



Department  
for Education

# **Children in need census 2015 to 2016**

**Guide for local authorities – version 1.1**

**October 2015**

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## Legislation

The data in this census are collected under section 83 of the Children Act 1989.

## Contact details

Please contact the EDD, data collection helpdesk for help and information using the data collection [service request form](#)

## Other children in need documents

Technical specification and validation rules, 2015 to 2016: latest version is 1.1

## Children's and young people statistical returns website

This guide and other children in need documents can be found on the [Children in need census collection website](#).

## Version history

1.0	Baseline version	October 2014
1.1	<p>Amendments made to the assessment group and factors identified at the end of assessment for instances of standalone core assessments in line with changes made in the previous collection guide. Also further guidance on the factors recorded if a section 47 enquiry is initiated on the episode.</p> <p>Deletion of 'physical abuse' sub category in the primary need N2 definition.</p> <p>Further clarification on post adoption support.</p> <p>Additional paragraph to the 'Scope' section on the age of children in the census.</p> <p>Amendment to submission date as it fell on a non-working day.</p> <p>Addition of appendix listing the codesets.</p>	October 2015

# Introduction

## Background

This is the eighth collection of the revised children in need (CIN) census collecting data over the full financial year, ie from 1 April 2015 to 31 March 2016.

Submission of data to DfE will occur between 1 April 2016 and 29 July 2016.

If a local authority fails to submit its data by 29 July 2016, it will not be included in published figures or may not be used by Ofsted as part of their inspection of local authority arrangements for the protection of children.

## Scope

### **The CIN census 2015 to 2016 covers all children who are referred to children's social care services even if no further action is taken**

This includes children looked after (CLA), those supported in their families or independently (CSF/I), and children who are the subject of a child protection plan.

A child in need is defined under the Children Act 1989 as a child who is unlikely to reach or maintain a satisfactory level of health or development, or their health or development will be significantly impaired, without the provision of services, or the child is disabled.

In these cases assessments by a social worker are carried out under section 17 of the Children Act 1989. The purpose of an assessment is to gather information and evidence about a child's developmental needs and the parents' capacity to meet these needs within the context of the wider family and community. This information should be used to inform decisions about the help needed by the child.

The children in need census includes all vulnerable children, including: unborn children; babies; older children; young carers; disabled children; and those who are in secure settings. Please note whilst most children will be aged under 18, your return should include young people aged 18 or over who are still receiving care and accommodation or post-care support from children's services.

### **Children who were referred but with no further action**

Include all children who were referred to children's social care services even if no further action was taken. The information required is limited given that local authorities will not have spent a lot of time responding to the referral regarding these children (see section 3).

## Cases that were open between 1 April 2015 and 31 March 2016

The census will include cases that were open before and during any part of the year between 1 April 2015 and 31 March 2016, ie a case may have been opened before 1 April 2015, but it must have been open at some point between 1 April 2015 and 31 March 2016 to be counted. The census will also include cases that are referred and assessed to be in need, and so become open, after 1 April 2015 (and before 31 March 2016).

Local authorities should maintain records of all cases of children in need that were open during the collection period. 'Open' refers to children's cases where the local authority which assessed the child to be in need took some sort of action during the collection period or, as at 31 March 2016, was planning to take action sometime in the future. These are cases for which the local authority is committed to "taking an initiative", irrespective of any new information that comes to light that the local authority will act upon.

"Taking an initiative" means any of the following:

- active case work (assessment, planning, intervention and review);
- making regular payments where the case remains open to children's social care services;
- where funding for on-going services such as respite care has been agreed;
- maintaining a child with care and accommodation;
- a commitment to review the case at a predetermined date;
- maintaining the child's name on a register that ensures the child and family received targeted information or other special consideration.

Such cases may include:

- young people aged 18 or over who are still receiving care and accommodation or post-care support (leaving care services) from children's social care services;
- unborn children if there are concerns about their safety or welfare.

**Please do not include cases where a child is receiving a regular payment but there is no actual or expected further input from children's social care services such as reviews, assessments or receipt of other services.**

The census should include all children who children's social care services assess to be in need and as a result incur financial costs, including:

- provision via adults social care service teams;
- nursery provision where this is paid for by children's social care services and not reimbursed from anywhere else;
- contracted out provision where the service is provided by an organisation funded by children's social care services. This means that local authorities will need to

require contracted organisations to provide them with information regarding children who receive contracted out services.

## **Children awaiting services, children who are the subject of statutory orders, and privately fostered children**

Local authorities should also include in their children in need return those children who are assessed as being children in need but who are waiting for a service. By definition, these are open cases.

Children who are the subject of statutory orders and living with their parents are open cases because a social worker should be visiting and statutory reviews must take place.

Children in need who are also privately fostered should be included. However, being privately fostered does not automatically mean the child is a child in need. To be included, the privately fostered child must have been assessed to be in need and requiring children's social care services in addition to receiving the required statutory visits because they are privately fostered. If a privately fostered child is only receiving the required statutory visits from children's social care services, then the child is not included in the children in need census.

## **Disabled children**

Disabled children living with their parents and for whom it has been planned and agreed that they will have a series of short-term placements are open cases because funding has been agreed and the arrangement will need to be reviewed.

Children whose names are on the disability register, but who receive no other service may be regarded as open cases provided that the children's social care services department takes periodic initiatives to contact these children and their families or sends them information. Only disabled children who have been assessed as being in need and requiring children's social care services should be included in the collection, not those disabled children who receive mail outs (for example newsletters) only. If the disability register is shared with other agencies or does not imply any activity on behalf of children's social care services, then these children's cases should not be regarded as open purely on the basis of their names being on the register. The key issue for the census is whether the presence of the child's name on the register triggers any activity by children's social care services.

## **Children from another local authority**

A local authority (the service authority) may provide a service to a child on behalf of another authority (the assessing local authority). In this instance, the assessing authority would have carried out the assessment of the child which determined them to be in need.

The assessing local authority has responsibility for the child and, therefore, it also has responsibility for reporting the child in the children in need census.

The service authority should not also report the child in the children in need census otherwise the child will be counted twice. It is recognised that the service authority may be spending significant resources on providing a service to a child for whom it is not responsible. Although this resource will not be captured in the children in need census, it will be captured in financial terms in the section 251 return. This is in line with the information collected in previous years.

## Adopted children

The only children going through adoption who should automatically be included in the children in need census are those who have been adopted from care.

Step-parent adoptions are not in the scope of the children in need census. Although a referral may be opened for a step-parent/relative adoption, this does not automatically mean that the child is in need. Of course, a child who is adopted by a step-parent or relative may be in need for some other reason, in which case they would be included.

Children who have had an adoption order granted who are in receipt of post adoption service (not just payments) where there is a risk of breakdown, or behavioural support required should be included in the census. Children receiving adoption allowances **only** should not be included in the census. For the children in need census 'Post adoption support' does not cover payments made, in accordance with the Adoption Allowance Regulations 1991, to a family after an adoption order has been made. Children in receipt of these payments alone, on a case closed to children's social care services, should not be returned in the census.

## Rationale

The children in need census is the only national source of data on children referred to children's social care services and those that are the subject of child protection plans. These are a vulnerable group of children for whom both central and local government have a responsibility. Reviews such as Professor Munro's review of child protection have highlighted the importance of good quality performance information, including nationally collected data as part of helping to map children's journeys, and understand the impact of services on their lives. In addition, the state is required to collect information on vulnerable children to fulfil its international obligations under the 1989 Convention on the Rights of the Child.

The children in need census is a child-level data collection. This means the department can track and analyse the journeys of individual children and explore how these vary according to their characteristics and needs. This information can help local authorities when planning and commissioning services and also central government when



developing and monitoring its policies. It helps us to answer questions such as are younger children more likely to become the subject of a child protection plan?

The department can add value to these data by linking them to other data sources such as the national pupil database (NPD) and the children looked after data collection. Linking to the children looked after data allows, for example, the analysis of the proportion of looked after children who are disabled and analysis of the original reasons for the child being identified as being in need. Over time linking to the NPD allows the analysis of the effectiveness of services on pupil outcomes, which will lead to better commissioning of services in the future. It will allow the department to identify attainment of children in need and the progression between key stages following the receipt of services. It will also allow exploration of other relationships with absence, exclusions and characteristics (such as free school meal (FSM) eligibility, looked after and special educational need (SEN) status) and to build a more complete local and national picture of the children in need population.

## **Benefits of the children in need census to local authorities**

Data collected at a national level is of value to local authorities and others as part of a wider system of improvement and accountability. Collecting and holding information centrally as with the children in need census data enables valuable local comparisons to be made that would otherwise be very difficult without the structure of a centrally defined data collection. It enables local authorities to have a more robust and richer data source when linked to other central data collections.

A fully completed census allows local authorities to better understand variations in social care activity and practice and benchmark themselves against national averages and their peers. Local authorities can draw from this nationally held data and use comparative information from other local authorities to evaluate the effectiveness of their local services to drive commissioning, as well as to improve working practices and improve the outcomes of some their most vulnerable and disadvantaged children. Furthermore, the children in need census can encourage local authorities to construct robust systems for collecting information on and monitoring disabled children and other children in need. This will help local authorities ensure that they meet their duties under the Disability Discrimination Act 2005.

Information from the children in need census when used alongside local authorities own locally held information, such as that described within the [Children's Safeguarding Performance Information Framework](#), can be used to help understand and provide context for discussion and debate about the effectiveness of services and an understanding of what is working and where there may be problems to resolve.

## Data structure

The number of instances of each module per child is shown in the children in need 2015 to 2016 logical data model:

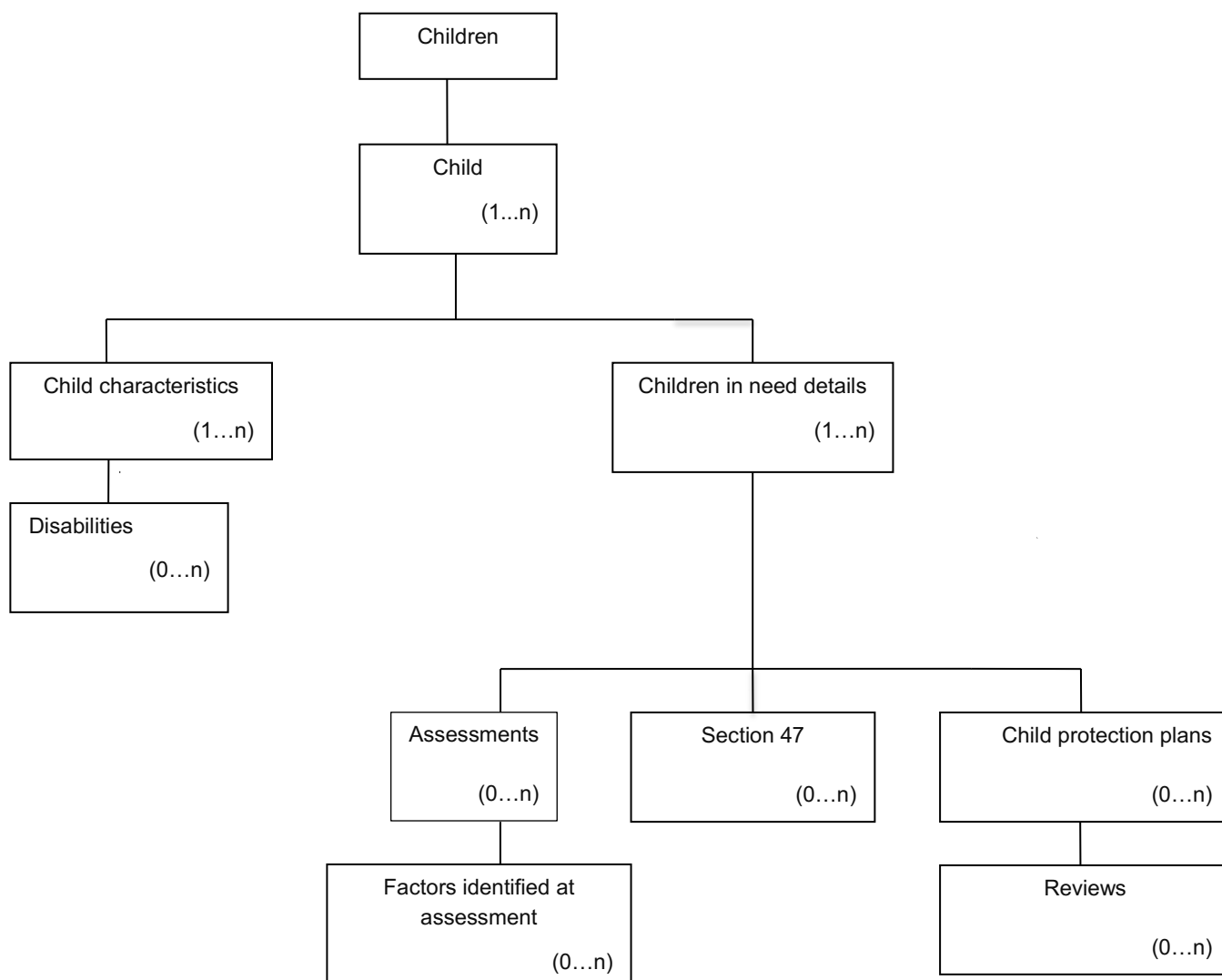


Fig 1: children in need census 2015 to 2016 structure

## Children in need census data modules

There are 4 modules of data in this children in need census, each with its own set of data items:

1. Child identifiers
  - 1.1. 'LA child ID';
  - 1.2. Unique pupil number (UPN);
  - 1.3. Pupils former unique pupil number;
  - 1.4. UPN unknown reason (optional);
  - 1.5. Date of birth;
  - 1.6. Expected date of birth;

- 1.7. Gender;
  - 1.8. Date of death.
2. Child characteristics
    - 2.1. Child ethnicity;
    - 2.2. Type of disability.
3. Children in need details
    - 3.1. Referral date;
    - 3.2. Referral no further action;
    - 3.3. Source of referral;
    - 3.4. Primary need code;
    - 3.5. 'CIN' closure date;
    - 3.6. Reason for closure;
    - 3.7. Date of initial child protection conference (transfer in cases);
    - 3.8. Assessment group;
      - 3.8.1. Assessment actual start date;
      - 3.8.2. Assessment internal review point date (optional);
      - 3.8.3. Assessment authorisation date.
    - 3.9. Factors at assessment (factors at end of assessment process);
    - 3.10. Section 47 group;
      - 3.10.1. Section 47 enquiry actual start date;
      - 3.10.2. Target date for initial child protection conference (optional);
      - 3.10.3. Date of initial child protection conference;
      - 3.10.4. Initial child protection conference not required.
4. Child protection plans
    - 4.1. Child protection plan start date;
    - 4.2. Initial category of abuse;
    - 4.3. Latest category of abuse;
    - 4.4. Number of previous child protection plans;
    - 4.5. Child protection plan end date;
    - 4.6. Plan review date;
    - 4.7. Seen by social worker.

## Multiple entries of some types of data

Since a particular child can have more than one CIN episode or child protection plan, some of the data in these modules can be repeated for each child.

## Technical note

For staff preparing XML outputs, please note that care must be taken with the repetition of modules. This is described fully in the technical specification and examples of multiple instances are given in the example files that are part of the documentation pack.

## Submission

The final deadline for submitting the completed return is 29 July 2016. Only returns submitted by this deadline will be included in published figures.

Children's social care services local authority numbers were aligned to the local authority code set used in education data collections as of April 2009. Hence, your children in need census 2015 to 2016 return should include the three digit numeric code previously used only for education data collections. This is the same as in the years 2009 to 2010, to 2014 to 2015. A complete list has been included in annex B.

The output of children in need data from local authority systems should be an XML file that is loaded into the COLLECT (collections online for learning, education, children and teachers) system.

COLLECT is the department's centralised data collection system. The COLLECT portal can be used by local authorities and the department for processing children in need and other data returns. The COLLECT portal provides real-time data collection monitoring and progress reporting, and allows those involved in a collection to view consistent and up-to-date details of a data return. The department collects data from a wider community than just local authorities and the COLLECT software has been designed in a way that allows data to be collected from any source without having to redesign major components of the software each time a collection is undertaken.

The children in need COLLECT blade can be accessed through the department's Secure Access (SA) system, which was implemented in December 2012. For any access queries please contact the [SA Service Desk](#).

Full Secure Access information is published on the [Secure Access website](#).

Details of how to access Secure Access and the COLLECT portal will be sent to local authority contacts nearer the time that the census collection goes live.

## Validation checks

Validation checks will be applied to your data once it has been loaded into COLLECT. These will identify missing data, invalid data, and other anomalies. The validation checks can be found in the published business and technical specification for this collection.

Validation checks are classified as either errors or queries. A query can be distinguished from an error by the validation rule number, which has a 'Q' suffix (eg '8530Q'), and by the fact that the associated message begins, "Please check..."

DfE classify rules as errors where a correction is required in all cases. However, for queries, although DfE would expect a correction in most cases, there will be exceptional circumstances under which the data are correct and may remain. The COLLECT system enables users to annotate queries with an explanation and we would recommend this is undertaken to assist with data cleaning.

## Year on year checks

There will be no formal child level year on year checking system for the census 2015 to 2016, however overall local authority totals will be checked once your data return has been submitted. 2015 to 2016 submitted data will be matched to the previous years in order to calculate the number of referrals within 12 months of a previous referral.

## General notes

Date fields: this guide assumes that each management information system (MIS) in use within local authorities will have standard conventions for recording dates with which users will be familiar. However, the XML format for the children in need census defines all dates as being in the format 'CCYY-MM-DD', in accordance with the XML standard. The export functionality for any system will therefore have to convert any dates into this format. Any local authority making its own software arrangements rather than using a commercial system should take this into account.

True/false fields: there are 4 items within the children in need census that can be either true or false. These items are assessment factors, initial child protection conference not required, referral no further action and seen social worker. The format for the children in need census follows the XML standard in allowing true or 1 for the true state, and false or 0 for the false state. However, this guide recognises that users of MIS may be presented with a number of ways of recording this such as with check boxes or a suitable drop down list. The export functionality for any system will therefore have to convert these fields accordingly.

## Data module 1: child identifiers

This module contains details about the child's identity and it must be completed for every child record.

If a child is adopted from care during the year and remains in need, then the child should have two separate unlinked records entered for them: one for pre-adoption and one for post-adoption with appropriate new child identifiers.

Items 1.1 to 1.7 are used for identifying and matching purposes.

### 1.1 'LA child ID'

This must be a unique id for each child (no longer than 10 characters), and it should be retained from year to year. The 'LA child ID' can only contain alphabetic or numeric characters. It must be the same id that is used for other purposes, eg the children looked after SSDA903 returns.

Local authorities are free to choose their own child ids according to the above format.

If you are planning to change the 'LA child ID', either for a single child or for a whole group of children, it will prevent DfE from analysing across different children in need census years, or analysing between children in need and the children looked after return. For this reason, any proposal to change ids should be discussed with DfE at an early stage and in advance of any changes. DfE can be contacted via the details given in the [contact details](#) section of this guide.

Unborn children should be allocated their own 'LA child ID'.

### 1.2 Unique pupil number (UPN)

A unique pupil number (UPN) is automatically allocated to each child in maintained schools in England and Wales. It is an identifier only for use in an educational context during a child's school career and it is subject to data protection restrictions.

The UPN must be 13 characters in the format 'Annnnnnnnnnnn' or 'AnnnnnnnnnnnA' (for a temporary UPN) where 'A' is a character and n is numeric. Temporary UPNs may only be issued as an interim measure until the permanent UPN is obtained.

**Every attempt must be made by the local authority to track down a child's UPN.** If a child has not been assigned a UPN by a maintained school, then they may have been assigned one by the education department within the local authority, which has the ability to assign a UPN for those in, for example, alternative provision. Only where it is impossible to discover the UPN should the item be left blank.

Note that maintained nursery schools also allocate UPNs, so children may have a UPN from the age of 2 or 3 years onwards.

Once obtained, the child's UPN may be retained on the local authority children's social care services database for the purposes of returning the information to the department. It is up to the local authority how they track down the UPN and we cannot offer legal advice to local authorities on obtaining UPNs.

For looked after children that have been adopted during the year, the UPN on the child's pre and post-adoption records should be different.

Further information on UPNs is available on the [department's website](#). This link also contains information on the assignment of new UPNs to adopted children.

## UPNs for children educated outside of a local authority

The use of Key to Success (KtS) is derived from legislation which gives the Secretary of State the power to grant a certain degree of sharing; more information can be found on this on the [Key to Success website](#).

Key to Success cannot be used to identify the details of pupils attending schools in boroughs or local authorities who are not your own, unless the child is a looked after child (ie your local authority is the corporate parent) and the child is placed outside your own local authority.

Where there are a large number of children attending schools outside of your local authority it may not be possible for you to return the UPN for these children if you do not already hold it for other reasons. If this is the case please make sure a note is added to your children in need return to explain why some of the UPN information is not available.

### 1.3 Pupil's former UPN

This is where a pupil had held another UPN, eg a temporary UPN when the pupil was first admitted to a school, but has subsequently been given a permanent UPN.

Where a looked after child has been adopted during the year and this is the child's post-adoption record, **do not enter the pre-adoption UPN in this field**; leave blank instead.

### 1.4 UPN unknown reason

This item was reintroduced for 2011 to 2012 on an **optional** basis when a child's UPN is not known and remains optional in 2015 to 2016. It has been included to assist local authorities in informing the department why a UPN is missing. The following are the full list of codes available for local authorities to use:

Code	Description
UN1	Child is not of school age and is not yet assigned a UPN.
UN2	Child has never attended a maintained school in England and has not been assigned a UPN.
UN3	Child is educated outside England and has not been assigned a UPN.
UN4	Child is newly in need (one week before end of collection period) and the UPN was not yet known at the time of the children in need census annual statistical return.
UN5	Sources collating UPNs reflect discrepancy/ies for the child's name and/or surname and/or date of birth therefore preventing reliable matching (eg duplicated UPN).
UN6	Child is not looked after and the local authority is unable to obtain the UPN.
UN7	Child referred but no further action taken.

## 1.5 Date of birth

The date of birth should be recorded according to the formatting guide (see [introduction, general notes section](#)). If the exact date of birth is not known, record an approximate date of birth based on the child's estimated age at date of referral.

This field will be blank for unborn children. If an unborn child is subsequently born in the period of need then the date of birth should be entered and the expected date of birth should be deleted.

## 1.6 Expected date of birth

Record the expected date of birth (due date) for a child who is unborn at the time of referral and who remains unborn at 31 March or when the case is closed.

If the child is born before 31 March 2016 or before the case is closed, then the return for that child should not include both the date of birth and the expected date of birth.

Please note that users may wish to retain the expected date of birth on their systems, but it must not be included within the census return if the date of birth is present. It will be possible for us to assess whether the child was unborn at the time of the referral if the date of birth is later than the referral date. See the guide (see [introduction, general notes section](#)) for date formats.



If a child is stillborn, or the mother suffers a miscarriage, please record the expected date of birth, and leave the date of birth blank. The children in need closure date does not need to match the date on the death certificate. The date of death and the final closure date can both be recorded. The reason for closure should be 'RC2 died'.

## 1.7 Gender

Enter:

- 1 for male;
- 2 for female;
- 0 for not recorded or unborn at 31 March 2016;
- 9 for indeterminate gender (ie unable to be classed as either male or female).

Code 0 should be used when the gender of the child has not been recorded. It should also be used to code the gender of unborn children, even if the gender of the unborn child is known.

Code 9 should only be used when the child is unable to be classified as either male or female.

## 1.8 Date of death

Record the date of death according to the formatting guide (see [introduction, general notes section](#)), which should be verified from the death certificate.

This is required as it shows more clearly where services continue to be provided after a child has died. The final case closure date should also be provided; this may be after the date of death if the case remains open for a short time after the death.

The variable reflects the legislation that, from 1 April 2008, reviews into child deaths have been statutory.

If a child in need dies outside of the 2015 to 2016 collection period but the case is still open for investigation, the child would be included in the new collection period. The date of death and the final closure date should both be recorded.

## Data module 2: child characteristics

### 2.1 Child ethnicity

The children's social care services method of determining a child's ethnicity involves first asking the child about their ethnic identity. If they are not yet old enough to respond, ask their primary carer.

Ethnicity is now specified using the codes within the common basic dataset (CBDS).

The ethnicity of unborn children should be coded under "Information not yet obtained" (code 'NOBT'), even if it is thought to be known.

This item should not be left blank. Code ethnicity using the following tables:

Code	Description
<b>White</b>	
WBRI	White British
WIRI	White Irish
WIRT	Traveller of Irish heritage
WOTH	Any other White background
WROM	Gypsy/Roma
<b>Mixed</b>	
MWBC	White and Black Caribbean
MWBA	White and Black African
MWAS	White and Asian
MOTH	Any other mixed background
<b>Asian or Asian British</b>	
AIND	Indian
APKN	Pakistani
ABAN	Bangladeshi

AOTH	Any other Asian background
<b>Black or black British</b>	
BCRB	Caribbean
BAFR	African
BOTH	Any other black background
<b>Other ethnic groups</b>	
CHNE	Chinese
OOTH	Any other ethnic group
REFU	Refused
NOBT	Information not yet obtained

## 2.2 Type of disability

The Disability Discrimination Act 2005 (DDA) defines a disabled person as a person with a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities. The condition must have lasted or be likely to last at least 12 months in order to be counted as a disability.

Certain conditions are **not** regarded as impairments for the purposes of the act:

- addiction to, or dependency on, alcohol, nicotine, or any other substance (other than as a result of the substance being medically prescribed);
- the condition known as seasonal allergic rhinitis (ie hay fever), except where it aggravates the effect of another condition;
- tendency to start fires;
- tendency to steal;
- tendency to physical or sexual abuse other persons;
- exhibitionism;
- voyeurism.

In addition, disfigurements such as tattoos, non-medical body piercing, or something attached through such piercing, are **not** regarded as having a substantial adverse effect on the person's ability to carry out normal day-to-day activities.

Further information on the Disability Discrimination Act 2005 can be found on the government's [legislation website](#).

Record if a child has been disabled (as defined above) in any of the categories in the following table at any time during the year.

Children may have multiple disabilities in which case more than one category can be indicated, as appropriate. "Other DDA" can also be indicated in conjunction with any of the other listed categories.

Record all the relevant disabilities that have affected the child.

**If your MIS does not allow the identification of individual disabilities then the code 'Other DDA' may be used for all your children with a disability, however this must be noted in your COLLECT return level notes so your data can be analysed appropriately.**

If a child has no disability, do not leave this item blank; use the code NONE. However if a child is unborn then the disability item should be left blank.

Code disability using the following table:

Code	Description
NONE	'NO DISABILITY'.
MOB	'MOBILITY' – getting about the house and beyond.
HAND	'HAND FUNCTION' – holding and touching.
PC	'PERSONAL CARE' – eating, washing, going to the toilet, dressing, etc.
INC	'INCONTINENCE' – controlling the passage of urine or faeces.
COMM	'COMMUNICATION' – speaking and/or understanding others.
LD	'LEARNING' – having special educational needs, etc.
HEAR	'HEARING'.
VIS	'VISION'.
BEH	'BEHAVIOUR' – a condition entailing behavioural difficulties, includes attention deficit hyperactivity disorder (ADHD).
CON	'CONCIOUSNESS' – seizures.

Code	Description
AUT	'DIAGNOSED WITH AUTISM OR ASPERGER SYNDROME' – diagnosed by a qualified medical practitioner as having classical autism or Asperger syndrome. Do not include children who have merely been identified as having an autistic spectrum disorder (ASD), eg by their school. This can be associated with the behaviour and learning categories above.
DDA	OTHER DDA – one or more of the child's disabilities under the Disability Discrimination Act 2005 does not fall into any of the above categories.

## Data module 3: children in need

This module can be entered more than once for a particular child record if that child has received more than one episode of need during the year.

It includes details for **each** of the children in need episodes active or reviewed during the period. This includes episodes that started prior to the data collection period, but remained open on 1 April 2015.

The first part of this section gives an overview as to what is required from a child who is referred, as the level of detail is dependent on whether further action is taken.

### Information required for referrals

The department's guidance allows for referrals to be followed by more than one assessment or more than one section 47 enquiry. For this reason, these groups may repeat within the census's data structure so that multiple instances can be included. Please note however that these activities should not overlap, ie a second assessment should not be started if an extant assessment is in progress. The census will validate the data provided and query any overlaps that are included.

The department's guidance also allows for a number of variations in process. For this reason, none of the three groups are mandatory. The following alternatives are therefore the **minimum** valid content for one instance of the children in need details module.

Either <b>option A:</b> for a 2015 to 2016 referral that leads to further action	<ul style="list-style-type: none"><li>• the referral date;</li><li>• the primary need code;</li><li>• at least one assessment actual start date;</li><li>• the referral no further action flag with a value of 'false' or '0'</li><li>• the source of referral.</li></ul>
Or <b>option B:</b> for a 2015 to 2016 referral that does not lead to any further action (see note below)	<ul style="list-style-type: none"><li>• the referral date;</li><li>• the referral no further action flag with a value of 'true' or '1'</li><li>• the source of referral.</li></ul>

For option B, a 'no further action' case is only where the initial consideration of the referral means that no action is taken by children's social care services. This initial consideration should take place within one working day. For the purposes of the children in need census this can also include cases for example, where the only action taken once a referral has been received is to provide information or advice to the referring

organisation, or referral of the case onto other services. However initial contacts should not be included in the children in need census.

**A referral with no further action is not the same as a case that is closed immediately following assessment.**

**Cases closed following assessment should use the reason for closure code 'RC8' and set the referral no further action flag to "false" and should have no other activities linked in the return (for example other assessments, or child protection plans).**

**For a 'no further action' case primary need code, children in need closure date and reason for closure are not required.**

**A referral resulting in no further action should not have any other activities linked to it in your return (for example assessments or child protection plans).**

When new information is received on an already open case, this should not be counted and recorded as a referral in the census. Any resultant activity (for example assessments) should be recorded against the child's open episode (see section 3.1 of this guide on what counts as a referral).

### **Information required for 'Transfer in' cases**

If a child who was the subject of a child protection plan in their previous local authority moves to your local authority, then all data modules need to be completed, however the children in need details module should include:

- a referral date (which should be the date your local authority received formal notification that the child had permanently moved to your local authority);
- a source of referral;
- a primary need code;
- the referral no further action flag should equal '0' or 'False'
- the date of initial child protection conference should be provided, but within the children in need details group, **not** as part of the section 47 enquiries sub group. The section 47 enquiries group should not be returned for these children unless a subsequent section 47 enquiry is carried out.

If the child's case is closed within the 2015 to 2016 census period then the children in need closure date and the reason for closure code should be completed.

## **3.1 Referral date**

Enter the date that the child was referred to children's social care services, using the format guide for dates (see [introduction, general notes](#) section). This date can be a non-

working day and should be the date the child was referred, **not** the date the child became in need, ie the assessment completion date.

The referral date can be before 1 April 2015 as long as the case was open at some point between 1 April 2015 and 31 March 2016.

A referral is defined as 'a request for services to be provided by local authority children's social care' via the assessment process outlined in Working Together 2013 and is either in respect of a child not previously known to the local authority, or where a case was previously open but is now closed. New information about a child who is already an open case does not constitute a referral for the purposes of this return.

Reception and initial contact activity is not in itself a referral. Such activity may, or may not lead to a referral.

If this record is for a child who has remained in need after being adopted from care and this is the child's post-adoption record, then the referral date should match the date of the court's adoption order.

If a number of agencies refer the child at a similar time, then the first referral date should be recorded as the referral date.

### 3.2 Referral no further action

The referral no further action flag allows the reporting of children who were referred but after initial consideration no further action was taken. Enter:

- 1 (or true) if the referral was received but after initial consideration no further action was taken;
- 0 (or false) if the referral was received and after initial consideration further action was taken.

This data item **should not be left blank**.

### 3.3 Source of referral

For each new referral from 1 April 2013 onwards, record the source of referral from the list below.

Where there is more than one referral for the same child on the same day, the first referral should be recorded and it is this referral source that should be recorded here. The data should be returned each year the episode remains open.



<b>Code</b>	<b>Description</b>
1A	'INDIVIDUAL' – family member, relative or carer.
1B	'INDIVIDUAL' – acquaintance (including neighbours and child minders).
1C	'INDIVIDUAL' – self.
1D	'INDIVIDUAL' – other (including strangers or MPs).
2A	'SCHOOLS'.
2B	'EDUCATION SERVICES'.
3A	'HEALTH SERVICES' – GP.
3B	'HEALTH SERVICES' – health visitor.
3C	'HEALTH SERVICES' – school nurse.
3D	'HEALTH SERVICES' – other primary health services.
3E	'HEALTH SERVICES' – A&E (emergency department).
3F	'HEALTH SERVICES' – other (eg hospice).
4	'HOUSING' - (local authority housing or housing association).
5A	'LA SERVICES' – social care eg adults social care services.
5B	'LA SERVICES' – other internal (department other than social care in local authorities, eg youth offending (excluding housing)).
5C	'LA SERVICES' – external eg from another local authorities adults social care services.
6	'POLICE'.
7	'OTHER LEGAL AGENCY' – including courts, probation, immigration, CAFCASS or prison.
8	'OTHER' – including children's centres, independent agency providers or voluntary organisations.
9	'ANONYMOUS'.
10	'UNKNOWN'.

### 3.4 Primary need code

This code indicates the main reason why a child started to receive services. It should not be left blank. Only one reason can be recorded.

If a child is also looked after, the primary need code might not necessarily be the same as on the children looked after (SSDA903) return if the child became looked after at a later date than when they became a child in need.

The categories are designed only to identify what kind of pressures are placed on social services. They have no diagnostic value with regard to the children themselves and must not be used to determine what type of service the child should receive.

If there is difficulty choosing between two or more categories of need, choose the category that comes highest up in the table, eg if trying to decide between 'Family in acute stress' and 'Family dysfunction', choose 'Family in acute stress'.

The order of the categories relate to the specificity of the description and not necessarily importance. However, the order is fixed so that there is consistency.

Further guidance on choosing a primary need category is in appendix A.

The children in need census for 2005 and earlier tried to account for all money spent in a census week. To allow for this, 'N9' was created, but as this census is specifically child based, the definition of 'N9' from 2005 is not applicable. As in previous years, N9 can be used if a child is no longer in need and the only service they're receiving is adoption support (on an open case) immediately after they've been in need.

Enter the primary need code using the table below:

Category	Code	Description
<b>Abuse or neglect</b>	<b>N1</b>	Children in need as a result of, or at risk of, abuse or neglect; also includes children at risk because of domestic violence.
<b>Child's disability</b>	<b>N2</b>	Children and families whose main need for services arises because of their child's disability, illness or intrinsic condition.
<b>Parental disability or illness</b>	<b>N3</b>	Children whose main need for services arises because the capacity of their parent(s) (or carer(s)) to care for them is impaired by the parent(s) (or carer(s)) disability, physical or mental illness, or addictions.
<b>Family in acute stress</b>	<b>N4</b>	Children whose needs arise from living in a family that is going through a temporary crisis that diminishes the parental capacity to adequately meet some of the children's needs.

Category	Code	Description
<b>Family dysfunction</b>	<b>N5</b>	Children whose needs primarily arise from living in a family where the parenting capacity is chronically inadequate.
<b>Socially unacceptable behaviour</b>	<b>N6</b>	Children and families whose need for services primarily arise out of the child's behaviour impacting detrimentally on the community.
<b>Low income</b>	<b>N7</b>	Children, living in families or independently, whose needs primarily arise from being dependent on an income below the standard state entitlements.
<b>Absent parenting</b>	<b>N8</b>	Children whose needs for services arise mainly from having no parents available to provide for them.
<b>Cases other than Children in Need</b>	<b>N9</b>	Children who have been adopted and, although they are no longer a child in need, receive adoption support from social services immediately after adoption. <b>This should not be used where a child receives an adoption payment only as these children should not be included in the census.</b>  The previous definition of 'N9' from 2005 was 'Casework which is required for a legal and administrative reason only and there is no child in the case who is in need'.
<b>Not stated</b>	<b>N0</b>	Children whose reference data is not completely entered on the system and whose need code is yet to be determined, or, the case is a referral that has been closed following assessment.

### 3.5 CIN closure date

A case is closed if the local authority has no intention of taking any initiative with respect to the child or family concerned, unless the local authority receives new information that requires it to take some sort of action.

Enter the date that the case was closed, using the format guide for dates (see [introduction, general notes](#) section).

If the case is still open at 31 March 2016, then leave this item blank.

A children in need closure date can be the same as the referral date but, in practice, this should only very rarely occur. Closure date is not required for a referral that leads to no further action.

## Children in need closure in the case of adoption

When a child's case is closed because of adoption (ie reason for closure code 'RC1'), the children in need closure date will normally be the day when the court granted the adoption order.

It is recognised that an adoption case may sometimes remain open to allow all procedures to be completed. In these cases the census will allow for the case to extend **up to one month** after the date of the adoption order without having to open a new record. The need code would stay the same in these cases. Anything above one month will require a new record to be created. If a child remains in need after being adopted from care, then the new post-adoption child record should be opened with a children in need referral date that is the date of the court's adoption order. If the child is receiving post-adoption support it should be recorded in this new record.

## Children in need closure in the case of death

When a child is no longer in need because the child dies (or an unborn child is stillborn), (ie reason for closure code 'RC2'), **the closure date and the date of death recorded on the death certificate no longer need to match**. It is recognised that the case may remain open for investigation and review procedures after the child dies, and we have therefore introduced a new data item, date of death, so that local authorities can separately record the date of death and final case closure date in the census. This will allow local authorities to record the services they provide between the death and the case closure.

## 3.6 Reason for closure

This is the reason the local authority stops providing services to the child.

**'RC8 - case closed after assessment, no further action'** allows local authorities to correctly categorise a closed case for **children who they assess following a referral, but for whom they do not provide services and whose case is closed. It should not be used for any other reason.**

This is different from cases that were closed at the referral stage when the referral no further action flag is used (see section 3.2). The reason for closure code ('RC8') should not be used for cases that were closed prior to assessment or for cases where services were provided following assessment.

Enter the reason that the case was closed using the code table below:

Description	Code
Adopted.	RC1

Description	Code
Died.	RC2
Residence order.	RC3
Special guardianship order.	RC4
Transferred to services of another local authority.	RC5
Transferred to adult social care services.	RC6
Services ceased for any other reason, including child no longer in need.	RC7
Case closed after assessment, no further action.	RC8

If the case is still open at the end of the year, then leave this item blank.

In cases where the child has been assessed not to be in need after an assessment, the reason for closure code used should be 'RC8'. If a primary need code is retained on your systems for these children then this can be returned using the full code set listed in section 3.4. However, if you do not retain a primary need code for some or all of these children use code 'N0' for this field. This allows for children whose reference data is not completely entered on the system and whose need code is yet to be determined, or, the case is a referral that has been closed following assessment.

### 3.7 Date of initial child protection conference

**This data item in the children in need details module should only be completed where a child who is the subject of a child protection conference transfers into your local authority.**

In these cases, the receiving local authority should convene a child protection conference within 15 working days of being notified of the move and you should record the date of this child protection conference here and not in the section 47 group.

### 3.8 Assessments group

Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Local authorities undertake assessments of the needs of individual children to determine what services to provide and action to take. If a child was the subject of more than one assessment during the year then count each assessment separately.

Include all assessments that fall all or part in 2015 to 2016, including those that had started but had not finished by 31 March 2016, and those that started prior to 1 April

2015 and were completed within 2015 to 2016. Please note, if a child is referred to a local authority and has been classified as in need following an assessment they should be included in the children in need census regardless of whether they are receiving youth offending or any other service.

Within one working day of a referral being received, a decision should be made about the type of response required. The maximum timeframe from the assessment to conclude should be no longer than 45 working days from the point of referral. Assessments may lead to no further action, the direct provision of services, and section 47 enquiries. See [Working Together to Safeguard Children](#) for further information.

There must always be an assessment actual start date, but if the assessment authorisation date falls after the end of the census year, it should be left blank. The assessment internal review point date is optional.

### 3.8.1 Assessment actual start date

Enter the date the assessment actually started, using the format guide for dates (see [introduction, general notes](#) section). This is the actual start date of the continuous assessment or initial assessment depending on the local assessment protocol. If only a core assessment is carried out and no prior initial assessment is required then the assessment actual start date should be the start date of the core assessment.

### 3.8.2 Assessment internal review point date (optional)

How quickly an assessment has been carried out after a child's case has been referred into children's social care services will be determined by the needs of the child and the nature and level of harm being suffered. The local assessment framework must have an internal review point set at the outset for completing assessments. This must be shared with the lead social worker with all relevant partners – cases must be reviewed by managers regularly to monitor whether assessments are being completed by this date. Enter the internal review point date using the format guide for dates (see [introduction, general notes](#) section). If the internal review point data falls beyond the census year, this should be included.

### 3.8.3 Assessment authorisation date

Enter the **actual** date on which an assessment is completed **and authorised**, using the format guide for dates (see [introduction, general notes](#) section). If the assessment authorisation date falls after the end of the census year, it should be left blank. This is the date the assessment is completed and authorised. For local authorities still carrying out initial and core assessments, the authorisation date is either:

- (i) the initial assessment authorisation date for cases where it was deemed no core assessment was necessary;

- (ii) the core assessment authorisation date for cases which were subject to both an initial and core assessment;
- (iii) the core assessment authorisation date for cases which were subject to only a core assessment and no prior initial assessment.

An assessment is deemed to be completed once the social worker has informed, in writing, all the relevant agencies and the family of their decisions and if the child is a child in need, of the plan for providing support/or an assessment is deemed to be completed once the assessment has been discussed with the child's family (or carers) and the team manager has viewed and authorised the assessment.

### **3.9 Factors identified at the end of assessment**

Record the factors as understood at the end of the assessment relevant to:

- the impairment of the child's health and development ("Child");
- the parent/carer's capacity to respond to the child's needs ("Parenting capacity")
- other people in the family/household eg a sibling or lodger ("Other").

This applies to all assessments completed within the 2015 to 2016 year.

The information should be recorded at the end of the assessment (initial assessment, core assessment or continuous assessment depending on the local assessment protocol) and all factors which are felt to be relevant to the child's assessment should be reported from the list below. This includes factors where services are put in place to mitigate the effect of the factor as well as factors which need to be taken into account in providing other support.

If the local authority has not recorded factor information within the 2015 to 2016 year for any standalone core assessments (a core assessment with no prior initial assessment) they should contact the DfE to make them aware during the collection period as this will trigger errors on the return.

Please only record factors which are currently an issue of concern, for example if domestic violence is a current issue of concern please record it. If domestic violence was an issue in a previous relationship and is not an issue of concern now then don't record it. Factors such as mental health concerns do not need to be confined to medically defined 'conditions'. Rather this is intended to record where the professional, as part of the assessment process, feels that mental health is of concern to the child's health and development or parenting capacity to respond to the child's needs, etc.

If an assessment is triggered by new information on an already open case, and the assessment ends in the outcome of no further action, please record the factors relevant to the existing case. This will ensure errors are not triggered, because the case did not close.

Please report all the following factors that apply:

<b>Code</b>	<b>Description</b>
1A	<b>Alcohol misuse:</b> concerns about alcohol misuse by the <b>child</b> .
1B	<b>Alcohol misuse:</b> concerns about alcohol misuse by the <b>parent/carer</b> .
1C	<b>Alcohol misuse:</b> concerns about alcohol misuse by <b>another person</b> living in the household.
2A	<b>Drug misuse:</b> concerns about drug misuse by the <b>child</b> .
2B	<b>Drug misuse:</b> concerns about drug misuse by the <b>parent/carer</b> .
2C	<b>Drug misuse:</b> concerns about drug misuse by <b>another person</b> living in the household.
3A	<b>Domestic violence:</b> concerns about the <b>child</b> being the subject of domestic violence.
3B	<b>Domestic violence:</b> concerns about the child's <b>parent/carer</b> being the subject of domestic violence.
3C	<b>Domestic violence:</b> concerns about <b>another person</b> living in the household being the subject of domestic violence.
4A	<b>Mental health:</b> concerns about the mental health of the <b>child</b> .
4B	<b>Mental health:</b> concerns about the mental health of the <b>parent/carer</b> .
4C	<b>Mental health:</b> concerns about the mental health of <b>another person</b> in the family/household.
5A	<b>Learning disability:</b> concerns about the <b>child's</b> learning disability.
5B	<b>Learning disability:</b> concerns about the <b>parent/carer's</b> learning disability.
5C	<b>Learning disability:</b> concerns about <b>another person</b> in the family/household's learning disability.
6A	<b>Physical disability or illness:</b> concerns about a physical disability or illness of the child.
6B	<b>Physical disability or illness:</b> concerns about a physical disability or illness of the parent/carer.
6C	<b>Physical disability or illness:</b> concerns about a physical disability or illness of another person in the family/household.
7A	<b>Young carer:</b> concerns that services may be required or the child's health or development may be impaired due to their caring responsibilities.
8A	<b>Privately fostered:</b> concerns that services may be required or the child may be at risk as a privately fostered child.



<b>Code</b>	<b>Description</b>
9A	<b>UASC:</b> concerns that services may be required or the child may be at risk of harm as an unaccompanied asylum seeking child.
10A	<b>Missing:</b> concerns that services may be required or the child may be at risk of harm due to going/being missing.
11A	<b>Child Sexual Exploitation:</b> concerns that services may be required or the child may be at risk of harm due to child sexual exploitation.
12A	<b>Trafficking:</b> concerns that services may be required or the child may be at risk of harm due to trafficking.
13A	<b>Gangs:</b> concerns that services may be required or the child may be at risk of harm because of involvement in/with gangs.
14A	<b>Socially unacceptable behaviour:</b> concerns that services may be required or the child may be at risk due to their socially unacceptable behaviour.
15A	<b>Self-harm:</b> concerns that services may be required or the due to suspected/actual self-harming child may be at risk of harm.
16A	<b>Abuse or neglect – ‘NEGLECT’:</b> concerns that services may be required or the child may be suffering or likely to suffer significant harm due to abuse or neglect.
17A	<b>Abuse or neglect – ‘EMOTIONAL ABUSE’:</b> concerns that services may be required or the child may be suffering or likely to suffer significant harm due to abuse or neglect.
18A	<b>Abuse or neglect – ‘PHYSICAL ABUSE’:</b> concerns that services may be required or the child may be suffering or likely to suffer significant harm due to abuse or neglect.
19A	<b>Abuse or neglect – ‘SEXUAL ABUSE’:</b> concerns that services may be required or the child may be suffering or likely to suffer significant harm due to abuse or neglect.
20	<b>Other.</b>
21	<b>No factors identified</b> - only use this if there is no evidence of any of the factors above and no further action is being taken.

Code 21 ‘No factors identified’ should only be used for cases which are closed following assessment (which use reason for closure code ‘RC8’) and should be the only factor listed. However, if factors are identified for cases which are closed following assessment, please record these using the list above, excluding code 21.

If a section 47 enquiry has commenced on a case then factor 21 should not be reported at the end of assessment even if it was found that the allegations that triggered the section 47 enquiry are unfounded. Instead the relevant factors that were considered at the assessment that initiated the section 47 enquiry to begin should be recorded. The

case should then be closed with the reason for closure 'RC7 - services ceased for any other reason, including child no longer in need' as at the point the section 47 started the child would be counted as a child in need even if the case closed shortly after.

More detailed descriptions and definitions of the factors are in the supplementary document 'Additional information on definitions for factors identified at the end of assessment' which is available from the [children in need census collection website](#).

### 3.10 Section 47 enquiries group

This item refers to enquiries conducted under the provisions of section 47 of the Children Act 1989. The objective of such enquiries is to determine whether action is needed to promote and safeguard the welfare of the child or children who are the subject of the enquiries.

References to section 47 enquiries relate to those that **started** during the period 1 April 2015 to 31 March 2016 inclusive, even if they carry on into the next statistical year. Also, include cases where the section 47 enquiries started on 31 March 2015 or before, but that led to an initial child protection conference (ICPC) with a date on or after 1 April 2015.

If a child was the subject of section 47 enquiries on more than one occasion during the year, record each occasion separately.

Each section 47 group will comprise one of the following:

<p>Either <b>option A</b>: For a section 47 enquiry that does not lead to any further action</p>	<ul style="list-style-type: none"> <li>• the section 47 enquiry start date</li> <li>• the ICPC not required flag with a value of "true" or "1"</li> </ul>
<p>Or <b>option B</b>: For a section 47 enquiry where the initial child protection conference has taken place</p>	<ul style="list-style-type: none"> <li>• the section 47 enquiry start date</li> <li>• the initial child protection conference target date (optional)</li> <li>• the date of initial child protection conference</li> <li>• the ICPC not required flag with a value of "false" or "0"</li> </ul>

<p>Or <b>option C:</b> For a section 47 enquiry where the initial child protection conference has <b>not</b> yet taken place</p>	<ul style="list-style-type: none"> <li>• the section 47 enquiry start date</li> <li>• the initial child protection conference target date (optional)</li> <li>• the ICPC not required flag with a value of “false” or “0”</li> </ul>
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### 3.10.1 Section 47 enquiry start date

Enter the date of the strategy discussion at which the section 47 enquiries were initiated, using the format guide for dates (see [introduction, general notes](#) section). This can be a non-working day.

### 3.10.2 Target date for initial child protection conference (optional)

Enter the date that is 15 working days after the strategy discussion at which section 47 enquiries were initiated, using the format guide for dates (see [introduction, general notes](#) section). The date should be supplied even if it falls within the year 2016 to 2017.

### 3.10.3 Date of initial child protection conference

Enter the date on which the initial child protection conference takes place, using the format guide for dates (see [introduction, general notes](#) section). If the initial child protection conference has not yet taken place please leave blank. **Please note, this date within the section 47 section should not be used for children transferring between local authorities.** Further guidance on how information should be recorded for ‘transfer in’ cases is given at the beginning of this section and in section 3.7.

### 3.10.4 Initial child protection conference not required

This indicates that section 47 enquiries were commenced, but that an initial child protection conference was not deemed necessary. Enter:

- 1 (or true) if the section 47 enquiry was commenced, but an initial child protection conference was not deemed necessary;
- 0 (or false) if the section 47 enquiry was commenced, and an initial child protection conference was deemed necessary.

## Data module 4: child protection plans

This module contains information on child protection plans. A child can have none, one or more than one child protection plan (CPP). A child who is not in need cannot have a child protection plan.

This module is required where any of the following conditions apply:

- the child protection plan start date or end date fall within the census year;
- the plan was already open at the start of the year, ie there is a child protection plan start date even if it is outside the census year, and no child protection plan end date within the year.

The specification allows more than one plan review date to be provided and all reviews within the year should be included.

This module is repeatable.

### 4.1 Child protection plan start date

If a child is the subject of a child protection plan, enter the start date of that plan, using the format guide for dates (see [introduction, general notes](#) section). Otherwise, leave blank.

### 4.2 Initial category of abuse

Record the category of abuse as assessed when the child protection plan commenced. Using the code set in the table in 4.3 below.

### 4.3 Latest category of abuse

Record the most recent category of abuse assigned to the child protection plan. The latest category of abuse may be the same as the initial category of abuse.

Both initial and latest category of abuse variables use the following codes:

Description	Code
Neglect	NEG
Physical abuse	PHY
Sexual abuse	SAB
Emotional abuse	EMO

Description	Code
Multiple/not recommended	MUL

The ‘multiple’ category is for when more than one category of abuse is relevant to the child’s current protection plan. **It is not for children who have been the subject of more than one child protection plan during the year.**

The category of abuse under which a child is made the subject of a child protection plan will have been decided upon at the child protection conference. However, if the category of abuse applicable to the current child protection plan has changed as a result of subsequent child protection conferences, then enter the latest category of abuse. Overall, the initial category of abuse is that decided upon at the conference, any amended category is to be recorded as the latest category of abuse.

The categories are defined for statistical purposes as follows:

## Neglect

Neglect is the persistent failure to meet a child’s basic physical and/or psychological needs, which is likely to result in the serious impairment of the child’s health or development.

For instance, a parent or carer may fail to:

- provide adequate food, shelter, or clothing (including exclusion from home or abandonment);
- protect a child from physical harm, emotional harm, or danger;
- ensure adequate supervision (including the use of inadequate care-givers);
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs. More guidance on childhood neglect including training and resource materials can be found on the [department’s website](#).

## Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer deliberately fabricates symptoms or induces illness in a child. The fabrication and deliberate inducement or symptoms relate to conditions such as Munchausen syndrome by proxy.

## **Sexual abuse**

Sexual abuse involves forcing or enticing a child to take part in sexual activities, including prostitution, regardless of whether or not the child is aware of what is happening. Such activities may involve physical contact, including non-penetrative and penetrative acts (eg rape, buggery, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## **Emotional abuse**

Emotional abuse is the persistent ill-treatment of a child that causes severe and continual adverse effects on the child's emotional development. It may involve conveying to the child that they are inadequate, worthless or unloved, or valued only as far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature the imposing of age or developmentally inappropriate expectations on the child. Such expectations may include interactions that are beyond the child's developmental capability. It includes overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interactions. It may involve the child seeing or hearing the ill-treatment of another. It may also involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is implied in all types of ill-treatment of a child, although it may occur on its own. Use this category when it is the main or sole form of abuse.

## **Multiple/not recommended**

This category is used to record multiple categories or where no category is recommended.

## **4.4 Number of previous child protection plans**

The number of previous times that this child was made the subject of a child protection plan by the same local authority. If this is the first plan then the value should be zero. Child protection plans issued by other local authorities should not be counted. The number of previous child protection plans includes the number of times the child was on the child protection register.

## 4.5 Plan review date

Enter the date of the child protection plan reviews in 2015 to 2016, using the format guide for dates (see [introduction, general notes](#) section).

If more than one review has taken place then each should be provided. If there have been no reviews for this plan, leave this blank.

## Dates of plan reviews held in 2014 to 2015

If the child is the subject of a child protection plan at 1 April 2015, then if any child protection plan review was carried out in the previous year then you should include these details of the last review that was carried out in 2014 to 2015.

## 4.6 Child protection plan end date

Enter the end date of that plan, using the format guide for dates (see introduction, general notes section). Otherwise, leave blank.

## 4.7 Interaction with lead social worker

For all child protection plans which were open at 1 April 2015 or which started on or after 1 April 2015, record if the child has been seen in accordance with the timescales specified within their plan, by the lead social worker. Enter:

- 1 (or true) if on all occasions during the year the child was seen in accordance with the timescales specified in the plan;
- 0 (or false) if on some or all occasions the child was not seen in accordance with the timescales specified in the plan.

In cases where the child protection plan starts towards the end of the census year, but the first visit is scheduled for the next census year (ie after 31 March 2016), please record 1 (or true).

## Appendix A: definitions and guidance for primary need codes (see module 3)

### Abuse or neglect (code 'N1')

#### Definition

Children in need as a result of, or at risk of, abuse or neglect.

#### Guide to inclusion or exclusion from this category

All children who are the subject of a child protection plan or enquiries under section 47 of the Children Act 1989 should be included.

Children who have just been referred with evidence of possible neglect or abuse should be included.

Children who are living in a situation of domestic violence which triggers section 47 enquiries should be included.

Children whose needs arise out of their involvement (actual or suspected) in prostitution which has triggered section 47 enquiries should be included.

Children whose needs arise primarily out of their abusing other children which has triggered section 47 enquiries should be included.

Children whose needs arise from being abandoned by their families in circumstances which trigger section 47 enquiries should be included.

#### Possible sub-categories to help define main category

- Physical abuse;
- Sexual abuse;
- Emotional abuse;
- Domestic abuse.

### Child's disability or illness (code 'N2')

#### Definition

Children and their families whose main need for services arises because of the child's disability, illness, or intrinsic condition.

#### Guide to inclusion or exclusion from this category



This category encompasses children who are suffering impairment to their health and development as a result of their own intrinsic condition. The resulting needs require more support than is available through the capacity of their parents or carers and hence the need for social services. These are likely to be provided in conjunction with other services, particularly health and education.

The use of the term 'disability' in this category embraces any illness that causes the disability.

Although the majority of the children included in this category will be permanently disabled, this does not necessarily have to be the case. A child who requires social care during the course of recovery from a disabling illness or whose prognosis is uncertain should be included here.

Most children whose needs fall within this category will have a medically diagnosed condition, such as cerebral palsy, autism, or Down's syndrome.

There are some conditions where it is uncertain or controversial to regard them as intrinsic to the child. This used to be the case with autism, but scientists now acknowledge that there is a significant genetic component to this condition. Currently, the cause of attention deficit hyperactive disorder (ADHD) is in dispute. For the purposes of this collection, if the main reason why social services are involved is because the child is thought to have this disorder, then it should be included here.

Children who have been diagnosed as suffering from a psychiatric illness should be included.

If there is no medical diagnosis, or if the diagnosis is clearly framed in terms of family functioning, then 'Family Dysfunction' would be a more appropriate category.

Children with emotional and behavioural difficulties will present particular difficulties of classification. If there is a medically diagnosed condition attributed then the child should be included. Otherwise, 'Family Dysfunction' should be used.

### **Possible sub-categories to help define main category**

- children with physical disabilities;
- children with sensory disabilities;
- children with learning disabilities;
- children with emotional and behavioural difficulties;
- children with other mental health condition.

## **Parental disability or illness (code 'N3')**

### **Definition**

Children whose main need for services arises because the capacity of their parents (or carers) to care for them is impaired by the parent's (or carer's) disability, physical or mental illness, or addictions.

### **Guide to inclusion or exclusion from this category**

The key to inclusion in this category is that the parent has a diagnosable medical condition which is primary in limiting their parenting capacity and there is insufficient or no compensatory help available other than via social services.

The parental medical conditions include seriously disabling mental illness. However, in the case of reactive depression episodes or anxiety accompanying acute family stress, the category 'Family in Acute Stress' should be used.

Children who are in need because their parent or parents have learning disabilities that reduce their parenting capacity should be included.

This category should be used in cases where the need for services stems from parental alcoholism and drug-taking which have been diagnosed as such by a doctor or specialist service.

The category also included the needs of "young carers" who take on caring responsibilities for disabled or chronically ill parents.

In cases where children are in need because the parents have a "personality disorder", but there is doubt as to whether a clear medical condition exists, use the category 'Family Dysfunction'.

### **Possible sub-categories to help define main category**

- children whose parents are diagnosed alcoholics;
- children whose parents are diagnosed drug-takers;
- children with acutely ill parents (short-term);
- children being cared for by parents with learning disabilities;
- children being cared for by a chronically disabled parent or parents (mental or physical disability), but who are not taking responsibility for those parents;
- children assuming caring responsibility for chronically ill or disabled parents (mental or physical).

## **Family in acute stress (code 'N4')**

### **Definition**

Children whose needs arise from living in a family that is going through a temporary crisis that diminishes the parental capacity to adequately meet some of the children's needs.

## **Guide to inclusion or exclusion from this category**

This category encompasses families that are in difficulty but where the basic positive relationship between the parents and their children is not in question.

This includes families where the parenting capacity is normally good enough but they face circumstances, factors, or events that undermine that capacity. This would include events such as:

- upheaval in family relationships;
- loss of employment;
- reduced income;
- adverse housing;
- loss of amenities important to the care of children;
- the death of a parent or other family member.

It includes the sporadic needs of children that arise out of living in socially isolated or poorly resourced communities.

It includes a single parent who generally manages fine but occasionally needs additional help.

It includes families that generally function adequately but have been rendered homeless.

It includes families that generally function adequately but face a temporary 'explosion' from an adolescent member.

## **Possible sub-categories to help define main category**

- homeless family;
- single parent;
- death of a parent or carer.

## **Family dysfunction (code 'N5')**

### **Definition**

Children whose needs primarily arise from living in a family where the parenting capacity is chronically inadequate.

### **Guide to inclusion or exclusion from this category**

This category should not be chosen if the main reason for inadequate parenting capacity is parental illness or disability.

This category includes families where the low parenting capacity is at risk of, or actually is, impairing the child's health and development.

The category includes children who do not receive any of the following:

- basic care;
- consistent emotional warmth;
- adequate stimulation;
- adequate guidance and boundaries;
- a stable relationship with carers.

For inclusion in this category, parenting capacity must be a long-term concern and not just a reaction to adverse circumstance. This is a key factor distinguishing this category from 'Family in Acute Stress'.

Within this category there will be degrees of severity in the extent to which the parenting capacity is inadequate.

It will also include children whose safety is in concern as a consequence of family dysfunction, but for whom there is not yet hard enough evidence to invoke child protection measures. If a child is the subject of a child protection plan or section 47 enquiries then 'Abuse and Neglect' must be chosen.

This category could include children who are abandoned because the parent does not have the necessary parenting capacity to care for them.

#### **Possible sub-categories to help define main category**

- child's poor attachment to carer;
- low stimulation for child;
- erratic relationship between carers;
- chronic violence between carers;
- low control of child's boundaries of behaviour.

## **Socially unacceptable behaviour (code 'N6')**

### **Definition**

Children and families whose need for services primarily arise out of the child's behaviour impacting detrimentally on the community.

### **Guide to inclusion or exclusion from this category**

This would include children who require services because they:

- actually offend;
- are considered to be at risk of offending;
- are below the age of criminal responsibility but would otherwise be breaking the law;

- are behaving in such a disorderly way that they cause alarm or disturb the peace.

This would also include another group of children who create concern within the community because they put themselves at unacceptable risk, eg children who truant, or children who are sexually active.

This category would include the needs of children and young people being served by staff in a Youth Offending Team (YOT) paid from the Social Services department budget.

This category also includes children who are receiving services as part of the Crime Reduction Strategy, either with or without YOT involvement. However, a referral made by a YOT for reasons that are not connected with the child's offending may indicate that another needs category is more applicable.

A defining factor for this category is that the child's behaviour "pushes at the boundaries" of community acceptance; it has gone beyond the family.

Children for whom the primary concern is that they are suspected to be, or actually are, sexually exploited should trigger child protection measures and be categorised under 'Abuse or Neglect'.

### **Possible sub-categories to help define main category**

- disorderly behaviour;
- offending;
- truancy;
- unsafe sexual behaviour;
- substance abuse.

## **Low income (code 'N7')**

### **Definition**

Children, living in families or independently, whose needs primarily arise from being dependent on an income below the standard state entitlements.

### **Guide to inclusion or exclusion from this category**

This category is reserved for families or children whose special circumstances mean that their income is below the standard state entitlements.

It does not include people who are simply poor or who cannot manage on their entitlements.

It does include families who are asylum seekers and who do not have the means to provide adequately for their children.

It may include young people entering independence who, because of the rules relating to employment and training, are not eligible for full benefits and there is no other reason for contact with social services.

### **Possible sub-categories to help define main category**

- asylum-seeking families;
- non-habitually resident status;
- “independent” young people.

## **Absent parenting (code ‘N8’)**

### **Definition**

Children whose needs for services arise mainly from having no parents available to provide for them.

### **Guide to inclusion or exclusion from this category**

This category must not be used loosely for children looked after for whatever reason.

This category is reserved for the needs of children who simply do not have a source of parenting.

This category should be chosen for children whose birth parents make a well-intentioned and rational decision that they cannot care for the child and that it is in the child’s best interests to be adopted.

The category also includes:

- children whose needs arise because their parents have died or are lost;
- children whose parents have sent them away for ‘good’ motives;
- children who have become separated from their parents due to civil or natural disaster, or due to political events;
- children who are unaccompanied asylum seekers (UASC).

The category could also include children who are in need simply because a parent has been imprisoned but the reason for imprisonment bears no relation to the child being in need.

### **Possible sub-categories to help define main category**

- parents dies;
- unaccompanied asylum seeking children;
- separated from parents by natural or civil disaster, or political events
- private fostering.

## **Cases other than children in need (code 'N9')**

### **Definition**

Children who are receiving services but who are not strictly children in need.

This category must never be used because children do not appear to fit into other categories.

This code can be used if a child has been adopted and although no longer a child in need, receives adoption support from social services immediately after the adoption.

This is not to be used where a child only receives an adoption payment.

## **Need code 'Not Stated' (code 'N0')**

### **Definition**

Children whose reference data is not completely entered on the system and whose need code is yet to be determined.

This category is to enable the loading of data where the need codes are not immediately to hand. It is assumed that this will only apply to children who are supported in their families or who are independent; as looked after children will have had a need code allocated.

The number of children in this category should be kept to a minimum.

## Appendix B: codesets

### Gender

Code	Description
1	Male
2	Female
0	Not recorded or unborn at 31 March 2016
9	Indeterminate gender (ie unable to be classed as either male or female)

### Ethnicity

Code	Description
<b>White</b>	
WBRI	White British
WIRI	White Irish
WIRT	Traveller of Irish heritage
WOTH	Any other White background
WROM	Gypsy/Roma
<b>Mixed</b>	
MWBC	White and Black Caribbean
MWBA	White and Black African
MWAS	White and Asian
MOTH	Any other mixed background
<b>Asian or Asian British</b>	
AIND	Indian
APKN	Pakistani
ABAN	Bangladeshi



AOTH	Any other Asian background
<b>Black or black British</b>	
BCRB	Caribbean
BAFR	African
BOTH	Any other black background
<b>Other ethnic groups</b>	
CHNE	Chinese
OOTH	Any other ethnic group
REFU	Refused
NOBT	Information not yet obtained

## Disability

Code	Description
NONE	'NO DISABILITY'.
MOB	'MOBILITY' – getting about the house and beyond.
HAND	'HAND FUNCTION' – holding and touching.
PC	'PERSONAL CARE' – eating, washing, going to the toilet, dressing, etc.
INC	'INCONTINENCE' – controlling the passage of urine or faeces.
COMM	'COMMUNICATION' – speaking and/or understanding others.
LD	'LEARNING' – having special educational needs, etc.
HEAR	'HEARING'.
VIS	'VISION'.
BEH	'BEHAVIOUR' – a condition entailing behavioural difficulties, includes attention deficit hyperactivity disorder (ADHD).
CON	'CONCIOUSNESS' – seizures.

Code	Description
AUT	'DIAGNOSED WITH AUTISM OR ASPERGER SYNDROME' – diagnosed by a qualified medical practitioner as having classical autism or Asperger syndrome. Do not include children who have merely been identified as having an autistic spectrum disorder (ASD), eg by their school. This can be associated with the behaviour and learning categories above.
DDA	OTHER DDA – one or more of the child's disabilities under the Disability Discrimination Act 2005 does not fall into any of the above categories.

### Source of referral

Code	Description
1A	'INDIVIDUAL' – family member, relative or carer.
1B	'INDIVIDUAL' – acquaintance (including neighbours and child minders).
1C	'INDIVIDUAL' – self.
1D	'INDIVIDUAL' – other (including strangers or MPs).
2A	'SCHOOLS'.
2B	'EDUCATION SERVICES'.
3A	'HEALTH SERVICES' – GP.
3B	'HEALTH SERVICES' – health visitor.
3C	'HEALTH SERVICES' – school nurse.
3D	'HEALTH SERVICES' – other primary health services.
3E	'HEALTH SERVICES' – A&E (emergency department).
3F	'HEALTH SERVICES' – other (eg hospice).
4	'HOUSING' - (local authority housing or housing association).
5A	'LA SERVICES' – social care eg adults social care services.
5B	'LA SERVICES' – other internal (department other than social care in local authorities, eg youth offending (excluding housing)).

Code	Description
5C	'LA SERVICES' – external eg from another local authorities adults social care services.
6	'POLICE'.
7	'OTHER LEGAL AGENCY' – including courts, probation, immigration, CAFCASS or prison.
8	'OTHER' – including children's centres, independent agency providers or voluntary organisations.
9	'ANONYMOUS'.
10	'UNKNOWN'.

### Primary need code

Code	Description
N1	<b>Abuse or neglect</b> - children in need as a result of, or at risk of, abuse or neglect; also includes children at risk because of domestic violence.
N2	<b>Child's disability</b> - children and families whose main need for services arises because of their child's disability, illness or intrinsic condition.
N3	<b>Parental disability or illness</b> - children whose main need for services arises because the capacity of their parents (or carers) to care for them is impaired by the parent's (or carer's) disability, physical or mental illness, or addictions.
N4	<b>Family in acute stress</b> - children whose needs arise from living in a family that is going through a temporary crisis that diminishes the parental capacity to adequately meet some of the children's needs.
N5	<b>Family dysfunction</b> - children whose needs primarily arise from living in a family where the parenting capacity is chronically inadequate.
N6	<b>Socially unacceptable behaviour</b> - children and families whose need for services primarily arise out of the child's behaviour impacting detrimentally on the community.
N7	<b>Low income</b> - children, living in families or independently, whose needs primarily arise from being dependent on an income below the standard state entitlements.

Code	Description
N8	<b>Absent parenting</b> - children whose needs for services arise mainly from having no parents available to provide for them.
N9	<b>Cases other than children in need</b> - children who have been adopted and, although they are no longer a child in need, receive adoption support from social services immediately after adoption. This should not be used where a child receives an adoption payment only as these children should not be included in the census.
N0	<b>Not stated</b> - children whose reference data is not completely entered on the system and whose need code is yet to be determined, or, the case is a referral that has been closed following assessment.

### Reason for closure

Code	Description
RC1	Adopted.
RC2	Died.
RC3	Residence order.
RC4	Special guardianship order.
RC5	Transferred to services of another local authority.
RC6	Transferred to adult social care services.
RC7	Services ceased for any other reason, including child no longer in need.
RC8	Case closed after assessment, no further action.

### Factors identified at the end of assessment

Code	Description
1A	<b>Alcohol misuse:</b> concerns about alcohol misuse by the <b>child</b> .
1B	<b>Alcohol misuse:</b> concerns about alcohol misuse by the <b>parent or carer</b> .
1C	<b>Alcohol misuse:</b> concerns about alcohol misuse by <b>another person</b> living in the household.

Code	Description
2A	<b>Drug misuse:</b> concerns about drug misuse by the <b>child</b> .
2B	<b>Drug misuse:</b> concerns about drug misuse by the <b>parent or carer</b> .
2C	<b>Drug misuse:</b> concerns about drug misuse by <b>another person</b> living in the household.
3A	<b>Domestic violence:</b> concerns about the <b>child</b> being the subject of domestic violence.
3B	<b>Domestic violence:</b> concerns about the child's <b>parent or carer</b> being the subject of domestic violence.
3C	<b>Domestic violence:</b> concerns about <b>another person</b> living in the household being the subject of domestic violence.
4A	<b>Mental health:</b> concerns about the mental health of the <b>child</b> .
4B	<b>Mental health:</b> concerns about the mental health of the <b>parent or carer</b> .
4C	<b>Mental health:</b> concerns about the mental health of <b>another person</b> in the family/household.
5A	<b>Learning disability:</b> concerns about the <b>child's</b> learning disability.
5B	<b>Learning disability:</b> concerns about the <b>parent or carer's</b> learning disability.
5C	<b>Learning disability:</b> concerns about <b>another person</b> in the family/household's learning disability.
6A	<b>Physical disability or illness:</b> concerns about a physical disability or illness of the child.
6B	<b>Physical disability or illness:</b> concerns about a physical disability or illness of the parent or carer.
6C	<b>Physical disability or illness:</b> concerns about a physical disability or illness of another person in the family/household.
7A	<b>Young carer:</b> concerns that services may be required or the child's health or development may be impaired due to their caring responsibilities.
8A	<b>Privately fostered:</b> concerns that services may be required or the child may be at risk as a privately fostered child.

Code	Description
9A	<b>UASC:</b> concerns that services may be required or the child may be at risk of harm as an unaccompanied asylum seeking child.
10A	<b>Missing:</b> concerns that services may be required or the child may be at risk of harm due to going/being missing.
11A	<b>Child sexual exploitation:</b> concerns that services may be required or the child may be at risk of harm due to child sexual exploitation.
12A	<b>Trafficking:</b> concerns that services may be required or the child may be at risk of harm due to trafficking.
13A	<b>Gangs:</b> concerns that services may be required or the child may be at risk of harm because of involvement in/with gangs.
14A	<b>Socially unacceptable behaviour:</b> concerns that services may be required or the child may be at risk due to their socially unacceptable behaviour.
15A	<b>Self-harm:</b> concerns that services may be required or the due to suspected/actual self-harming child may be at risk of harm.
16A	<b>Abuse or neglect – ‘NEGLECT’:</b> concerns that services may be required or the child may be suffering or likely to suffer significant harm due to abuse or neglect.
17A	<b>Abuse or neglect – ‘EMOTIONAL ABUSE’:</b> concerns that services may be required or the child may be suffering or likely to suffer significant harm due to abuse or neglect.
18A	<b>Abuse or neglect – ‘PHYSICAL ABUSE’:</b> concerns that services may be required or the child may be suffering or likely to suffer significant harm due to abuse or neglect.
19A	<b>Abuse or neglect – ‘SEXUAL ABUSE’:</b> concerns that services may be required or the child may be suffering or likely to suffer significant harm due to abuse or neglect.
20	<b>Other.</b>
21	<b>No factors identified</b> - only use this if there is no evidence of any of the factors above and no further action is being taken.

## Child protection plan – initial and latest category of abuse

Code	Description
NEG	Neglect
PHY	Physical abuse
SAB	Sexual abuse
EMO	Emotional abuse
MUL	Multiple/not recommended

## Appendix C: local authority codes

201	City of London	355	Salford	855	Leicestershire
202	Camden	356	Stockport	856	Leicester
203	Greenwich	357	Tameside	857	Rutland
204	Hackney	358	Trafford	860	Staffordshire
205	Hammersmith and Fulham	359	Wigan	861	Stoke-on-Trent
206	Islington	370	Barnsley	865	Wiltshire
207	Kensington and Chelsea	371	Doncaster	866	Swindon
208	Lambeth	372	Rotherham	867	Bracknell Forest
209	Lewisham	373	Sheffield	868	Windsor and Maidenhead
210	Southwark	380	Bradford	869	West Berkshire
211	Tower Hamlets	381	Calderdale	870	Reading
212	Wandsworth	382	Kirklees	871	Slough
213	Westminster	383	Leeds	872	Wokingham
301	Barking and Dagenham	384	Wakefield	873	Cambridgeshire
302	Barnet	390	Gateshead	874	Peterborough
303	Bexley	391	Newcastle upon Tyne	876	Halton
304	Brent	392	North Tyneside	877	Warrington
305	Bromley	393	South Tyneside	878	Devon
306	Croydon	394	Sunderland	879	Plymouth
307	Ealing	420	Isles of Scilly	880	Torbay
308	Enfield	800	Bath and North East Somerset	881	Essex
309	Haringey	801	Bristol, City of	882	Southend-on-Sea
310	Harrow	802	North Somerset	883	Thurrock
311	Havering	803	South Gloucestershire	884	Herefordshire
312	Hillingdon	805	Hartlepool	885	Worcestershire
313	Hounslow	806	Middlesbrough	886	Kent
314	Kingston upon Thames	807	Redcar and Cleveland	887	Medway
315	Merton	808	Stockton-on-Tees	888	Lancashire
316	Newham	810	Kingston Upon Hull, City of	889	Blackburn with Darwen
317	Redbridge	811	East Riding of Yorkshire	890	Blackpool
318	Richmond upon Thames	812	North East Lincolnshire	891	Nottinghamshire
319	Sutton	813	North Lincolnshire	892	Nottingham
320	Waltham Forest	815	North Yorkshire	893	Shropshire
330	Birmingham	816	York	894	Telford and Wrekin
331	Coventry	821	Luton	895	Cheshire East
332	Dudley	822	Bedford Borough	896	Cheshire West and Chester
333	Sandwell	823	Central Bedfordshire	908	Cornwall
334	Solihull	825	Buckinghamshire	909	Cumbria
335	Walsall	826	Milton Keynes	916	Gloucestershire
336	Wolverhampton	830	Derbyshire	919	Hertfordshire
340	Knowsley	831	Derby	921	Isle of Wight
341	Liverpool	835	Dorset	925	Lincolnshire
342	St Helens	836	Poole	926	Norfolk
343	Sefton	837	Bournemouth	928	Northamptonshire
344	Wirral	840	Durham	929	Northumberland
350	Bolton	841	Darlington	931	Oxfordshire
351	Bury	845	East Sussex	933	Somerset
352	Manchester	846	Brighton and Hove	935	Suffolk
353	Oldham	850	Hampshire	936	Surrey
354	Rochdale	851	Portsmouth	937	Warwickshire
		852	Southampton	938	West Sussex





Department  
for Education

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