvement commences in one year and closes in another, it should be counted in the year in which the case opened;
- iii. number of **children** referred (including unborn children).

N2: Current Status Of Children Referred during the Year Ending 31 March - of those children referred during the year ending 31 March, this table will show how many at 31 March had:

- i. inappropriate referral - i.e. an inappropriate childcare referral to social services. Referred back to referral source;
- ii. no further action required - i.e. not required to allocate for full assessment of need due to query being dealt with at referral stage e.g. advice on social security, health and social services etc;
- iii. no further action taken - i.e. unable to meet needs of client referred, perhaps due to lack of skilled resources to deal with case. Ability to record unmet need. Referred back to referral source with advice on outcome of initial assessment of referral;
- iv. allocation for service/assessment - i.e. upon initial assessment of referral case allocated to social services professional/team to carry out full assessment of need for client or for provision of a service.
- v. other - i.e. cases which are not allocated to one of the above categories. This would include cases awaiting a decision (pending cases).

by gender and age.

Record age of child as age at time of referral. Unborn children should be included and recorded in the 0-4 age group.

N3 & 3a: Number Of Children Referred during the Year Ending 31 March - of those children with a disability referred during the year ending 31 March, this table will show their group membership. If a child is a member of more than one group they will be counted under each disability grouping.

Record separately at N3(a) the total number of disabled **children**, i.e. the total number without the double counting of group membership in N3.

Record age of child as age at time of referral.

N4: Number Of Episodes (Presenting Category) during the Year Ending 31 March - record the first presenting category for each episode of involvement during the year ending 31 March against the appropriate Children in Need category. Where the child is awaiting assessment and cannot be assigned to a Children in Need category, this should be recorded at Category 16.

Not all episodes of involvement during the year will be recordable against a Children in Need category.

Record age of child as age at time of referral.

N5(a&b): Number Of Episodes (Presenting Category) during the Year Ending 31 March - this return records for the same as in N4, religion and ethnicity. Totals for each column should be the same as in N4.

Record age of child as age at time of referral.

N6: Number Of Episodes (Category After Initial Assessment) during the Year Ending 31 March - if, for each episode, the initial assessment resulted in a child being identified as 'in need', this return should record the child against the appropriate category.

While a child may, at time of referral to social services, be recorded against one of the categories of Children in Need, not all of these children will, after initial assessment, necessarily fall into one of these categories, as some children may not be assessed as being in need. The results of the initial assessment for each episode should be recorded against **one** (main) category only.

Situations may arise when a child referred to a duty social worker is also assessed by that social worker at the same time, i.e. the referral and assessment are part of the same process without anytime delay. Such situations would constitute one referral and subsequently one assessment.

Record age of child as age at time of referral.

Also include on this return the number of episodes where children are:

- A. Awaiting assessment - some children referred during the year may not have been assessed by the 31 March of the relevant year. Such children should be recorded as 'awaiting assessment'. The children will be included on return N6 the following year under the appropriate category of need.
- B. Assessed as not in need - record here the number of children who after initial assessment it is decided are not in need. These are children who will have been recorded on N4 but who are not recorded under any of the 'in need' categories on N6.
- C. No Service Available - record here the number of children who after initial assessment it is decided are in need **but for whom no service is available**. That is, it will be more than 4 weeks before the assessed service will become available, if at all. For example, there may be currently no suitable service or resources to provide the service and the child's need is therefore, unmet.

Children in Need category 13 (Request for financial assistance for children in a family) enter the number of children in the family for whom the request is made (this can be obtained from KCC13). Numbers entered under category 13 should not be counted in the overall total column.

N7(a&b): Number Of Episodes (Category After Initial Assessment) during the Year Ending 31 March - this return records for the same episodes as in N6, religion and ethnicity. . Children assessed as not in need or no service available (categories B and C in N6) should

be included in these returns, as well as those assessed as in need (total of rows 1-12). Totals for each column should be the same as in N6.

Record age of child as age at time of referral.

N8, N9(a&b): THESE RETURNS ARE NO LONGER REQUIRED these returns recorded the outcome of the initial assessment (N8) and religion and ethnicity (N9a&b) for those children recorded on N6 line A, i.e. those awaiting assessment, at the end of the previous year. Guidance for N6 and N7(a&b) applies as appropriate. Children assessed as not in need or no service available (categories B and C in N8) should be included in these returns, as well as those assessed as in need (total of rows 1-12).