



Addendum Service Plan

19th October 2020

In light of the Welsh Government Announcement that a “Circuit Breaker Lockdown” or “Fire Break” will come into force between 6pm, Friday 23rd October 2020 until Monday 9th November 2020 the decision has been made to review and update the Service Plan in line with the Guidance that has been issued.

Should further operational guidance be provided by Welsh Government during this period the senior management team will review this addendum. In the absence of any further extension of the “Fire Break” we will revert to the arrangements set out in the Service Plan dated 22nd September 2020 on 9th November 2020.

Central Team

The Central Team will continue to operate until the end of the Fire Break on the 9th November 2020, at which time it is expected that each Team will have arrangements in place, making use of Jabber where appropriate, to operate a Duty System. A new rota for the next two weeks is to be drawn up before Friday 23rd October and wherever possible staff will be encouraged to participate.

Home Visits (Child protection, children looked after and care and support)

All home visits are, wherever possible, to be undertaken remotely unless a physical visit to the home is considered to be necessary. In these cases the two part necessity/risk assessment will need to be completed and agreement given by a Group Manager or Head of Service, prior to the visit going ahead.

Face to Face Contact

All direct/face to face contact between children and their family is to be temporarily suspended. Arrangements will need to be established wherever possible for contact to take place using remote facilities such as face-time, telephone calls etc and for carers to supervise as appropriate. In instances where contact is considered to be necessary (eg. for the purpose of assessment) the two part necessity/risk assessment



will need to be completed and agreement be given by a Group Manager or Head of Service, prior to the contact going ahead.

Respite/Short Breaks

Where it is deemed appropriate for existing respite or short break bookings to continue to prevent placement or family breakdown, the necessity/risk Assessment will need to be reviewed and updated as appropriate.

Risk Assessments

In the case of staff who are currently subject to risk assessments that allow them to work in council premises whilst undertaking tasks not defined as business critical. These risk assessments should be reviewed by their Team Managers. During the firebreak, they will only be able to work in council offices if they are undertaking business critical tasks or if the risk assessment deems that there is no other safe way for them to work. These scenarios should be classed as exceptional.

Initial Child Protection Conferences (ICPC)

ICPC's will be held via Microsoft Team (MS Teams) with the Independent Reviewing Officer (IRO) chairing this meeting being conducted by the chairperson working from home. All other participants will also be at home for this meeting. However if it is not practical or possible for the chairperson to work from home they will attend at the Civic Centre but all other participants will work from home.

Review Child Protection Conferences

RCPC's will be conducted in line with the ICPC's and will be held using MS Teams. However if it is not practical or possible for the chairperson to work from home they will attend at the Civic Centre but all other participants will work from home.

The RCPC will be a multiagency meeting and as such decisions will be made in relation to Child Protection registration. Children will be permitted to be de-registered providing the majority of professionals determine this is the appropriate course of action and the child is no longer considered to be at risk of significant harm.

Combined Looked After Children Reviews and CPC's

These will only be held at the specific request of Children Services. Once agreed, convening forms and reports must be sent as they currently are.



The meeting will be held via MS Teams.

Looked After Children Reviews

IRO's will make MS Teams contact during the planned meeting time with individual participants to gain an update and ensure any actions/recommendations are recorded and forwarded to the Team Manager & case holding Social Worker.