

# Supporting Enfield's Children with a Social Worker

## *Information for Schools*



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**This document supports schools with the development of best practice and explains expectations around communications between Schools and Enfield's Children's and Family Services while supporting families with a Child in Need (CiN) or Child Protection plan (CP).**

## **Children's Multi Agency Safeguarding Hub (MASH)**

Referrals to MASH should be made via [Enfield's Children, Young People and Families Portal \(enfield.gov.uk\)](https://enfield.gov.uk) or **020 8379 5555**, Monday to Thursday from 9am to 5pm, Friday 9am to 4:45pm. Out of office hours on **020 8379 1000** (select option 2 and you will be transferred to an advisor). You can also email [childrensmash@enfield.gov.uk](mailto:childrensmash@enfield.gov.uk).

Designated Safeguarding Leads (DSL's) can contact **020 3855 6241** for a consultation with a Social Worker regarding safeguarding concerns. This line closes at 2pm, after which time DSL's will need to contact MASH directly (see details above).

Referrals to MASH will be reviewed within 24 hours and outcomes will be communicated back to the referring school. Please contact MASH if you would like an update on your referral.

## **Strategy meetings**

Strategy meetings are multi agency meetings which are held when there is reasonable cause to believe that a child is suffering or is likely to suffer from significant harm. Representatives from Children's Social Care, Health, Police and schools should always attend and any other relevant professionals who are involved with the family or child may also be invited. When invited schools should attend strategy meetings and share as much information as possible regarding the child and family.

# Sharing information

Partner checks are requested to share relevant information to inform holistic child and family assessments. Where partner agency checks are requested:

- **under Section 17**, information needs to be shared within 72 hours
- **under section 47**, information needs to be shared within 24 hours.

In the absence of partner agency information, the social work assessment cannot present a full and accurate picture. Information shared by school will (in most circumstances) be shared with parents and carers. Schools should work transparently with parents about concerns and respond to parents questions or queries in relation to any concerns school raise.

## When a child is placed on a plan

Once the decision has been made to place a child on a CiN or CP plan, the expectations around communication with schools are as follows:

- If the child is made subject to a CP Plan, a Review Child Protection Meeting (RCPC) will take place 3 months following the Initial Child Protection Conference (ICPC) with further RCPC's held every 6 months (unless otherwise stipulated by the conference chair). Schools will be invited and are expected to attend.
- Following the ICPC if the child is made subject to a CP plan, a Core group meeting is arranged to take place 10 working days following the ICPC. Schools will be invited to attend to explore and be part of the plan in place for the child.



- If the child is made subject to a CiN plan, a Child Network Meeting will be arranged to take place 10 working days following the ICPC. Schools will be invited to attend to explore and be part of the plan in place for the child.
- Core groups and Child Network Meetings take place every 6 weeks, once set at the ICPC and agreed by all professionals (including schools and parents) to ensure their attendance and contribution to the meeting, to allow updates to be provided to the current plan.
- Minutes of the meetings are provided by the Social Worker and sent out to all in attendance.
- Social workers should inform the school if the Social Worker changes and schools should ensure everyone on their safeguarding team is aware.

### **Schools should:**

- Ensure that a representative from the school (who is familiar with the concerns around the child or family) attends the meeting.
- Provide a completed multi agency Child Protection Conference Report, at least two days in advance of any Child Protection Conference.
- Provide an attendance certificate.
- Provide an overview of the child's attendance, attainment, behaviour (including any relevant reports) in addition to feedback regarding any support provided by school and regarding the wellbeing of the child, when attending ICPC's, RPCP's, Core groups and CiN network meetings.

These meetings are an opportunity for stakeholders to share information. **If a concern arises between meetings (for example behaviour concerns or changes in attendance) this information should be shared with Social Workers as soon as possible. Equally Social Workers should contact schools if there are any new concerns or events that might impact on the children in school.**

**If a school needs to inform the Social Worker of a concern and cannot reach them, please contact the Social Workers Manager or the duty number (this should be available on the Social Worker's out of office notification).**

# Social Worker visits to families

- Children with a CiN plan are seen a minimum of every 4 weeks.
- Children subject to a CP plan are seen a minimum of every 10 working days.
- This would usually be at home but may take place at school.
- Social Workers should confirm any visits taking place at the child's school with a member of the schools safeguarding team – again schools should ensure everyone who needs to know is informed.

## When a plan closes

In the case of a CP plan closing, schools should be invited to a RCPC where this decision is made and the next steps discussed.

In the case of a CiN plan closing, schools should be invited to a final CiN meeting where closure and a step-down plan is agreed so that everyone is clear of expectations. Schools should expect to receive a formal closing letter and minutes within 10 working days.

## Escalation process

If you have spoken to the Social Worker but feel any issues need escalating, please contact the relevant Team Manager. The contact details for the Social Worker's Team Manager can be found on their email signature. Please contact the Team Manager in the first instance before the Service Manager.



# Suspension and Permanent Exclusion

When Headteachers suspend or permanently exclude a pupil they must 'without delay,' notify parents. **Legislative changes mean that if a pupil has a Social Worker, or if a pupil is Looked-After, the Headteacher must, without delay, also notify the Social Worker and/or Virtual School Headteacher, as applicable.** Schools must ensure they have a formal process in place for informing Social Workers, clearly setting out all reasons for the suspension exclusion.

In the case of a Looked After Child or child with a Social Worker, the school and the Local Authority should work together **to arrange alternative provision from the first day following the suspension or permanent exclusion.**

Both the Social Worker and/or the Virtual School Headteacher, **must be informed and invited** when a governing board meeting is taking place, in order to share information.

Social Workers should be informed if school are concerned that a child or young person is at risk of suspension or permanent exclusion and should discuss their concerns **in advance** of school's decision to suspend or permanently exclude.

Social Workers should be invited to attend return from suspension/reintegration meetings to discuss support moving forwards.

Schools should discuss the suitability of Managed Moves to other schools with families and any Social Worker working with the family prior to bringing the child to Fair Access for consideration.

## Attendance

School should notify Social Workers of:

- A child or young persons unauthorised absence and concerns regarding attendance
- Deletion of the child or young person's name from school register (including to EHE).

## Reduced timetables

All compulsory school age pupils are entitled to a full time education, however in exceptional circumstances which are considered in the ‘best interest of the child,’ a temporary reduced timetable may be agreed however this should be time limited, in place for the shortest time possible and reviewed regularly.

**If evidence suggests that the child will be exposed to significant risk if not in school, then a reduced timetable should not be a considered an option.**

Any reduction in timetables should be agreed with the family, Social Worker and associated professionals. Support and care arrangements should be agreed and recorded. The Headteacher of the Virtual School must be involved with a decision about a reduced time timetable for a Looked After Child (LAC).

## Advice and Guidance from Enfield Virtual School

In September 2021 the role of Virtual School Headteachers was extended to include strategic responsibility for promoting the education for children with a Social Worker.

‘Children with a Social Worker’ includes all children who have been assessed as needing or previously needing a Social Worker within the past 6 years due to safeguarding or welfare reasons. It includes all children aged 0 to 18 across all education settings subject to a children in need plan or a child protection plan.

Evidence has shown that these children do significantly worse than others at all stages of education, and that poor educational outcomes persist even after social work involvement ends.

**DSL’s who require advice and guidance regarding the education of a child with a Social Worker (particularly those who are at risk of permanent exclusion, suspension, persistent absence or becoming Electively Home Educated) please contact the Virtual School Assistant Head for Vulnerable Children (see below for contact details).**



# Useful contacts

## Intake and Assessment Team Managers

Filiz Erpolat	<a href="mailto:Filiz.Erpolat@enfield.gov.uk">Filiz.Erpolat@enfield.gov.uk</a>
Anna Lewandowski	<a href="mailto:Anna.Lewandowski@enfield.gov.uk">Anna.Lewandowski@enfield.gov.uk</a>
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Shashank Sharma	<a href="mailto:Shashank.Sharma@enfield.gov.uk">Shashank.Sharma@enfield.gov.uk</a>

## Service Manager (Assessment and Intervention)

Linda Read	<a href="mailto:Linda.Read@enfield.gov.uk">Linda.Read@enfield.gov.uk</a>
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## Child Protection and Child in Need Team Managers

Edirin Johnson	<a href="mailto:Edirin.Johnson@enfield.gov.uk">Edirin.Johnson@enfield.gov.uk</a>
Emmanuel Kondou	<a href="mailto:Emmanuel.Kondonu@enfield.gov.uk">Emmanuel.Kondonu@enfield.gov.uk</a>
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Cynthia Waugh	<a href="mailto:Cynthia.Waugh@enfield.gov.uk">Cynthia.Waugh@enfield.gov.uk</a>

## Service Manager (Child Protection and Child in Need Team)

Christine Askey	<a href="mailto:Christine.Askey@enfield.gov.uk">Christine.Askey@enfield.gov.uk</a>
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## Children's Specialist Support Service Team Managers

Leah McGuinness	<a href="mailto:Leah.McGuinness@enfield.gov.uk">Leah.McGuinness@enfield.gov.uk</a>
Arianne Rivera	<a href="mailto:Arianne.Rivera@enfield.gov.uk">Arianne.Rivera@enfield.gov.uk</a>
Laura Henry	<a href="mailto:Laura.Henry@enfield.gov.uk">Laura.Henry@enfield.gov.uk</a>
Joanna Penn (Deputy)	<a href="mailto:Joanna.Penn@enfield.gov.uk">Joanna.Penn@enfield.gov.uk</a>

## Service Manager (Children's Specialist Support Service)

John Lawrence-Jones	<a href="mailto:John.Lawrence-Jones@enfield.gov.uk">John.Lawrence-Jones@enfield.gov.uk</a>
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## Virtual School Assistant Head

Malaika Williams

[Malaika.Williams@enfield.gov.uk](mailto:Malaika.Williams@enfield.gov.uk)

020 8132 1657

## Head of Corporate Parenting and Virtual School Headteacher

Suzanne Rowson

[Suzanne.Rowson@enfield.gov.uk](mailto:Suzanne.Rowson@enfield.gov.uk)

020 8132 0336



## For more information regarding guidance, please refer to:

- [Safeguarding Enfield](#)
- [Keeping children safe in education – GOV.UK \(www.gov.uk\)](#)
- [Promoting the education of children with a social worker and children in kinship care arrangements: virtual school head role extension – GOV.UK \(www.gov.uk\)](#)
- [School suspensions and permanent exclusions – GOV.UK \(www.gov.uk\)](#)
- [Working together to improve school attendance – GOV.UK \(www.gov.uk\)](#)

**Virtual School for LAC, HEART Team  
Children and Family Services  
People Department**

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