

### 5.3.16.2 Managing and providing information about a child



The Safeguarding Unit have responsibility for:

- Ensuring that records on children who are subject of a child protection plan are kept up to date;
- Ensuring enquiries about children about whom there are concerns or who are subject of child protection plans are recorded;
- Managing notifications of movements of children who are subject of a child protection plan into or out of the local authority area;
- Managing notifications of people who may pose a risk of significant harm to children who are either identified within the local authority area or have moved into the local authority area;
- Managing requests for local authority checks to be made to ensure unsuitable people are prevented from working with children.

Information on each child known to Childrens social care should be kept up-to-date on the Integrated Children's System. This information should be confidential but accessible at all times to legitimate enquirers. The details of enquirers should always be checked and recorded on the system before information is provided.

If an enquiry is made about a child and:

- The child's case is open to social care, the enquirer should be given the name of the child's key worker and the key worker informed of this enquiry so that they can follow it up;
- The child is at the same address as a child who is the subject of a child protection plan, this information should be sent to the key worker of the child who is the subject of the child protection plan;
- The child is not known to social care, this enquiry should be recorded together with the advice given to the enquirer. In the event of there being a second enquiry about a child who is not known to social care, not only should the fact of the earlier enquiry be notified to the later enquirer, but the designated manager in social care should ensure that social care consider whether this is may be a child in need.