



Department  
for Education

# **Children in need census 2017 to 2018**

## **COLLECT report specifications**

**October 2017**

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## Version history

Version	Comment	Date
1.0	Baseline version	April 2017
1.1	Updated to include additional factors identified at assessment and change to return level notes only	September 2017

## Related documents

[Technical specification and validation rules 2017 to 2018](#)

[Census guide 2017 to 2018](#)

## **General notes for users of the children in need COLLECT reports**

1. The reports will be available to the Collector (DfE) and the local authority contacts with COLLECT (collections online for learning, education, children and teachers) access. DfE contacts will be able to access the reports for any local authority. Local authorities will only be able to access their own.
2. Reports can be run from the launch reports option within the children in need COLLECT blade.
3. The reports will not be live on any given day but will reflect the position from COLLECT on the previous working day.
4. All reports will be exportable in the following formats: xml, csv, tiff, pdf, web archive and MS Excel.

# Assessments working days list

## Report description

The report allows identification of the length of time an assessment has taken to complete. The report will show a table listing the local authority child id and the number of working days from the start of the assessment to the end of the assessment.

## Definitions

The number of working days can be calculated by subtracting the assessment start date from the assessment authorisation date and then subtracting any bank holidays and local authority non-working days.

If a start date and authorisation date fall on the same day, the number of working days will be zero. If a start date is after an authorisation date, the number of working days will be a negative figure.

From 2012 to 2013 onwards actual start dates were collected. When an assessment starts on a weekend or a non-working day (for example a bank holiday) local authorities should return that date. The examples below demonstrate how the number of working days taken to complete the assessment will be calculated:

AssessmentActualStartDate 04-06-2017

AssessmentAuthorisationDate 23-06-2017

The duration of this assessment would be calculated as 14 working days. As the assessment started on a Sunday, we move forward to the next working day which is Monday 5th and count this as day zero. We then count the working days between which means the authorisation date is working day number 14.

AssessmentActualStartDate 04-04-2017

AssessmentAuthorisationDate 08-04-2017

The duration of this assessment would be calculated as 4 working days. The assessment started on a Tuesday and finished on a Saturday. However, as the Saturday is not a working day, we would count the assessment as ending on the next working day (Monday 10th), therefore taking 4 working days.

## Report criteria

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria. The child may appear more than once if they have more than one completed assessment throughout the year. The children will be ordered by local authority child id.
Row totals	An extra row will be included at the bottom of the table and in the first column a count of the number of records within the report will appear.
Columns	The following column headings apply: 'LACHildID' – the local authority child id 'Referral Date' – referral data of the child 'Assessment Actual Start Date' – data assessment started 'Assessment Authorisation Date' – date assessment authorised Number of working days – the number of working days.
Column totals	No column totals required.

# Assessments working day summary

## Report description

The report provides a summary of the assessments identified in the 'Assessment working day's list' report banded by the number of working days taken to complete. The report will produce a table with the following bandings:

- 0 working days
- 1-5 working days
- 6-10 working days
- 11-15 working days
- 16-20 working days
- 21-25 working days
- 26-30 working days
- 31-35 working days
- 36-40 working days
- 41-45 working days
- 46-50 working days
- 51-55 working days
- 56-60 working days
- 61-65 working days
- 66-70 working days
- 71 or more working days
- No start or no end date
- Total number of assessment records

## Report criteria

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria. The child may appear more than once if they have more than one completed assessment throughout the year. The children will be ordered by local authority child id.
Row totals	An extra row will be included at the bottom of the table and in the first column a count of the number of records within the report will appear.
Columns	The following column headings apply: Assessments: time completed in - under which the above bandings will be listed Number of assessments – a count of the number of assessments which fall into the working day banding.
Column totals	No column totals required.

## CPP at 31 March - category of abuse

### Report description

The report allows identification of the breakdown of children who were the subject of a child protection plan at 31 March 2018, by initial and latest category of abuse. The report will display a table showing the number of children who fall into each category of abuse.

### Definitions

#### Children subject of a plan at 31 March, by initial category of abuse

Output	Selection criteria
Number of children who were the subject of a child protection plan at 31 March 2018, whose initial category of abuse was neglect	Count of CPP records where CPP Start date is <= 31/03/2018 and CPP end date is >= 01/04/2018 or missing, and Initial Category of Abuse = NEG
Number of children who were the subject of a child protection plan at 31 March 2018, whose initial category of abuse was physical abuse	Count of CPP records where CPP Start date is <= 31/03/2018 and CPP end date is >= 01/04/2018 or missing, and Initial Category of Abuse = PHY
Number of children who were the subject of a child protection plan at 31 March 2018, whose initial category of abuse was sexual abuse	Count of CPP records where CPP Start date is <= 31/03/2018 and CPP end date is >= 01/04/2018 or missing, and Initial Category of Abuse = SAB
Number of children who were the subject of a child protection plan at 31 March 2018, whose initial category of abuse was emotional abuse	Count of CPP records where CPP Start date is <= 31/03/2018 and CPP end date is >= 01/04/2018 or missing, and Initial Category of Abuse = EMO
Number of children who were the subject of a child protection plan at 31 March 2018, whose initial category of abuse was multiple/not recommended	Count of CPP records where CPP Start date is <= 31/03/2018 and CPP end date is >= 01/04/2018 or missing, and Initial Category of Abuse = MUL
Number of children who were the subject of a child protection plan at 31 March 2018, whose initial category of abuse was invalid or missing	Count of CPP records where CPP Start date is <= 31/03/2018 and CPP end date is >= 01/04/2018 or missing, and Initial Category of Abuse not equal to NEG, PHY, SAB, EMO or MUL, or missing
Total number of children who were the subject of a child protection plan at 31 March 2018	Count of CPP records where CPP Start date is <= 31/03/2018 and CPP end date is >= 01/04/2018 or missing



## Children subject of a plan at 31 March, by latest category of abuse

Output	Selection criteria
Number of children who were the subject of a child protection plan at 31 March 2018, whose latest category of abuse was neglect	Count of CPP records where CPP Start date is <= 31/03/2018 and CPP end date is >= 01/04/2018 or missing, and Latest Category of Abuse = NEG
Number of children who were the subject of a child protection plan at 31 March 2018, whose latest category of abuse was physical abuse	Count of CPP records where CPP Start date is <= 31/03/2018 and CPP end date is >= 01/04/2018 or missing, and Latest Category of Abuse = PHY
Number of children who were the subject of a child protection plan at 31 March 2018, whose latest category of abuse was sexual abuse	Count of CPP records where CPP Start date is <= 31/03/2018 and CPP end date is >= 01/04/2018 or missing, and Latest Category of Abuse = SAB
Number of children who were the subject of a child protection plan at 31 March 2018, whose latest category of abuse was emotional abuse	Count of CPP records where CPP Start date is <= 31/03/2018 and CPP end date is >= 01/04/2018 or missing, and Latest Category of Abuse = EMO
Number of children who were the subject of a child protection plan at 31 March 2018, whose latest category of abuse was multiple/not recommended	Count of CPP records where CPP Start date is <= 31/03/2018 and CPP end date is >= 01/04/2018 or missing, and Latest Category of Abuse = MUL
Number of children who were the subject of a child protection plan at 31 March 2018, whose latest category of abuse was invalid or missing	Count of CPP records where CPP Start date is <= 31/03/2018 and CPP end date is >= 01/04/2018 or missing, and Latest Category of Abuse not equal to NEG, PHY, SAB, EMO or MUL, or missing
Total number of children who were the subject of a child protection plan at 31 March 2018	Count of CPP records where CPP Start date is <= 31/03/2018 and CPP end date is >= 01/04/2018 or missing

## Report criteria

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria.
Row totals	An extra row will be included at the bottom of the table.
Columns	The following column headings apply: Initial category of abuse Latest category of abuse.

Section	Criteria
Column totals	No column totals required.

## Error counts

### Report description

The report will sum the errors by error number for the requested local authority, or in DfE, across the whole collection for a national total for each error.

### Report criteria

Section	Criteria
Rows	An occurrence of a record will be added here each time a record meets the selection criteria. Errors will be listed in order of occurrence (highest first).
Columns	The following column headings apply: Occurrences – how many times the error occurs Validation rule number – states the validation code as listed in the technical specification Error Message – displays the error message.

## Error report

### Report description

The report will list all the individual errors for the requested local authority, or in DfE, across the whole collection for a national list of each individual error.

### Report criteria

Section	Criteria
Rows	An occurrence of a record will be added here each time a record meets the selection criteria. Errors will be listed in order of validation rule number (lowest first).
Columns	The following column headings apply: 'LA Number' – the local authority number UPN – the unique pupil number of the child 'LA Child ID' – the local authority child id DOB – the date of birth of the child Expected DOB – the expected date of birth of the child (if unborn) Referral date – date the child was referred 'Error/Query' – if it is an error or a query 'Error Okayed' – if it is an ok error 'Validation Rule No.' – the associated validation rule number 'Error Message' – what the error message is 'Record Name' – data module that the error/query is associated with 'Data Item Name' – specific data item that the error/query relates to 'Data Item Value' – value of the data item that the error/query relates to.

## Factors at assessment

### Report description

The report provides a summary of factors identified at the end of completed assessments. As local authorities can chose more than one factor for the same assessment, the total will sum to greater than the number of completed assessments in the year.

### Definitions

Output	Selection criteria
1A Alcohol misuse: child	Count of assessment records where Assessment Authorisation Date is $\geq$ 01/04/2017 and $\leq$ 31/03/2018 and Assessment Factors = 1A
1B Alcohol misuse: parent/carer	Count of assessment records where Assessment Authorisation Date is $\geq$ 01/04/2017 and $\leq$ 31/03/2018 and Assessment Factors = 1B
1C Alcohol misuse: another person	Count of assessment records where Assessment Authorisation Date is $\geq$ 01/04/2017 and $\leq$ 31/03/2018 and Assessment Factors = 1C
2A Drug misuse: child	Count of assessment records where Assessment Authorisation Date is $\geq$ 01/04/2017 and $\leq$ 31/03/2018 and Assessment Factors = 2A
2B Drug misuse: parent/carer	Count of assessment records where Assessment Authorisation Date is $\geq$ 01/04/2017 and $\leq$ 31/03/2018 and Assessment Factors = 2B
2C Drug misuse: another person	Count of assessment records where Assessment Authorisation Date is $\geq$ 01/04/2017 and $\leq$ 31/03/2018 and Assessment Factors = 2C
3A Domestic violence: child subject	Count of assessment records where Assessment Authorisation Date is $\geq$ 01/04/2017 and $\leq$ 31/03/2018 and Assessment Factors = 3A
3B Domestic violence: parent/carer subject	Count of assessment records where Assessment Authorisation Date is $\geq$ 01/04/2017 and $\leq$ 31/03/2018 and Assessment Factors = 3B

<b>Output</b>	<b>Selection criteria</b>
3C Domestic violence: another person subject	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 3C
4A Mental health: child	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 4A
4B Mental health: parent/carer	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 4B
4C Mental health: another person	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 4C
5A Learning disability: child	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 5A
5B Learning disability: parent/carer	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 5B
5C Learning disability: another person	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 5C
6A Physical disability or illness: child	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 6A
6B Physical disability or illness: parent/carer	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 6B
6C Physical disability or illness: another person	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 6C
7A Young carer	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 7A

<b>Output</b>	<b>Selection criteria</b>
8A Privately fostered	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 8A
8B Privately fostered: Overseas children who intend to return	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 8B
8C Privately fostered: Overseas children who intend to stay	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 8C
8D Privately fostered: UK children in educational placements	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 8D
8E Privately fostered: UK children making alternative family arrangements	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 8E
8F Privately fostered: Other	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 8F
9A UASC	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 9A
10A Missing	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 10A
11A Child sexual exploitation	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 11A
12A Trafficking	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 12A
13A Gangs	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 13A

<b>Output</b>	<b>Selection criteria</b>
14A Socially unacceptable behaviour	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 14A
15A Self-harm	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 15A
16A Abuse or neglect – neglect	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 16A
17A Abuse or neglect – emotional abuse	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 17A
18A Abuse or neglect – physical abuse	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 18A
19A Abuse or neglect – sexual abuse	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 19A
20 Other	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 20
21 No factors identified	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 21
22A Female genital mutilation (FGM)	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 22A
23A Abuse linked to faith or belief	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors = 23A
Missing/invalid code	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018 and Assessment Factors is missing or invalid



<b>Output</b>	<b>Selection criteria</b>
Total number of completed assessments	Count of assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018

## Report criteria

<b>Section</b>	<b>Criteria</b>
Rows	A record will be added here each time a record meets the selection criteria. The child may appear more than once if they have more than one assessment in the year.
Row totals	An extra row will be included at the bottom of the table and in the first column a count of the number of records within the report will appear.
Columns	The following column headings apply: Factors identified at the end of assessment - the factors identified at the end of an assessment Number of completed assessments – the number of completed assessments where the factor was identified.
Column totals	No column totals required.

# Transfer-in ICPC working days summary

## Report description

The report provides a summary for the total number of transfer-in initial child protection conferences (ICPCs) in the year, the time taken from the referral date to the date of the initial child protection conference (on the CIN details module) banded by the number of working days. Restrict to only CIN details records where date of initial child protection conference is in the census year and is not missing.

The report will produce a table with the following bandings:

Date of ICPC before referral date

0-10 working days

11-15 working days

16-20 working days

21+ working days

No referral date

Total episodes subject to a transfer-in ICPC in the year

## Definitions

The number of working days can be calculated by subtracting the referral date from the date of ICPC (on the CIN details module) and then subtracting any bank holidays and local authority non-working days.

If an ICPC starts on the same day as the child is referred, the number of working days will be zero. If the ICPC starts before the referral date, the number of working days will be a negative figure.

The examples below demonstrate how the number of working days taken from referral to transfer-in ICPC will be calculated:

ReferralDate 04-06-2017

DateOfInitialCPC (CIN details module) 23-06-2017

The duration of this assessment would be calculated as 14 working days. As the assessment started on a Sunday, we move forward to the next working day which is Monday 5th and count this as day zero. We then count the working days between which means the authorisation date is working day number 14.

S47ActualStartDate 04-04-2017

DateOfInitialCPC (CINDetailsModule) 08-04-2017

The duration of this assessment would be calculated as 4 working days. The assessment started on a Tuesday and finished on a Saturday. However, as the Saturday is not a working day, we would count the assessment as ending on the next working day (Monday 10th), therefore taking 4 working days.

## Report criteria

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria. The child may appear more than once if they have more than one transfer-in initial child protection conference throughout the year.
Row totals	An extra row will be included at the bottom of the table and in the first column a count of the number of records within the report will appear.
Columns	The following column headings apply: Time from referral to date of transfer-in ICPC - under which the above bandings will be listed Number of transfer-in ICPCs – a count of the number of transfer-in ICPCs which fall into the working day banding
Column totals	No column totals required.

# ICPC working days summary

## Report description

The report provides a summary for the total number of initial child protection conferences in the year, the time taken from section 47 (S47) actual start date to the date of the initial child protection conference banded by the number of working days. Restrict to only S47 records where the date of initial child protection conference (ICPC) is in the census year and is not missing.

The report will produce a table with the following bandings:

No S47 start date

Date of ICPC before S47 actual start date

0-10 working days

11-15 working days

16-20 working days

21+ working days

Total episodes subject to an ICPC in the year

## Definitions

The number of working days can be calculated by subtracting the S47 actual start date from the date of ICPC and then subtracting any bank holidays and local authority non-working days.

If a S47 enquiry starts on the same day as the ICPC, the number of working days will be zero. If an ICPC starts before the S47 enquiry, the number of working days will be a negative figure.

Actual start dates have been collected from 2012 to 2013. When a section 47 enquiry starts on a weekend or a non-working day (for example a bank holiday) local authorities should return that date. The examples below demonstrate how the number of working days will be calculated from S47 start date to date of initial child protection conference:

S47ActualStartDate 04-06-2017

DateOfInitialCPC 23-06-2017

The duration of this assessment would be calculated as 14 working days. As the assessment started on a Sunday, we move forward to the next working day which is Monday (05-06-2017) and count this as day zero. We then count the working days between which means the authorisation date is working day number 14.

S47ActualStartDate 06-04-2017

DateOfInitialCPC 08-04-2017

The duration of this assessment would be calculated as 4 working days. The assessment started on a Tuesday and finished on a Saturday. However, as the Saturday is not a working day, we would count the assessment as ending on the next working day (Monday 10-04-2017), therefore taking 4 working days.

## Report criteria

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria. The child may appear more than once if they have more than one initial child protection conference throughout the year.
Row totals	An extra row will be included at the bottom of the table and in the first column a count of the number of records within the report will appear.
Columns	The following column headings apply: Time from S47 start date to date of ICPC - under which the above bandings will be listed Number of ICPCs – a count of the number of ICPCs which fall into the working day banding
Column totals	No column totals required.

# Key indicators

## Report description

The report provides a summary of the three child protection plan key indicators and will display the numerator, denominator and percentage value for each of the indicators.

## Definitions

Please see the relevant definitions for each of the separate key indicator reports by clicking on the links below:

1. [Child protection plans lasting two years or more](#)
2. [Child protection cases which were reviewed within required timescales](#)
3. [Children becoming the subject of a child protection plan for a second or subsequent time](#)

All key indicators are displayed as a percentage which is calculated as follows:

$$\frac{\text{Numerator}}{\text{Denominator}} \times 100$$

## Report criteria

Section	Criteria
Rows	The following row headings apply: Name of the key indicator – for example ‘Child protection plans lasting two years or more’ Numerator followed by a description Denominator followed by a description % ratio – the percentage calculated from the numerator and the denominator.
Columns	A record will be added here each time a record meets the selection criteria.

## ‘KI Children – CPP – 2 Years or more’

### Report description

The report allows the identification of both the total and the individual children who have been the subject of a child protection plan which lasted two years or more. It will run in two parts:

1. The denominator which will count the number of children who were the subject of a child protection plan which ended during the year.
2. The numerator which will count the number of children who were the subject of a plan continuously for 2 years or longer (more than 729 days).

### Definitions

Output	Selection criteria
A count of the number of child protection plans coming to an end in the year (denominator)	For any Child Protection Plan with a Child Protection Plan End Date $\geq$ CIN Census Start Date (01/04/2017) and $\leq$ CIN Reference Date (31/03/2018) add 1 to the denominator
A count of the plans identified in the denominator which have durations of 730 days or more (numerator)	For each plan found in the denominator, calculate the length of the plan. Subtract the Child Protection Plan Start Date from the Child Protection Plan End Date and convert the result to days. If the result is $\geq$ 730 (days) it is considered to have been open for 2 or more years and 1 should be added to the numerator count.

### Report criteria

Section	Criteria
Rows	A record will be added to the report each time a record meets the selection criteria. The children in the report will be ordered by local authority child id.
Row totals	An extra row will be included at the bottom of the table and in the first column a count of the number of records within the report will appear.

Section	Criteria
Columns	<p>The following data items should be included for each child where it is provided:</p> <ul style="list-style-type: none"> <li>'LA No'. – the local authority number</li> <li>'LACHildID' – the local authority child id</li> <li>UPN – the unique pupil number</li> <li>DOB – the child's date of birth</li> <li>'Expected DOB' – the child's expected date of birth</li> <li>Gender – the child's gender</li> <li>'Referral Date'</li> <li>'Child Protection Plan Start Date'</li> <li>'Child Protection Plan End Date'.</li> </ul>
Column totals	No column totals required.



## ‘KI Children’ – CPPs reviewed within timescales

### Report description

The report allows identification of the total number and individual children who were the subject of a child protection plan which was reviewed within the required timescales. The report will run in two parts:

1. The denominator which will count the number of children with an open child protection plan at the 31 March 2018 which had been open for at least 3 months.
2. The numerator which will count, of the denominator, the number of children whose case had been reviewed, so that:
  - the first review of the year was held within 6 months, day 183 or earlier, of the last review in the previous year (or within 3 months, day 91 or earlier of the start of the child protection plan, if there was no review the previous year);
  - the maximum gap between reviews during the year was 6 months; and
  - a review was held within 6 months, day 183 or earlier, of the end of the year.

### Definitions

Output	Selection criteria
The number of children with an open child protection plan at the 31 March 2018 which had been open for at least 3 months (denominator)	Each child should only have 1 open CPP so for each unique LA Child ID where the following conditions are met add 1 to the denominator count: <ul style="list-style-type: none"> <li>- Child Protection Plan End Date is NULL</li> <li>- CIN Reference Date (31/03/2018) - 91 days &gt;= Child Protection Plan Start Date</li> </ul> NB if the CPP Start Date is NULL the record should not be included in the count.
The number of child protection plans which were reviewed within timescales (numerator)	For each open CPP identified above with a unique LA Child ID all 3 of the following conditions must be met before the numerator is incremented: <ol style="list-style-type: none"> <li>1. Review within 6 months of a review in the previous financial year or within 3 months of the start date if there is no previous year review.</li> </ol> Either

Output	Selection criteria
	<p>If there is a Review record with CPP Review Date &lt; CIN Census Start Date (01-04-2017) add 183 (days) to CPP Review Date (this calculates 6 monthly interval by which the next review should have been held). Search the Review records for one with a CPP Review Date &gt;= CIN Census Start Date (01-04-2017) and &lt;= calculated date.</p> <p>Or</p> <p>If there isn't a Review record with CPP Review Date &lt; CIN Census Start date (01-04-2017) add 91 (days) to the Child Protection Plan Start Date (for example, a review within 3 months of the start date). Search Review records for one with a CPP Review Date &gt;= CPP Start Date and &lt;= calculated date.</p> <p>If neither condition is met ignore the CPP record and do not increment the count.</p> <p>and</p> <p>2. Review within the last 6 months of current financial year</p> <p>Where either one of the conditions above has been met subtract 183 (days) from CIN Reference date (31-03-2018) and search the Review records for a CPP Review Date &gt;= calculated date and &lt;= CIN Reference Date. If the condition isn't met ignore CPP record and do not increment count.</p> <p>and</p> <p>3. The maximum gap between reviews during the year is 6 months</p> <p>If the conditions above have been met and there is more than one Review record with a CPP Review Date &gt;= CIN Census Start Date (01-04-2017) and &lt;= CIN Reference Date check that the gap between sequential CPP Review Dates is &lt;= 183 days (6 months), if it is increment the count. If the gap is &gt;= 184 ignore the CPP record and do not increment the count.</p>

Output	Selection criteria
	<p>(NB. By this stage if there is only one Review record with a CPP Review Date in the year then it must valid to have passed tests 1 and 2 to increment the count).</p> <p>Notes The calculation of duration should be based on the number of days which will be consistent for leap years and non-leap years.</p>

## Report criteria

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria. The children will be ordered by local authority child id.
Row totals	An extra row will be included at the bottom of the table and in the first column a count of the number of records within the report will appear.
Columns	<p>The following column headings apply where provided:</p> <p>'LA No' – the local authority number</p> <p>'LA Child ID' – the local authority child id</p> <p>UPN – the child's unique pupil number</p> <p>DOB – the child's date of birth</p> <p>'Expected DOB' - the child's expected date of birth (if unborn)</p> <p>Gender – the child's gender</p> <p>'Child Protection Plan Start Date' – date the child protection plan started</p> <p>'Child Protection Plan End Date' – date the child protection plan ended</p> <p>'Referral Date' – date the child was referred</p> <p>'Number of Previous Plans' – the number of child protection plans the child has been the subject of in the past.</p>
Column totals	No column totals required.

## ‘KI Children – More than one CPP’

### Report description

The report allows identification of the total number and individual children who were the subject of a child protection plan for a second or subsequent time. The report will run in two parts:

1. The denominator which counts the number of children who were made the subject of a child protection plan at any time during the year ending 31 March 2017.
2. The numerator which counts, of the denominator, the number of children who had previously been the subject of a child protection plan regardless of how long ago.

### Definitions

Output	Selection criteria
The total number of children who become the subject of a child protection plan in the year (denominator)	For each child protection plan with a CPP Start Date $\geq$ CIN Census Start Date (01/04/2017) and $\leq$ CIN Reference Date (31/03/2018) add 1 to the denominator total
The number of re-registrations (numerator)	<p>For each CPP identified above check for re-registration. A re-registration is where a second (or third etc.) child protection plan has been opened after one has been closed.</p> <p>A re-registration is where Number of Previous CPPs on the CPP record is <math>&gt; 0</math>; in these cases the numerator should be incremented by 1.</p> <p>If there is only one CPP i.e. Number of Previous CPPs = 0 it will be a new registration.</p>

### Report criteria

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria. The child may appear more than once if they have more than one child protection plan (CPP) throughout the year. The children will be ordered by local authority child id.
Row totals	An extra row will be included at the bottom of the table and in the first column a count of the number of records within the report will appear.

Section	Criteria
Columns	<p>The following column headings apply where provided:</p> <p>‘LA No’ – the local authority number</p> <p>‘LA Child ID’ – the local authority child id</p> <p>UPN – the child’s unique pupil number</p> <p>DOB – the child’s date of birth</p> <p>‘Expected DOB’ - the child’s expected date of birth (if unborn)</p> <p>Gender – the child’s gender</p> <p>‘Child Protection Plan Start Date’ – the date the child protection plan started</p> <p>‘Child Protection Plan End Date’ – the date the child protection plan ended</p> <p>‘Referral Date’ – the date the child was referred</p> <p>‘Number of Previous Plans’ – the number of child protection plans the child has been the subject of in the past</p>
Column totals	No column totals required.

## Notes

### Report description

This report allows DfE and local authorities to view all notes associated with the children in need 2017 to 2018 collection. If a record has a note recorded against it, it will be reported.

### Report criteria

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria.
Columns	The following column headings apply: 'Note Level' – Return level note User – the notes author 'Organisation Name' – the organisation that made the note 'Native ID' – local authority number 'Date and Time Note Created' 'Field Name' 'Error No' – the error number Notes

## Referral source

### Report description

The report provides a summary of the number of new referrals from 1 April 2017 onwards by the source of the referral.

### Definitions

Output	Selection criteria
1A Individual – family member/relative/carer	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 1A
1B Individual – acquaintance	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 1B
1C Individual – self	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 1C
1D Individual – other	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 1D
2A Schools	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 2A
2B Education services	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 2B
3A Health services - GP	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 3A
3B Health services – health visitor	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 3B
3C Health services – school nurse	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 3C
3D Health services – other primary health services	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 3D
3E Health services – A&E	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 3E

<b>Output</b>	<b>Selection criteria</b>
3F Health services – other	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 3F
4 Housing	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 4
5A LA services – social care	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 5A
5B LA services – other internal	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 5B
5C LA services – external	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 5C
6 Police	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 6
7 Other legal agency	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 7
8 Other	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 8
9 Anonymous	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 9
10 Unknown	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource = 10
Missing/invalid code	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018 and ReferralSource is missing or invalid.
Total number of referrals	Count of records where ReferralDate >=01/04/2017 and <=31/03/2018

## Report criteria

<b>Section</b>	<b>Criteria</b>
Rows	A record will be added here each time a record meets the selection criteria. The child may appear more than once if they have more than one referral in the year.



<b>Section</b>	<b>Criteria</b>
Row totals	An extra row will be included at the bottom of the table and in the first column a count of the number of records within the report will appear.
Columns	The following column headings apply: Source of referral Number of referrals
Column totals	No column totals required.

# Referrals, assessments and plans starting and ending by month

## Report description

The report allows identification of the number of:

- referrals received
- assessments starting and ending
- section 47 enquires starting
- initial child protection conferences starting
- child protection plans starting and ending
- child protection plan reviews starting
- episodes closing

in each month of the census year.

## Definitions

Output	Selection criteria
Number of referrals received in each month of the census year	Count of episodes where referral date $\geq$ 01/04/2017 and referral date $\leq$ 31/03/2018, and relevant month of referral date is selected
Number of assessments starting in each month of the census year	Count of assessment records where Assessment Actual Start Date is $\geq$ 01/04/2017 and $\leq$ 31/03/2018, and relevant month of Assessment Actual Start Date is selected
Number of assessments ending in each month of the census year	Count of assessment records where Assessment Authorisation Date is $\geq$ 01/04/2017 and $\leq$ 31/03/2018, and relevant month of Assessment Actual Start Date is selected
Number of section 47 enquiries starting in each month of the census year	Count of section 47 records where Section 47 Actual Start Date is $\geq$ 01/04/2017 and $\leq$ 31/03/2018 and not equal to missing, and relevant month of Section 47 Actual Start Date is selected
Number of initial child protection conferences starting in each month of the census year (from S47 module only)	Count of section 47 records where date of ICPC in the Section 47 module is $\geq$ 01/04/2017 and $\leq$ 31/03/2018 and not equal to missing, and relevant month of date of ICPC is selected

Output	Selection criteria
Number of transfer-in initial child protection conferences starting in each month of the census year (from CIN details module only)	Count of CIN details records where date of ICPC is >= 01/04/2017 and <= 31/03/2018 and not equal to missing, and relevant month of date of ICPC is selected
Number of child protection plans starting in each month of the census year	Count of CPP records where CPP start date is >= 01/04/2017 and <=31/03/2018, and relevant month of CPP start date is selected
Number of child protection plans ending in each month of the census year	Count of CPP records where CPP end date is >= 01/04/2017 and <= 31/03/2018, and relevant month of CPP end date is selected
Number of child protection plan reviews starting in each month of the census year	Count Review records where CPP Review Date >=01/04/2017 and <=31/03/2018, and relevant month of CPP Review Date is selected
Number of episodes closing in each month of the census year	Count of episodes where CIN Closure Date >= 01/04/2017 and <=31/03/2018, and relevant month of CIN Closure Date is selected

## Report criteria

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria.
Row totals	No row totals required.
Columns	Column headings will be the months of the census year, starting with April and ending with March.
Column totals	An extra column required at the end to total the months.

## Started CPP in year – category of abuse

### Report description

The report allows identification of the breakdown of children who became the subject of a child protection plan during 2017 to 2018, by initial and latest category of abuse. The report will display a table showing the number of children who fall into each category of abuse.

### Definitions

#### Children who became the subject of a CPP, by initial category of abuse

Output	Selection criteria
Number of children who became the subject of a child protection plan during 2017 to 2018, whose initial category of abuse was neglect	Count of CPP records where CPP start date is >= 01/04/2017 and <=31/03/2018, and Initial Category of Abuse = NEG
Number of children who became the subject of a child protection plan during 2017 to 2018, whose initial category of abuse was physical abuse	Count of CPP records where CPP start date is >= 01/04/2017 and <=31/03/2018, and Initial Category of Abuse = PHY
Number of children who became the subject of a child protection plan during 2017 to 2018, whose initial category of abuse was sexual abuse	Count of CPP records where CPP start date is >= 01/04/2017 and <=31/03/2018, and Initial Category of Abuse = SAB
Number of children who became the subject of a child protection plan during 2017 to 2018, whose initial category of abuse was emotional abuse	Count of CPP records where CPP start date is >= 01/04/2017 and <=31/03/2018, and Initial Category of Abuse = EMO
Number of children who became the subject of a child protection plan during 2017 to 2018, whose initial category of abuse was multiple/not recommended	Count of CPP records where CPP start date is >= 01/04/2017 and <=31/03/2018, and Initial Category of Abuse = MUL
Number of children who became the subject of a child protection plan during 2017 to 2018, whose initial category of abuse was invalid or missing	Count of CPP records where CPP start date is >= 01/04/2017 and <=31/03/2018, and Initial Category of Abuse not equal to NEG, PHY, SAB, EMO or MUL, or missing

Output	Selection criteria
Total number of children who became the subject of a child protection plan during 2017 to 2018	Count of CPP records where CPP start date is >= 01/04/2017 and <=31/03/2018

### Children subject of a plan at 31 March, by latest category of abuse

Output	Selection criteria
Number of children who became the subject of a child protection plan during 2017 to 2018, whose latest category of abuse was neglect	Count of CPP records where CPP start date is >= 01/04/2017 and <=31/03/2018, and Latest Category of Abuse = NEG
Number of children who became the subject of a child protection plan during 2017 to 2018, whose latest category of abuse was physical abuse	Count of CPP records where CPP start date is >= 01/04/2017 and <=31/03/2018, and Latest Category of Abuse = PHY
Number of children who became the subject of a child protection plan during 2017 to 2018, whose latest category of abuse was sexual abuse	Count of CPP records where CPP start date is >= 01/04/2017 and <=31/03/2018, and Latest Category of Abuse = SAB
Number of children who became the subject of a child protection plan during 2017 to 2018, whose latest category of abuse was emotional abuse	Count of CPP records where CPP start date is >= 01/04/2017 and <=31/03/2018, and Latest Category of Abuse = EMO
Number of children who became the subject of a child protection plan during 2017 to 2018, whose latest category of abuse was multiple/not recommended	Count of CPP records where CPP start date is >= 01/04/2017 and <=31/03/2018, and Latest Category of Abuse = MUL
Number of children who became the subject of a child protection plan during 2017 to 2018, whose latest category of abuse was invalid or missing	Count of CPP records where CPP start date is >= 01/04/2017 and <=31/03/2018, and Latest Category of Abuse not equal to NEG, PHY, SAB, EMO or MUL, or missing
Total number of children who became the subject of a child protection plan during 2017 to 2018	Count of CPP records where CPP start date is >= 01/04/2017 and <=31/03/2018

Note: For category of abuse, select cases regardless of whether data has been returned as upper or lower case, for example NEG, neg and Neg should all be treated as neglect. When there are no plans which fall under a specific category, please display as zero.

## Report criteria

Section	Criteria
Rows	A record will be added here each time a record meets the selection criteria.
Row totals	An extra row will be included at the bottom of the table.
Columns	The following column headings apply: Initial category of abuse Latest category of abuse
Column totals	No column totals required.

## Summary

### Report description

The report will show key totals and counts from the children in need collection.

### Definitions

Output	Selection criteria
Children	
Total number of child records loaded	Count of LACChildIDs in the module
Number of male	Count of records where gender = 1
Number of female	Count of records where gender = 2
Total number of unborn/unknown gender children	Count of records where gender = 0
Total number of indeterminate gender	Count of records where gender = 9
Number of children recorded with one or more disability	Count of records where disability is not equal to none or missing. Each child should be counted only once
Number of white ethnicity	Count of records where ethnicity = WBRI, WIRI, WIRT, WOTH or WROM
Number of Asian ethnicity	Count of records where ethnicity = AIND or APKN or ABAN or AOTH
Number of Black ethnicity	Count of records where ethnicity = BCRB or BAFR or BOTH
Number of mixed ethnicity	Count of records where ethnicity = MWBC or MWBA or MWAS or MOTH
Number of other ethnicity	Count of records where ethnicity = CHNE or OOTH
Missing/refused/not recorded ethnicity	Count of records where ethnicity = missing or REFU or NOBT or null
Episodes: If a child has more than one episode or assessment recorded that meets the criteria then each should be counted	
Number of referrals in year	Count of episodes where referral date >= 01/04/2017 and referral date <= 31/03/2018
Number of referrals in the year resulting in no further action	Count episodes where (referral date >= 01/04/2017 and referral date <= 31/03/2018) and referral NFA = 1

Output	Selection criteria
Number of episodes open at 31/3	Count of child IDs where referral date <= 31/03/2018 and referral NFA = 0 and CIN Closure date = missing or >= 01/04/2018
Number of episodes closing in the year	Count episodes where CIN closure date >=01/04/2017 and <=31/03/2018
Number of assessments completed	Count of Assessment records where Assessment Authorisation Date is >= 01/04/2017 and <= 31/03/2018
Section 47s initiated	Count of Section 47 records where Section 47 Actual Start Date is >= 01/04/2017 and <= 31/03/2018 and not equal to missing
Number of initial child protection conferences (excluding “transfer in” conferences)	Count of Section 47 records where date of ICPC in the Section 47 module is >= 01/04/2017 and <= 31/03/2018 and not equal to missing
Number of transfer in Initial Child Protection Conferences recorded	Count of CIN details records where date of ICPC is >= 01/04/2017 and <= 31/03/2018 and not equal to missing (Date of ICPC in CIN details module not S47 module)
<b>Child Protection Plans</b>	
Number of child protection plans started in year	Count of CPP records where CPP start date is >= 01/04/2017 and <=31/03/2018
Number of child protection plans ended in year	Count of CPP records where CPP end date is >= 1/04/2017 and <= 31/03/2018
Number open at 31/3	Count of CPP records where CPP Start date is <= 31/03/2018 and CPP end date is >= 01/04/2018 or missing

## Report criteria

Section	Criteria
Rows	The following row headings apply: Subtitle – for example children, episodes and child protection plans Name of data item – for example number of males
Columns	A record will be added here each time a record meets the selection criteria.





Department  
for Education

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