



Department
for Education

Children in need census 2019 to 2020

**Business and technical specification
version 1.1**

October 2019

Contents

1	Introduction	4
1.1	Scope	4
1.2	Audience and references	4
1.3	Changes from the 2018 to 2019 specification	5
1.4	Definitions	5
1.5	Important note on this version	5
1.5.1	Change to validation rule 8775Q for v1-1	5
2	Assumptions	6
3	Coverage and timings	7
4	Data standards	8
5	Structure and guidance	9
5.1	Child level	9
5.2	Child identifiers	11
5.2.1	Module description	11
5.2.2	Module composition	11
5.2.3	Cases to include	11
5.3	Child characteristics	12
5.3.1	Module description	12
5.3.2	Module composition	12
5.3.3	Cases to include	12
5.4	CIN details	12
5.4.1	Module description	12
5.4.2	Module composition	12
5.4.3	Assessments group	13

5.4.4	Section 47 enquiries group	14
5.4.5	Cases to include	15
5.4.6	General notes on dates	16
5.4.7	Additional information on target dates	17
5.5	Child protection plans	17
5.5.1	Module description	17
5.5.2	Module composition	18
5.5.3	Cases to include	18
5.6	Variations	19
5.7	Summary of cases to be included	21
6	Local authority data returns	22
6.1	Data return formats	22
6.2	Header details	22
6.3	XML schema	23
6.3.1	XML format submission	23
6.3.2	XML header	23
6.3.3	Child XML message structure: children in need census 2020	24
6.3.4	Special notes for XML returns	29
6.4	Data validation rules	29
6.4.1	Change to validation rule 8775Q	30
6.5	Re-submission guidance	30
	Version history:	31

1 Introduction

1.1 Scope

This specification describes the children in need (CIN) census 2019 to 2020. This data collection covers all local authorities in England, who are expected to provide data on all cases and episodes for the period from 1 April 2019 to 31 March 2020.

The data consist of child-level information for those children in scope, showing their characteristics and information about their assessments. The majority of children in need will be up to 19 years old but there will be a few exceptions where children's social care services are providing support to older persons. The collection covers the following groups:

- Those children who are deemed to be in need during the data collection period; This will include unborn children who have been identified as potential children requiring services;
- Those children for whom there is a child protection plan (CPP) at any time during the period;
- Children who were referred to children's social care services but for whom no further action is taken after initial consideration or assessment.

1.2 Audience and references

This document has been developed to support local authorities and their software suppliers of local authority management information systems (MISs). It should be read in conjunction with:

- Common basic data set (CBDS) (which can be accessed via the following link [common basic data set](#));
- [CIN 2019 to 2020 guide v1-0 – when available];
- [CIN-Census2020-v1-0.xsd – when available];

The common basic data is a database comprising all levels, all modules, all data items and all code-sets within the one spreadsheet. This spreadsheet makes use of filters and hyperlinks to navigate around. The filters make it possible to view extracts of the common basic data set for use in specific collections, including children in need 2019 to 2020. All the items relating to this specification can be found by filtering on the column headed children in need census 2019 to 2020 of the data definitions worksheet in the next version.

The [children in need census collection guide](#) will be available electronically under census documents.

Following consultation the government's statutory guidance, '[Working together to safeguard children](#)', has been revised and was published on 21 March 2013. The guidance came into effect from 15 April 2013 and the latest version was published on 26 March 2015.

XSLT will be provided as a validation tool for use in management information systems. This will be sent to suppliers and is available on request.

NB: An XSLT will be provided for the 2019 to 2020 collection. As previously advised, from the 2020 to 2021 census onwards XSLT will only be provided when there has been significant change from the previous collection. XSLT will not be provided for the 2020 to 2021 collection.

1.3 Changes from the 2018 to 2019 specification

There are no significant changes for the 2019 to 2020 census. Please note that common basic data set (CBDS) references have been updated and the XML container <Contents>, and the tags for <CBDSLevels> that sit within it, have been deleted to match published updates to the CBDS.

1.4 Definitions

MIS: Within this document the term MIS (management information system) is used in a generic sense as the source system, or systems, where the data are normally maintained and from where they are exported. In most cases this will be the local authority's social care electronic case management system.

Census year: Within this document census year always refers to the period 1 April 2019 through 31 March 2020, inclusive.

1.5 Important note on this version

Version 1.0 is the base-lined version of the 2019 to 2020 specification.

1.5.1 Change to validation rule 8775Q for v1-1

On request from data providers we have amended rule 8775Q for Collect for the 2019 to 2020 census. We appreciate this is a late change so instead of submitting a request for change this note advises that we will take this action for this census and leaves the change advisory for software suppliers so they may make the change if they are able to. The amendment suppresses queries raised where cases have been closed on a child's 25th birthday. The rule has been amended with an explanatory note in Annex A v1-1 which accompanies this specification. This note is repeated in paragraph 6.4.1. The 2020 to 2021 specification will include this change.

2 Assumptions

Assumptions made in creating this specification:

A1	Each local authority will provide a single file containing all data.
A2	Where appropriate the data specification has used e-Gif data standards
A3	The census will use COLLECT (Collections On-line for Learning, Education, Children and Teachers) as the data collection mechanism
A4	DfE will only accept submissions in XML format
A5	For most local authorities the electronic case management system will be the primary source of data

3 Coverage and timings

To achieve the above all local authorities will be required to capture the data attributes specified for the year from 1 April 2019 until 31 March 2020 inclusive. Submission of data to DfE will occur between 1 April and 31 July 2020. Local authorities will have a return loaded into Collect by 30 June 2020, however further cleaning of returns can continue until the end of July 2020.

4 Data standards

It is the long-term strategy of the department to adopt the e-GIF standards to support the transfer of data across other public sector bodies and government departments. This specification has been developed with those standards in mind; where deviations occur explanation notes have been provided.

5 Structure and guidance

Data items have been included in the same containers (modules) as those used for CBDS and school census for consistency purposes. For example, gender conceptually belongs to the child identifiers module. So gender is one data item (amongst others) within the child identifiers module.

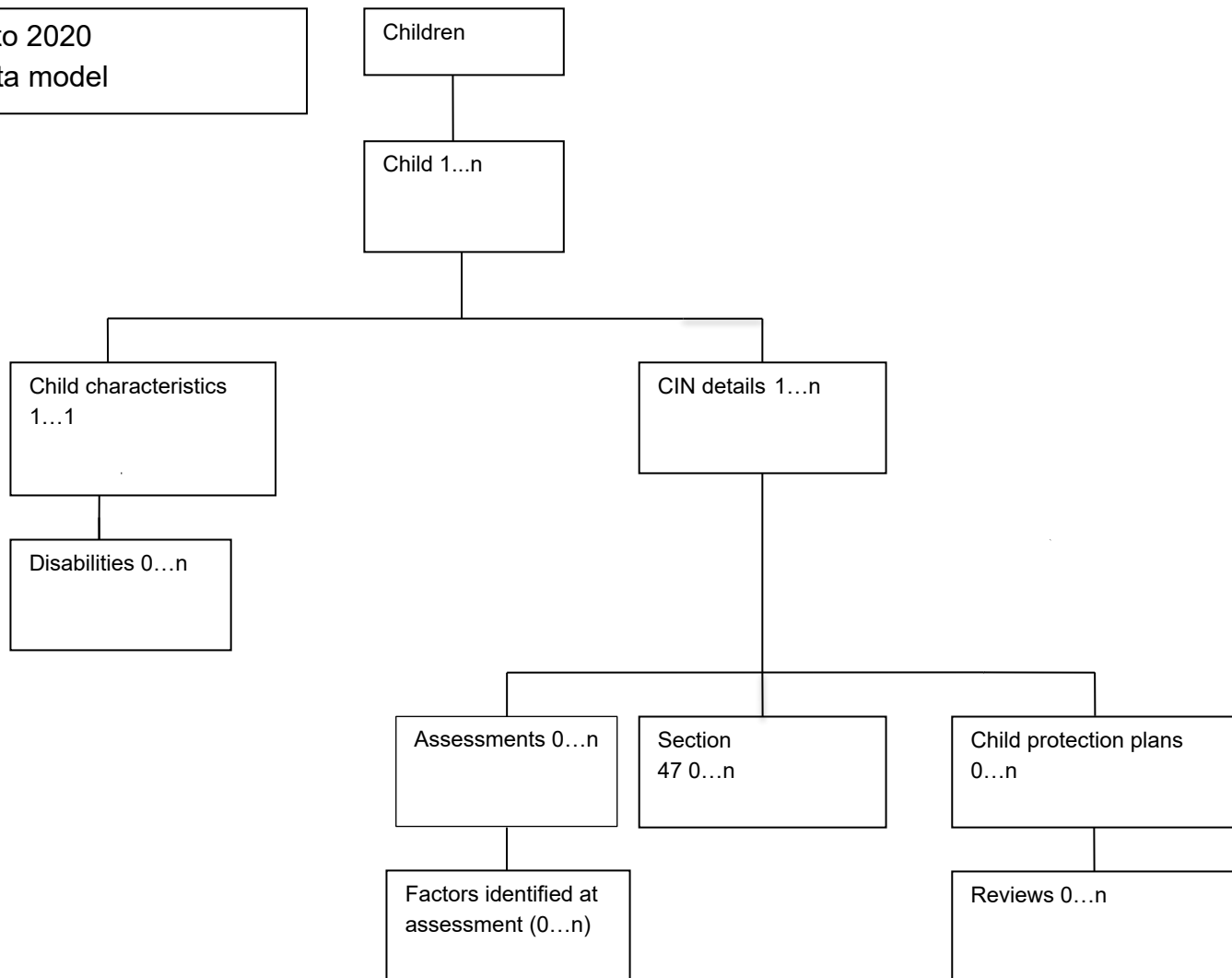
5.1 Child level

The children in need census for 2019 to 2020 will contain the modules: child identifiers, child characteristics, children in need details, and child protection plans. Each module is described in the following paragraphs.

The number of instances of each module per child is shown in the following children in need 2019 to 2020 logical data model.

Please note that the instance numbering does not apply to the exceptions noted at 5.6.

CIN 2019 to 2020
Logical data model



5.2 Child identifiers

5.2.1 Module description

A set of standard identifiers, required to identify children and to match children from the children in need census to the children looked after data collection and to the national pupil database (NPD).

5.2.2 Module composition

This contains the standard identifiers ('LA child ID, UPN, DOB and gender'). The UPN (unique pupil number) should be provided as well as the 'LAchild ID' to provide a primary and secondary key (as the UPN will not be available for some children). The 'LAchild ID' is as defined in the children looked after collection. It is unique within the return from one local authority.

Where the child is under 6 years old the UPN is not required (but may be provided if available). However children of school age are expected to have a UPN. The UPN is optional for referral no further action cases. UPN unknown is optional but allows local authorities to include a reason for a missing UPN within the return preventing queries after the data has been submitted. This specification includes validation that will show a query for every instance of a missing UPN for a child 6 years old unless a UPN unknown reason is provided. Those local authorities not returning UPN unknown reason should provide a return level note to explain why UPNs are missing.

UPN unknown information remains optional on the basis of evidence gathered from the 2010 to 2011 census.

Date of birth is mandatory for all children born before 1 April 2020 and the expected date of birth is mandatory for unborn children (see paragraph 5.6 for more details). 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 (see also validation rule 8525 in annex A).

A date of death item is required (where applicable) as it shows where children's social care 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 investigation and review procedures after the child dies.

5.2.3 Cases to include

Provide one record per child in scope.

5.3 Child characteristics

5.3.1 Module description

This module includes the child's ethnicity and disability.

5.3.2 Module composition

The ethnicity data item uses the coding specified in the CBDS.

Children should be reported as disabled if they are disabled under the Disability Discrimination Act 2005. Multiple disabilities should be recorded if applicable. An entry of none should be recorded if the child has no disability.

Feedback in the past has been that some local authorities have had difficulty providing the specific disability type, although MISs should more easily be able to tell whether a child has a disability or not. If this is the case for your local authority, as for 2018 to 2019 collection, we will continue to allow local authorities to record all children with a disability under the code DDA (other DDA). If a local authority is going to do this, they will need to make it clear in their COLLECT notes that this has been done so we can analyse the data appropriately.

5.3.3 Cases to include

Provide one record per child.

5.4 CIN details

5.4.1 Module description

This module contains information on all children in need episodes open during the census year including primary need code, referral and closure dates, and source of referral.

A child can have more than one episode of need in the year. This module, therefore, must include 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 that remained open at 1 April 2019. The section on cases to include below provides full rules to identify all cases in scope.

5.4.2 Module composition

For the minimum data required in this module, please see the notes at the end of this section.

The data item, referral no further action, is included in this module. Where no action is taken the flag should be set to true or 1, otherwise set the flag to false or 0. Section 5.6 describes what should be included in other modules in this case.

Reason for closure code (RC8) is included for case closed after assessment, no further action. This will allow local authorities to correctly categorise a case for children who they assess, but for whom they do not provide children social care services and whose case is closed. (This is different from cases that were closed at the referral stage when the referral no further action flag is used – see previous paragraph. Code RC8 should not be used for cases that were closed prior to assessment).

For each new referral dated 1 April 2014 onwards, the source of referral must be recorded from a pick list of source codes. Only one category may be picked from the list. 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 for the census. Sources of subsequent referrals should be recorded separately that is, in relation to the specific referral. The data should be returned each year the episode remains open. In future censuses we would like to collect this data only in the year the referral was made, however we will need to monitor matching rates between children in need censuses until the matching rate is good enough for this to be done.

5.4.3 Assessments group

5.4.3.1 The group consists of

- Assessment actual start date;
- Assessment internal review date (optional);
- Assessment authorisation date;
- Factors identified at assessment.

Local authorities carrying out continuous assessments can record their data appropriately in the assessment module.

The assessment actual start date must be filled in for all assessments groups. If the assessment authorisation date falls after the end of the census year, it should be left blank.

The factors identified at assessment module within the assessments module, allows for multiple contributing factors to be recorded per assessment. All parental or child factors that are known about at the end of the assessment which compromise the ability to parent, or are potential risk factors, should be recorded. This applies to all assessments completed within the 2019 to 2020 year. The information should be recorded at the end of the assessment and all relevant factors should be reported from the list provided.

Note: Assessments should be completed within 45 working days of referral. Internal review dates are optional and will be determined locally by the needs of the child and the nature and level of the harm being suffered.

5.4.4 Section 47 enquiries group

During section 47 enquiries an initial child protection conference (ICPC), if held, should take place within 15 working days of the start of the section 47 enquiry.

5.4.4.1 The group consists of

- Section 47 enquiry actual start date;
- Initial child protection conference target date (optional);
- Date of initial child protection conference;
- Initial child protection conference not required.

Each section 47 group will comprise one of the following:

<p>Either type 1:</p> <p>For a section 47 enquiry that does not lead to any further action</p>	<p>- the section 47 enquiry actual start date</p> <p>- the ICPC not required flag with a value of true or 1</p>
<p>Or type 2:</p> <p>For a section 47 enquiry where the initial child protection conference has taken place</p>	<p>- the section 47 enquiry actual start date</p> <p>- the initial child protection conference target date (optional)</p> <p>- the date of initial child protection conference</p> <p>- the initial child protection conference not required flag with a value of false or 0</p>
<p>Or type 3:</p> <p>For a section 47 enquiry that the initial child protection conference has not yet taken place</p>	<p>- the section 47 enquiry actual start date</p> <p>- the initial child protection conference target date (optional)</p> <p>- the initial child protection conference not required flag with a value of false or 0</p>

Note: The initial child protection conference target date (optional data) should be 15 working days after the section 47 enquiry start date.

Note: In the instance type 2 above, the date of initial child protection conference should only be completed in the section 47 group and not in the instance in the CIN details module. The instance in the CIN details module should only be used when a child who is

the subject of an existing child protection plan transfers into your local authority (see also section 5.6).

5.4.5 Cases to include

The principle reason for including an episode is that it is active at some point during the census year.

The return must include at least one CIN details module per child. The following episodes should be included:

- a) If the episode is open at 1 April 2019; or
- b) If the referral date occurs within the census year:

For a) and b) include referrals where no further action was taken.

The items to populate for each episode vary depending on which of the above criteria has resulted in their inclusion, see notes below.

Where criteria a) or b) above mean that an episode is included, then all the dates that allow any relevant key indicators to be calculated must be included. This means that if:

- An assessment starts and/or ends within the census period, the assessments group must be completed;
- A section 47 enquiry starts and/or ends within the census period, the section 47 enquiries group must be completed, including any dates prior to 1 April 2019.

Although the above groups may include dates prior to 1 April 2019, they must not include dates after 31 March 2020 apart from target end dates and internal review dates.

Notes:

Primary need code N0 was devised to distinguish children whose case is closed after assessment and no further action taken, from children in need. However, local practitioners may assign a need code to children at the start of assessment and not change it (as the closure itself would indicate the child was not a child in need). For this reason, primary need codes other than N0 (not stated) are possible for RNFA cases and the validation will check for a valid or missing code.

The data collection allows for referrals to be followed by 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. The census will validate the data provided and query any overlaps that are included.

The data collection allows for variations in process. The following is therefore the minimum valid content for one instance of the CIN details module.

In each instance, a referral is a request for children’s social care services from someone not currently in receipt of them from the local authority. Do not include new information received on already open cases as a referral.

<p>Either option A:</p> <p>For a 2019 to 2020 referral that leads to further action</p>	<ul style="list-style-type: none"> - the referral date - the primary need code - one assessment actual start date, - the referral no further action flag with a value of false or 0 - source of referral
<p>Or option B:</p> <p>For a 2019 to 2020 referral that does not lead to any further action</p>	<ul style="list-style-type: none"> - the referral date - the referral no further action flag with a value of true or 1 - source of referral

Note: For option B, a no further action case is only where the initial consideration of the referral means that no action is taken. This is not the same as a case that is closed following assessment. These cases should use RC8 and set referral no further action flag to false.

5.4.6 General notes on dates

Actual start dates are the date the assessment actually started and these can be any day (working or not).

The census only asks for dates, and not times.

Referral dates and CIN closure dates can be any day (working day or not).

Some MISs allow local authorities to record extra statutory days (ESD) as additional holidays. The DfE should be informed of any ESDs so that they can be taken into account in calculations and validations. These can be regarded as non-working days and excluded from any working day calculation, as long as the ESD is implemented locally as a non-working day across the local authority. In those local authorities where one or both of the ESDs are taken at the choice of individual members of staff, ESDs should not be taken into account.

5.4.7 Additional information on target dates

The return of assessment target dates is no longer required due to the removal of initial and core assessment modules. The internal review point date in the assessments module remains optional as in 2018 to 2019. Return of an initial child protection conference target date also remains optional.

The majority of local authorities will expect their MIS to calculate target dates automatically either as part of the system's workflow or as a reporting function when extracting data for the census. In calculating target dates the following points should be taken into account:

- Non-working days such as bank holidays or extra statutory days (ESDs) are treated the same as weekends in any working day calculation;
- Working days are evaluated as whole days. This means that the target date does not take into account the time of day on which the activity started. Close of business on the target day is the time by which the activity would be expected to be completed;
- Some target dates will fall beyond the end of the census year. These should still be included;
- Internal review date on the assessment module should be the local authority's own locally set date.

The date of the child protection conference appears twice within the XML file. In most cases the conference will be held as part of a section 47 enquiry and the data should be shown within the section 47 group and should not be included at the CIN details level. For a transfer in case, the date of initial child protection conference should appear at the CIN details level only and not within the section 47 group (see 5.6D note b).

The assessment authorisation date should be the date an assessment was authorised by the team manager and this can be any day (working or not). Assessments are deemed to be completed once the assessment has been discussed with the child's family (or carer(s)) and the team manager has viewed and authorised the assessment.

5.5 Child protection plans

5.5.1 Module description

This module contains information on child protection plans (CPP). A child can have one, more than one or no child protection plan(s), but can only have one at a time. A child not in need cannot have a child protection plan.

5.5.2 Module composition

- a) the child protection plan start date, the initial and latest category of abuse, the child protection plan end date, plan review date, and the number of previous child protection plans .
- b) the specification allows more than one plan review date to be provided. All reviews within the year should be included along with, for cases open at 1 April 2019, the last review date in 2018 to 2019. The final review date in 2018 to 2019 is required to calculate whether all reviews in 2019 to 2020 were carried out within the required timescales.
- c) initial category of abuse and latest category of abuse. If the case is closed, the latest category of abuse should be taken as when the case closed or if the case is ongoing, it should be as at 31 March 2020. The initial category of abuse records the assessment made at the time the plan commenced, and does not change. Both items use the same code set.
- d) this module is repeatable.

5.5.3 Cases to include

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, that is, there is a child protection plan start date, even if it is outside the census year, and no child protection plan end date;
- If neither of the above applies the module may be omitted.

Notes:

A child can have more than one child protection plan, but these plans should not overlap, that is a second child protection plan should not be started if an extant child protection plan is ongoing. The census will validate the data provided and query any overlaps that are included.

The child protection and referrals (CPR3) return included numbers of children by placement code and legal status (part B, tables 3 and 4). These items only apply to looked-after children. DFE will replicate these aggregates by matching children in need data to the children looked after data and hence these data items are not included in the children in need census.

5.6 Variations

The paragraphs above describe most records within the return. Providers are asked to note the following four variations in the requirement:

A) For an unborn child the following requirements apply:

- Applicable data are 'LAchild ID; expected date of birth; gender; ethnicity; CIN details (all fields); child protection plans (all fields);
- Gender should = 0 (not known/unborn);
- Ethnicity should be 'NOBT' (information not yet obtained);
- Disability information is not required;
- Please note that it is possible that there is more than one unborn child with the same details other than the 'LAchild ID'.

B) If a looked after child is adopted during the collection year and the child remains a child in need, the local authority must submit two separate unlinked records for that child.

- The first (pre-adoption) record should record the child's CIN details as they were when they were a looked after child:
 - CIN closure date will match the date of the court's adoption order;
 - Reason for closure will contain code RC1 (adopted).
- The second (post-adoption) record for that same child must contain new child identifiers:
 - A new 'LAchild ID';
 - A new UPN which should have been assigned to the child by the school. Do not record the child's pre-adoption UPN under former UPN;
 - Referral date will match the date of the court's adoption order.

Notes:

a) If a looked after child is adopted and at that point ceases to be a child in need then the second, post-adoption record is not necessary. If a child doesn't remain in need the CIN closure date can be up to a month after the adoption date;

b) The second (post-adoption) record-type could continue to be provided in subsequent years, if the child continues to remain in need.

c) If a referral is received about a child, but no action is taken, then the following requirements apply:

- The child identifiers module should contain:

- 'LAchild ID';
- Date of birth or expected date of birth;
- Gender.
- The child characteristics module should contain:
 - Child ethnicity.
- One CIN details module should be supplied containing:
 - Referral date;
 - Referral no further action flag with a value of true or 1;
 - Source of referral.

There should be no other activities recorded in the CIN details module.

As with a referral that leads to action, if a single referral is about more than one child, then a separate record is required for each child.

d) If a child moves permanently into your local authority, having been the subject of a CPP child protection plan in another local authority (sometimes referred to as transfers in), the data requirements are:

- Apart from CIN details, all modules are required in full including details of the new child protection plan
- For the CIN details module, the following items only are required:
 - In all cases, referral date, primary need code, and referral no further action with the value of false or 0;
 - If the case was closed during the census year the CIN closure date and reason for closure are also required;
 - The initial child protection conference (CPC) date must be completed within the CIN details module, and not in the section 47 module.

Notes:

a) The referral date should be the date on which formal notification is received from the originating local authority.

b) The receiving local authority should convene a child protection conference within 15 working days of being notified of the move (that is, referral date). The date of this child protection conference should be recorded within the CIN details group and not within the section 47 group. This is to allow us to distinguish between conferences due to a child moving and other conferences.

c) If notification is received from another local authority of a child in need who has not been the subject of a child protection plan, then the case is treated as any other referral for the purposes of the children in need census, and information on assessments and section 47 enquires are required as described in section 5.4.

5.7 Summary of cases to be included

This section provides a full summary of the inclusion criteria described above.

If a child is in scope then the child identifiers, child characteristics and CIN details modules must all be provided. A child is in scope if one or more of the following apply:

a) There are CIN episodes where:

- One or more of the key dates fall within the census year;
- The episode is open at the start of the year.

b) The child is the subject of one or more child protection plans at any point during the year, that is:

- The child protection plan start date or end date fall within the census year;
- The plan is open, that is, there is a child protection plan start date, even if it is outside the census year, and no child protection plan end date. This will include review dates.

If a child receives a service or is subject of a child protection plan, they must be in need for the duration of the service or plan.

c) The child was the subject of a referral, but after initial consideration no action was taken.

6 Local authority data returns

6.1 Data return formats

A submission file from a local authority should be provided in a XML file structure as described below. Within XML, an item or module that is omitted (for example, UPN or child protection plan module) should not show any tags.

6.2 Header details

Section 6.3 describes formats for the return of the data in XML format. The data items required within the header are as follows. The header follows the DFE standard header for data collections, although <Term> and <Estab> are omitted as not relevant to this census.

Collection name (<Collection>, N00600) will be 'CIN'; Description: Name of the data collection, e.g. CIN.
Year (<Year>, N00602) will be '2020' Description: The year of the collection.
Reference Date (<ReferenceDate>, N00603) will be '2020-03-31' Description: The reference date is normally the day of the census or collection. It is used as the baseline date from which comparisons with other dates in the return can be made.
Source Level <SourceLevel>, N00604) will be 'L'; Description: Should be set to L for a local authority system.
LA (<LEA>, N00216) is the LA Number. Description: Three digit local authority number as used by education departments.
Software Code (<SoftwareCode>, N00605) suppliers may use their own system name, or use a value of 'Local Authority'; Description: Software product identification.
Release (<Release>, N00607), optional free-text item which suppliers are requested to use if possible. In some cases it is useful to trace problems with returns back to specific software releases, for example where upgrades have been provided but not installed; Description: Software release number.
Serial number (<SerialNo>, N00606) will start at 001'and then be incremented by 1 each time a new file is prepared for submission; Description: An incremented number generated by a provider's software, which enables data collection systems to identify re-submissions.
Date/Time (<DateTime>, N00609) is the date and time when the file was prepared or generated in CCYY-MM-DDThh:mm:ss format; Description: Date and time of the generation of the return.
CBDS level (<CBDSLevel>, N00610) will be 'Child' Description: Shows which of the defined CBDS levels are present within a data return.

6.3 XML schema

6.3.1 XML format submission

An XML submission will be a single message consisting of

- A header;
- A series of repeated nodes containing data on one or more funded children.

Children in need census 2020 – overall message structure	
	<Message>
	<Header> - see below for details
	<Children>
	</Message>

6.3.2 XML header

A standard XML message header is required for each census file. The data items should be populated according to the guide in 6.2.

Children in need census 2020 - header structure	
	<Header>
	<CollectionDetails>
N00600	<Collection>CIN</Collection>
N00602	<Year>2020</Year>
N00603	<ReferenceDate>2020-03-31</ReferenceDate>
	</CollectionDetails>
	<Source>
N00604	<SourceLevel>L</SourceLevel>
N00216	<LEA>201</LEA>
N00605	<SoftwareCode>Local Authority</SoftwareCode>
N00607	<Release>ver 3.1.20</Release>
N00606	<SerialNo>001</SerialNo>
N00609	<DateTime>2020-05-23T11:14:05</DateTime>
	</Source>
	</Header>

Standard CBDS header items <Term> and <Estab> are not shown above. These items are not required in this data collection and should be omitted by suppliers.

6.3.3 Child XML message structure: children in need census 2020

CBDS No	XML element	Cardinality/notes
		This column contains notes on repetition. Item level elements can be assumed to occur once only, unless otherwise stated
	<Children>	
	<Child>	Each <Children> group contains 1..n <Child> groups
	<ChildIdentifiers>	Each <Child> group contains one and only one <ChildIdentifiers> group
N00097	<LAchildID>DfEX0000001</LAchildID>	
N00001	<UPN> A123456789123</UPN>	0..1
N00002	<FormerUPN> X98765432123B </FormerUPN>	0..1
N00135	<UPNunknown>UN3</UPNunknown>	
N00066	<PersonBirthDate>1066-03-24</PersonBirthDate>	Should complete either Date of Birth or Expected Date of Birth but not both
N00098	<ExpectedPersonBirthDate>1066-04-13</ExpectedPersonBirthDate>	Should complete either Date of Birth or Expected Date of Birth but not both
N00065	<GenderCurrent>1</GenderCurrent>	

CBDS No	XML element	Cardinality/notes
N00108	<PersonDeathDate>1080-10-08</PersonDeathDate>	0..1
	</ChildIdentifiers>	
	<ChildCharacteristics>	Each <Child> group contains one and only one <ChildCharacteristics> group
N00177	<Ethnicity>WBRI</Ethnicity>	
	<Disabilities>	Each <ChildCharacteristics> group contains 0..1 <Disabilities> group Only unborn children should have no Disabilities group
N00099	<Disability>HAND</Disability>	Each <Disabilities> group contains 1..n <Disability> item. A single value of 'NONE' appears if the child has no disabilities
	</Disabilities>	
	</ChildCharacteristics>	
	<CINdetails>	Each <Child> group contains 1..n <CINdetails> group
N00100	<CINreferralDate>1070-10-06</CINreferralDate>	
N00152	<ReferralSource>1A</ReferralSource>	One and only one category

CBDS No	XML element	Cardinality/notes
N00101	<PrimaryNeedCode>N4</PrimaryNeedCode>	
N00102	<CINclosureDate>1071-02-27</CINclosureDate>	
N00103	<ReasonForClosure>RC1</ReasonForClosure>	
N00110	<DateOfInitialCPC>1070-12-06</DateOfInitialCPC>	Only to be used in this module for transfers in
	<Assessments>	Each <CINDetails> group contains 0..n <Assessments> groups
N00159	<AssessmentActualStartDate>1070-06-03</AssessmentActualStartDate>	
N00161	<AssessmentInternalReviewDate>1070-06-22</ AssessmentInternalReviewDate>	0..1
N00160	<AssessmentAuthorisationDate>1071-07-18</ AssessmentAuthorisationDate>	0..1
	<FactorsIdentifiedAtAssessment>	
N00181	<AssessmentFactors>2A</AssessmentFactors>	Each <FactorsIdentifiedAtAssessment> group contains 1..n <AssessmentFactors> items
	</FactorsIdentifiedAt Assessment>	
	<Assessments>	

CBDS No	XML element	Cardinality/notes
	<Section47>	Each <CINdetails> group contains 0..n <Section47> groups
N00148	<S47ActualStartDate>1070-06-02</S47ActualStartDate>	
N00109	<InitialCPCtarget>1070-06-23</InitialCPCtarget>	
N00110	<DateOfInitialCPC>1070-06-17</DateOfInitialCPC>	To be used in this module for all cases except transfers in
N00111	<ICPCnotRequired>>false</ICPCnotRequired>	
	</Section47>	
N00112	<ReferralNFA>>false</ReferralNFA>	
	<ChildProtectionPlans>	Each <CINdetails> group contains 0..n <ChildProtectionPlans> groups
N00105	<CPPstartDate>1070-02-17</CPPstartDate>	
N00115	<CPPendDate>1071-03-14</CPPendDate>	
N00113	<InitialCategoryOfAbuse>PHY</InitialCategoryOfAbuse>	
N00114	<LatestCategoryOfAbuse>PHY</LatestCategoryOfAbuse>	
N00106	<NumberOfPreviousCPP>10</NumberOfPreviousCPP>	

CBDS No	XML element	Cardinality/notes
	<Reviews>	Each <ChildProtectionPlans> group contains 0..1 <Reviews> group
N00116	<CPPreviewDate>1071-02-15</CPPreviewDate>	Each <Reviews> group contains 1..n <CPPreviewDate> items
	</Reviews>	
	</ChildProtectionPlans>	
	</CINdetails>	
	</Child>	
	</Children>	

6.3.4 Special notes for XML returns

The standard XML entity references should be used for the following special characters:

Character	Entity reference
Ampersand (&)	&
Left Angle Bracket (<)	<
Right Angle Bracket (>)	>
Single Quote/Apostrophe (')	'
Double Quotes ("")	"

For special characters such as é use a character reference such as é. This produces a generic XML file which can be viewed as such in a suitable browser. Details of all such characters are found within the XML standard documentation; see for example [Extensible markup language \(XML\) 1.0 \(fifth edition\)](#) section 2.

There is no naming convention for the XML file; however we recommend that the name should be meaningful to a user attempting to locate the file. Spaces in the file name are not a problem. The file extension should be .xml.

6.4 Data validation rules

This section specifies validation rules that are applied to the data by DFE, using COLLECT. They should also be applied, as far as possible, by local authorities prior to loading the data onto the COLLECT system and any issues resolved. Validation rules are supplied in annex A, which is an MS Excel spreadsheet provided alongside the main specification. Those data items included in the tables but not appearing in the validation rules - that is, those not shown in the validation rules as must be present - should be supplied where available (for example child's UPN). The spreadsheet (annex A) also shows which validations are errors and which ones are queries. An error is a failed validation check that must be corrected. A query is one which must be investigated, and potentially corrected, as it identifies data that would usually be invalid. Where a validation rule is identical to one that is specified for the school census or school workforce collections, the same sequence number is used. Otherwise, new sequence numbers are used.

Where an item occurs more than once for the same child, suppliers must ensure that the validation checks against that item are applied to each instance. This should happen whether the item recurs multiple times within a single module, for example, <Disability>, or the item is within a module that may occur more than once, for example, <CINdetails>.

Syntax:

- Validation checks are expressed as conditions that must be true (errors) or that should be true (queries). The error message shows what is displayed if the condition fails;
- Data items are indicated using the XML tag with the CBDS number in parentheses, for example <LAchildID> (100379);
- Data groups are indicated using the XML tag only, for example <Assessments>;
- Single dates or date ranges are sometimes defined in relation to <ReferenceDate>, which is from the XML header;
- Date ranges also use [Start_of_Census_Year], which is not an item within the XML, but which has a constant value for this census of 2019-04-01. If this is calculated as (<ReferenceDate> minus one year plus one day) within MISs, then this will future proof some of the validation, since the reference date for CIN will always be the 31 March at the end of the census year;
- Date ranges also use [Period_of_Census], which is not an item within the XML, but which has a constant value for this census of 2019-04-01 to 2020-03-31 inclusive;
- Notes, in italics, are explanatory and non-normative.

Please note there should be no negative values allowed.

6.4.1 Change to validation rule 8775Q

On request from data providers we have amended rule 8775Q for Collect for the 2019 to 2020 census. We appreciate this is a late change so instead of submitting a request for change this note advises that we will take this action for this census and leaves the change advisory for software suppliers so they may make the change if they are able to. The amendment suppresses queries raised where cases have been closed on a child's 25th birthday. The rule has been amended with an explanatory note in Annex A v1-1 which accompanies this specification. The 2020 to 2021 specification will include this change.

6.5 Re-submission guidance

When re-submissions are required the serial number in the header must be incremented by the provider's software. We have also assumed that the whole file will be re-submitted. Note that a re-submission will delete and replace all the data contained in the previous submission.

Version history:

Version number	Update	Author, team and date
V0-1 (draft)	<p>Initial quality assurance version. Main changes are:</p> <ul style="list-style-type: none"> • All through: Dates updated • All through: CBDS reference numbers updated to match published CBDS. 	Alan Brooks: DDU; DfE – August 2018
V1-0 (base line)	<p>This is the base lined version of the specification:</p> <p>The XML container <Contents>, and the tags for <CBDSLevels> that sit within it, have been deleted to match published updates to the CBDS.</p> <p>A note has been added to this document to indicate that the provision of an XSLT for this collection and beyond is under consideration by DfE. Notes have also been added to the validation rules (Annex A).</p>	Alan Brooks: DDU; DfE – October 2018
V1-1	<p>Changes to this version are:</p> <p>Para 1.2: XSLT information updated</p> <p>Para 1.5.1, 6.4.1 and Annex A (validation rules): Optional change to validation rule 8775Q.</p> <p>Para 6.3.4: XML advice updated.</p> <p>Para 6.4: Reference date corrected to 2019</p>	Alan Brooks: DDU; DfE – October 2019



Department
for Education

© Crown copyright 2019

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/version/3

email psi@nationalarchives.gsi.gov.uk

write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

About this publication:

enquiries www.education.gov.uk/contactus

download www.gov.uk/government/publications

Reference: DFE-00312-2018



Follow us on Twitter:
[@educationgovuk](https://twitter.com/educationgovuk)



Like us on Facebook:
facebook.com/educationgovuk