Liquidlogic

West Yorkshire Child Protection System Project

Generic Process Document	
Date	May 2004
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Document Distribution

Liquidlogic Project Team		
West Yorkshire Project Team		
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FAME Project Team		

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Document References

This section contains references to any other documents that are relevant or referred to by this document including the document name and version number.

Document	**Version**	**Author**
Bradford ACPC procedure manual	September 2001	Bradford ACPC
Wakefield ACPC procedure manual		Wakefield ACPC
Calderdale ACPC procedure manual	July 2002	Calderdale ACPC
Calderdale Child Protection Business Processes and Application Design document	12.11.2003	John Heron
Kirklees ACPC procedure manual	March 2002	Kirklees ACPC
Leeds ACPC procedure manual	July 2000 with April 2003 amendments	Leeds ACPC

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Overview

The ODPM FAME programme consists of a number of product strands designed to deliver multi-agency systems in several key areas. One of these strands is the West Yorkshire Child Protection System Project which aims to deliver a West Yorkshire Child Protection System (WYCPS) that encompasses the complete range of agencies concerned with Child Protection within the West Yorkshire region. The boundary of the cluster is coterminous with both the West Yorkshire Police Authority and the West Yorkshire Strategic Health Authority and covers the complete range of Health, Police, Education and Social Services interfaces for Child Protection.

A major part of the development of this system is the analysis of child protection processes within each partner local authority and the transformation of the results of the analysis into a generic process model applicable to all the partner local authorities. The generic process model then forms the basis of software development for the business end of the WYCPS. This document contains a detailed description of the generic processes and is a key deliverable within the project.

The following sections are contained within this document:

Section 1 explains what the Use Cases are, the document template used to present them and what the different components mean.

Sections 2 and 3 list all the use cases in the document and illustrate the relationship between them.

Section 4 contains the use cases themselves.

Appendix 1 lists the roles within each local authority and how they relate to the actors roles within the use cases.

Appendix 2 tabulates the configuration requirements for the Initial Information Record for the five local authorities.

1 Description of Use Cases

Liquidlogic uses a development methodology based on 'Use Cases'. A use case is a way of describing a process using ordinary language rather than a software developer's methodology or notation. This means that the process descriptions can be easily understood by both customer and analyst and they can work together to define the user requirements.

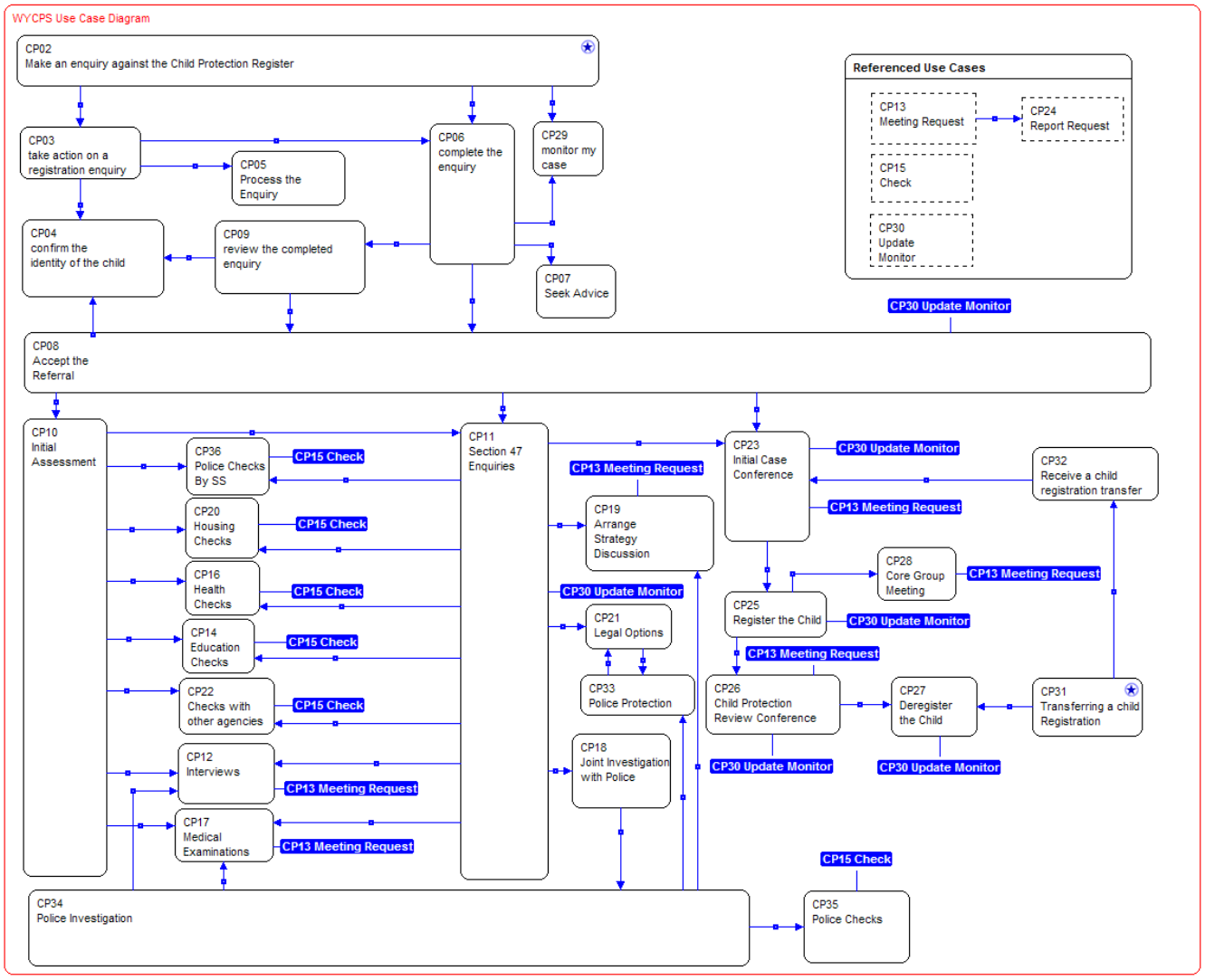
Each use case describes how the system must behave in response to a particular event or request. They are presented as a table which details the different components of the use case. The table below explains what each section of the use case describes.

AAnn Name of the use case		
Scope:	Describes the system under discussion	
Level:	High Summary, Summary, User Goal, Sub function	
Summary:	Brief description of the use case	
Primary Actor:	Person or system whose goal is satisfied by the successful completion of the use case.	
Other Actors:	Other people or systems involved in the course of events.	
Preconditions:	Any conditions that need to be fulfilled before the case can start.	
Trigger:	What triggers the case to run	
Linking use case:	Any use cases linked above this one	
Concurrency	Any use case that can run concurrently with this one.	
Success Guarantee:	What the case needs to achieve so that the primary actors goal is achieved.	
Minimal Guarantee:	What the case needs to achieve s a minimum to ensure it does not fail.	
Frequency:	How often the use case will occur.	
Basic Course of Events		
1 **2** **3**	Steps that describe the process.	
Alternative paths		
2a	Steps that describe alternative pathways that fulfil the minimal guarantee	
Data		
	Data sets used as the case is executed.	
Business rules and non-functional requirements		
Details of any rules and non functional requirements that impact on the case.		
Owner	Person with overall responsibility for the case.	
Iteration Dates and person(s) completing iterations:		
1 **2**		Use to record details of who was responsible for changes

2 List of Use Cases in this document

CP02 - Make an enquiry against the Child Protection Register
CP03 - Take action on a registration enquiry
CP04 - Confirm the identity of the child
CP05 - Process the enquiry
CP06 - Complete the enquiry
CP07 - Seek Advice
CP08 – Accept the Referral
CP09 – Review the completed Enquiry
CP10 – Initial Assessment
CP11 – Section 47 Enquiries
CP12 – Interviews
CP13 – Meeting/Interview Request
CP14 – Education Checks
CP15 – Check
CP16 – Health Checks
CP17 – Medical Examination
CP18 – Joint Investigation with Police
CP19 – Arrange a Strategy Discussion / Meeting
CP20 – Child has been Seen
CP21 – Legal Options
CP22 – Checks with other Agencies
CP23 – Initial Case Conference
CP24 – Report Request
CP25 – Register the Child
CP26 – Child Protection Review Conference
CP27 – Deregister the Child
CP28 – Core Group Meeting
CP29 – Monitor my Case
CP30 – Update Monitor
CP31 – Transferring a Child Registration
CP32 – Receive a Child Registration Transfer
CP33 – Police protection
CP34 – Police investigation
CP35 – Police Checks
CP36 - Police Checks by Social Services

3 How the Use Cases are linked



4 The Use Cases

Use Case List

CP02 Make an enquiry against the Child Protection Register	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	The enquiring professional enters information in order to perform an enquiry against the WYCPS partner Child Protection Registers and makes an informed decision on how to proceed based on the results of the query.
Primary Actor:	Enquiring Professional
Other Actors:	SS Professional – Enquiry Receiver SS Professional – CPU Reviewer
Preconditions:	None
Trigger:	The enquirer has concerns about a child.
Linking use case:	
Concurrency	None identified in this process.
Success Guarantee:	The enquirer performs an enquiry against the Child Protection Register and makes an appropriate selection when the results are displayed
Minimal Guarantee:	As for the Success Guarantee.
Frequency:	

Basic Course of Events

1 The enquiring professional enters the *enquiry details* and the reason for their concern.

2 The system verifies the information entered and audits the search details.

3 The system checks the enquiry details against current and previous child protection register entries, using the defined business rules and displays a list of currently registered and previously registered children whose details fulfil the matching criteria.

4 The enquirer chooses a child from the list.

5 The system generates a notification to inform the responsible SS professional that a register enquiry has been initiated.

6 The SS Professional – Enquiry receiver takes action on a registration enquiry (CP03).

7 The enquiring professional is informed the enquiry has been passed to Social Services. A monitor my case (CP29) process is started for the Enquiring Professional.

Alternative paths

2a The enquiring professional does not enter all mandatory information before selecting the search button. The enquiring professional is prompted to enter the information they have missed and is not allowed to continue.

2b The enquiring professional is warned that they have not entered an address; The Enquiring professional may choose to enter an address but is allowed to continue without entering an address.

4a The enquiring professional chooses to re-enter the information and rerun the query. Return to step 1

4b The enquiring professional chooses to select a sibling from the list

4c	Where the system does not provide any matching children or the enquiring professional does not believe any of the children displayed are a match for the child they are concerned about: The enquiring professional confirms that they wish to continue without selecting a child
6a	If a registered child is not selected, the SS Professional – Enquiry Receiver receives notification that an enquiry has been started but the Enquiring Professional has not completed the enquiry.
7a	Where a child is not selected or a child is selected and found not to have current registration or open case:
7a1	The Enquiring Professional is notified that Social Services has been informed of their enquiry
7a2	The system determines if there are any previous register enquiries matching the enquiry details or if the enquiry details match any child already known to Social Services using the defined business rules.
7a3	The Enquiring Professional is advised of any additional relevant information and is able to complete the enquiry (CP06).

Data	
	Enquiry details – Format – Mandatory/Optional Child's first name - M Child's last name - M date of birth - dd/mm/ccyy M gender - male/female M address - O Must be selected from address gazetteer reason for concern M

Business rules and non-functional requirements
Child matching Criteria (for both register searches and previous enquiries) **either** Gender AND Forename AND Family Name **or** Gender AND Family Name AND Date of Birth **or** Current/previous address

Owner	Simon Carroll

Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
3		
4		

Use Case List

CP03 Take action on a registration enquiry	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	The Enquiring Professional has selected a child who has a current or previous child protection registration as being the subject of their concerns or as being a sibling of the subject of their concerns.
Primary Actor:	SS Professional – Enquiry Receiver
Other Actors:	Keyworker Enquiring Professional
Preconditions:	The enquirer has made an enquiry against the child protection register
Trigger:	The Enquiring Professional has confirmed that the enquiry details matched the details of a child with a current or previous registration.
Linking use case:	CP02 Make an Enquiry against the Child Protection Register
Concurrency	
Success Guarantee:	The SS Professional – Enquiry Receiver takes action on the registration enquiry resulting in the details being referred to an existing Keyworker
Minimal Guarantee:	SS Professional – Enquiry Receiver passes the case back to the enquiring professional to complete a referral.
Frequency:	

Basic Course of Events	
1	The SS Professional – Enquiry Receiver confirms the identity of the child (CP04).
2	The system verifies that the identified child has a current registration or has a currently open case.
3	The enquiring professional is informed that Social Services have accepted the registration notification.
4	The SS Professional – Enquiry Receiver logs the register enquiry on the social services database.
5	The SS Professional – Enquiry Receiver confirms the identity of the keyworker
6	The SS Professional – Enquiry Receiver refers the case to the keyworker for the child. The keyworker processes the enquiry (CP05).
7	The Enquiring professional is notified that the case has been passed to the keyworker.

Alternative paths	
2a	Where the identified child does not have a current registration and there is not a currently open case, the SS Professional – Enquiry Receiver passes the case back to the Enquiry Professional to complete the enquiry (CP06) and use case will terminate.
6a	The keyworker is not a user of the system. In this case the contact method is chosen (telephone / fax / email). Confirmation of contact is recorded on the system.

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
3		
4		

Use Case List

CP04 Confirm the identity of the child	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	The SS Professional – Enquiry Receiver uses the details provided by the Enquiring Professional to confirm the identity of the child on the Social Services database. The referral Receiver and the CPU Reviewer can also use this use case to change the identity of the child
Primary Actor:	SS Professional – Enquiry Receiver SS Professional – Referral Receiver SS Professional – CPU Reviewer The above will all be known as the SS Professional throughout this use case.
Other Actors:	None
Preconditions:	Social Services have received an enquiry
Trigger:	The child who is the subject of the enquiry must be identified.
Linking use case:	CP03 Take action on a registration enquiry CP09 Review the Completed Enquiry
Concurrency	None identified in this process.
Success Guarantee:	The SS Professional identifies an existing child or creates a new child record.
Minimal Guarantee:	As for the Success Guarantee.
Frequency:	

Basic Course of Events	
1	The system displays the details entered by the Enquiring Professional and any child selection by the Enquiring Professional.
2	The SS Professional confirms that the child selected by the Enquiring Professional is the correct child according to the details supplied in the enquiry.
3	The system records an audit entry for the confirmation of the child's identity and the professional who completed this activity.
4	The system grants access to the child's details to the Enquiry Professional.

Alternative paths	
2a	If a child is not selected: The SS Professional identifies the child by searching the Social Service database. If the SS Professional cannot locate the child on the Social Services database, the SS Professional creates a new child on the Social Services database.
2b	If a sibling of the child is selected, the SS Professional identifies the child by searching the Social Service database. If the SS Professional cannot locate the child on the Social Services database, the SS Professional creates a new child on the Social Services database.
2c	If the selected child does not match the enquiry details, the SS Professional correctly identifies the child by searching the Social Services Database. If the SS Professional cannot locate the child on the Social Services database, the SS Professional creates a new child on the Social Services database.

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
3		
4		

Use Case List

CP05 Process the enquiry	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	The keyworker who has already been assigned the case will receive details of the register enquiry and will take appropriate action.
Primary Actor:	Keyworker
Other Actors:	None
Preconditions:	Social Services have received an enquiry
Trigger:	The child who is the subject of the enquiry has been identified and has a current registration or is an open case.
Linking use case:	CP03 Take action on a registration enquiry
Concurrency	None identified in this process.
Success Guarantee:	The Keyworker reviews the enquiry and the reason for the enquiry and acts on it accordingly
Minimal Guarantee:	As for the Success Guarantee.
Frequency:	
Basic Course of Events	
1	The Keyworker reviews the details of the enquiry including the details of the Enquiring Professional
2	The keyworker closes the notification. End of use case.
Alternative paths	

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
3		
4		

Use Case List

CP06 Complete the enquiry	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	The Enquiring Professional must complete the register enquiry
Primary Actor:	Enquiring Professional
Other Actors:	SS Professional – Referral Receiver SS Professional – CPU Reviewer
Preconditions:	The enquirer has performed a child protection enquiry
Trigger:	The Enquiring Professional either did not select a child or the child selected has been identified by Social Services as being a child who is not the subject of a current registration, or related to a child who has a current registration or does not have an open case.
Linking use case:	CP02 Make an enquiry against the Child Protection Register CP03 Take action on a registration enquiry
Concurrency	None identified in this process.
Success Guarantee:	The enquiring professional refers the child to social services.
Minimal Guarantee:	The enquiring professional confirms that they do not wish to take further action.
Frequency:	

Basic Course of Events

1	The System displays the enquiry details, details of any previous register enquiries and any advice that has been given.
2	The Enquiring Professional completes the initial information record and confirms they wish to refer the enquiry to Social Services for further action. The SS Professional – CPU Reviewer reviews the completed enquiry (CP09).
3	The enquiring professional is informed the enquiry has been passed to Social Services. A monitor my case (CP29) process is started for the Enquiring Professional.
4	The SS Professional – Referral receiver accepts the referral (CP08).
5	The enquiring professional is informed the referral has been accepted by Social Services

Alternative paths

2a	The Enquiring Professional is unsure of the action they should take and decides to seek advice (CP07) from Social Services. Once complete, return to step 1.
2b	The Enquiring Professional does not wish to take any further action. After entering a reason why they do not wish to make a referral the Enquiry Professional confirms their action and the SS Professional – CPU Reviewer reviews the completed enquiry (CP09).

Data		
	See Appendix 2 for details of the Initial Information Record	
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
3		
4		

Use Case List

CP07 Seek Advice	
Scope:	Enquirer
Level:	User Goal
Summary:	The child or a sibling of the child the enquiring professional is concerned about is not currently registered. The enquiring professional needs advice from Social Services before deciding whether to refer the case to social services or not.
Primary Actor:	Enquiring Professional
Other Actors:	SS Professional – Enquiry Receiver
Preconditions:	Use Case CP03 has completed.
Trigger:	An external professional makes an enquiry against the register
Linking use case:	CP06 Complete The Enquiry
Concurrency	None
Success Guarantee:	The enquiring professional receives advice from Enquiry Receiver and can make an informed decision about referral to social services.
Minimal Guarantee:	As for the Success Guarantee.
Frequency:	May be done as many times as required per register enquiry

Basic Course of Events	
1	The Enquiring Professional enters details of the information required.
2	The Enquiring Professional sends the request to the SS Professional – Enquiry Receiver.
3	SS Professional – Enquiry Receiver picks up the request, enters the requested advice and sends it back to the Enquiring Professional.
4	The Enquiring Professional reviews the advice
5	The Enquiring Professional confirms that they can now proceed with the enquiry.

Alternative paths	
2a	If the Enquiring Professional is requesting this advice via the telephone, they will have the ability to add a note of the telephone conversation to this enquiry. In this case, the use case will end.
5a	The Enquiring Professional requires further information. Contact details of the Enquiry Receiver are available (e.g. phone number). The Enquiring Professional may return to step 1.

Data		
	None identified.	
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd September 2002	Owner
2		
3		
4		

Use Case List

CP08 Accept the Referral	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	The SS Professional – Referral receiver will review the enquiry and the initial information record and determines that this case does warrant further action
Primary Actor:	SS Professional – Referral receiver
Other Actors:	SS Professional – Enquiry Receiver
Preconditions:	The enquirer has performed a child protection enquiry
Trigger:	The enquirer has searched the child protection register but has been unable to find a child or sibling of the child that they are searching for on the register. They have decided to refer the enquiry to social services Or The enquirer has decided not to take any further action after making an enquiry but the SS Professional – CPU Reviewer has decided the enquiry should be referred to social services
Linking use case:	CP06 Complete the Enquiry CP09 Reviews the completed enquiry
Concurrency	None identified in this process.
Success Guarantee:	The Referral receiver decides to accept the referral and initiate investigation.
Minimal Guarantee:	As for the Success Guarantee.
Frequency:	

Basic Course of Events

1	The SS Professional – Referral Receiver has access to all of the enquiry information and the initial information record. They may also view the details of the identified child and go through the process of confirming the identity of the child (CP04)
2	The SS Professional – Referral Receiver accepts the referral and the case monitor is updated (Update Monitor (CP30)
3	The case is assigned to an SS Professional – Investigating Manager
4	The manager assigns the case to an SS Professional - Investigator. The manager may reassign the role of SS Professional Investigator at any point during the investigation process (steps 5, 6 and 7). A Warning will appear on the screen for both the manager and the investigator to indicate the time they have remaining before they should start an Initial Assessment of a section 47 enquiry. This warning will disappear as soon as event 5 or 6 have started.
5	The SS Professional Investigator starts an Initial Assessment (CP10). The case also remains with the manager for monitoring purposes.
6	The SS Professional - Investigator begins Section 47 Enquiries (CP11)
7	The case worker organises an initial Case Conference (CP23)

Alternative paths

2a	If the referral receiver does not think that the referral warrants further investigation, they supply the reasons for this, an update is sent to the case monitor (update monitor (CP30)) and the use case terminates.
4b	If the SS Professional - Investigator or the SS Professional – Investigating Manager does not think that the referral warrants further investigation, they supply the reasons for this, an update is sent to the case monitor (update monitor (CP30)) and the use case terminates.
5a	If appropriate according to case details, go straight to step 6

6a	If the child is deemed not to be at risk of significant harm following the initial assessment, an update is sent to the case monitor (update monitor (CP30)) and the use case terminates.
7a	Following a section 47 enquiry, the SS Professional – Investigating Manager may decide a case conference is deemed unnecessary. An update is sent to the case monitor (update monitor (CP30)) and the use case terminates.

Data		
Business rules and non-functional requirements		
Initial Assessment or Section 47 enquiries must start within 24 hours of the use case starting		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
3		
4		

Use Case List

CP09 Review the completed Enquiry	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	The reviewer will review the details of the enquiry and decide what action to take based on the contents of that enquiry
Primary Actor:	SS Professional – CPU Reviewer
Other Actors:	
Preconditions:	The enquirer has performed a child protection enquiry
Trigger:	The enquirer has performed a child protection enquiry
Linking use case:	CP06 Complete the Enquiry
Concurrency	None identified in this process.
Success Guarantee:	The system determines the appropriate action to take based on the child selected and the status of that child.
Minimal Guarantee:	As for the Success Guarantee.
Frequency:	

Basic Course of Events	
1	The SS Professional CPU reviewer has details of the enquiry searches made and the decisions the enquirer made regarding these enquiries
2	The SS Professional CPU reviewer confirms the identity of the child (CP04)
3	The SS Professional CPU reviewer determines that they do not need to take any further action.

Alternative paths	
3a	If the enquirer elects not take any further action, the CPU reviewer may decide that further action is necessary. In this case, a reason should be given and the work is passed to the SS Professional – Referral receiver to accept the referral (CP08).

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
3		
4		

Use Case List

CP10 Initial Assessment	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	The SS Professional – Investigator will go through a process of information gathering to determine whether this is a child in need (Section 17) or a child likely to suffer significant harm (Section 47)
Primary Actor:	SS Professional -Investigator
Other Actors:	External Agencies
Preconditions:	The enquirer has performed a child protection enquiry
Trigger:	The enquiry has been referred to social services and accepted
Linking use case:	CP08 Accept the Referral
Concurrency	Interview (CP12) Education Checks (CP14) Health Checks (CP16) Medical Examinations (CP17) Child has been Seen (CP20) Checks with other Agencies (CP22) Section 47 Enquiries (CP11)
Success Guarantee:	The Initial Assessment should provide the Investigator with sufficient information to be able to proceed.
Minimal Guarantee:	As for the Success Guarantee.
Frequency:	

Basic Course of Events	
1	Information about the enquiry, the initial information record and Childs details as well as the history of the process is available to the user
2	The investigator contacts the family and records the outcome of this contact.
3	The investigator can perform any of the actions on the plan in any order, sequentially or concurrently. All results of these actions will be recorded and later displayed to the investigator if a section 47 enquiry is taking place. These Actions are as follows: • Record the fact that the Child has been Seen (CP20) • Arrange an Interview (CP12) with appropriate parties • Carry out Education Checks (CP14) • Carry out Health Checks (CP16) • Arrange Medical Examinations (CP17) • Carry out Checks with other Agencies (CP22) • Stop the Initial Assessment and proceed immediately to Section 47 Enquiries (CP11)

Alternative paths	
2a	The investigator does not contact the family due to contact placing the child at risk of harm or undermining a criminal investigation. Details regarding the decision are recorded.

Data		
Business rules and non-functional requirements		
The Initial Assessment must be completed within 7 working days of the referral being received by social services.		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
3		
4		

Use Case List

CP11 Section 47 Enquiries	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	The SS Professional Investigator will follow the procedure for a section 47 enquiry to gather information about the child. This information will then be used to assess whether further measures and in particular, a case conference are required
Primary Actor:	SS Professional Investigator
Other Actors:	SS Professional Investigating Manager
Preconditions:	An enquiry has been referred to social services.
Trigger:	More information is required to determine if suspicions of significant harm are with foundation.
Linking use case:	CP08 Accept the Referral CP10 Initial Assessment
Concurrency	None identified in this process.
Success Guarantee:	All of the information necessary to make a decision about the child is collated.
Minimal Guarantee:	As for the Success Guarantee.
Frequency:	

Basic Course of Events	
1	Update Monitor (CP30) to reflect that section 47 enquiries have begun
2	The SS Professional Investigator or the SS Professional Investigating Manager Arranges a Strategy Discussion / Meeting (CP19)
3	The SS Professional Investigator formulates an investigation plan
4	The SS Professional Investigating Manager approves the investigation plan
5	The SS Professional Investigator can perform any of the actions on the plan in any order, sequentially or concurrently. These Actions are as follows: • Record the fact that the Child has been Seen (CP20) • Arrange an Interview (CP12) with appropriate parties • Carry out Education Checks (CP14) • Carry out Health Checks (CP16) • Arrange Medical Examinations (CP17) • Arrange Joint Investigation with Police (CP18) • Explore Legal Options (CP21) • Carry out Checks with other Agencies (CP22)

Alternative paths	
4a	It is possible for the SS Professional Investigator to continue on to stage 5 if they are unable to get the approval of the SS Professional Investigating Manager. A warning will appear on the screen telling the investigator that the plan still requires approval. The manager can then approve or reject the plan at any time.
4b	The SS Professional Investigating Manager does not approve the plan. It is returned to the SS Professional Investigator for amendment. Return to step 2.
5a	SS Professional Investigator can return to step 2 to amend the plan.

Data		
Business rules and non-functional requirements		
A core assessment commenced under section 47 must be completed within 35 working days of the completion of the initial assessment, within 35 working days of the strategy discussion at which it was decided to initiate section 47 enquiries or within 42 working days of the receipt of the original referral. The child must be seen within 24 hours of this use case starting. This means that either CP12 Interviews or CP20 Child is seen have run within this time frame. A warning will be displayed if this is not the case.		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
3		
4		

Use Case List

CP12 Interviews	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	The investigator arranges an interviews
Primary Actor:	SS Professional Investigator, police officer (known in this use case as the meeting organiser)
Other Actors:	SS Professional Investigating Manager, Interview participants
Preconditions:	An enquiry has been referred to social services or an investigation started by the police
Trigger:	An interview is required as part of the information gathering process for section 47 enquiries, initial assessment or as part of a police investigation.
Linking use case:	CP10 Initial Assessment CP11 Section 47 Enquiries CP34 - Police Investigation
Concurrency	CP10 Initial Assessment CP11 Section 47 Enquiries CP14 - Education Checks CP16 - Health Checks CP17 - Medical Examinations CP18 - Joint Investigation with Police CP20 - Child has been Seen CP22 - Checks with other Agencies CP34 - Police Investigation CP21 – Legal Options CP33 - Police Protection CP36 - Police Checks by Social Services
Success Guarantee:	The interview is arranged with the child and the outcome recorded
Minimal Guarantee:	The meeting is cancelled.
Frequency:	

Basic Course of Events

1	The meeting organiser selects who should be present at the interview.
2	A Meeting/Interview Request (CP13) is sent to all of the selected participants of the Interview.
3	The interview is marked as complete. All attendees and absences are recorded as well as the write up of the interview. If the child has been seen as part of this interview, the “child seen” flag will be set.

Alternative paths

3a	Interview does not take place. This is recorded with reasons.

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
3		
4		

Use Case List

CP13 Meeting/Interview Request	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	This is used to make contact with attendees of any meeting or interview
Primary Actor:	Meeting Organiser Meeting invitees
Other Actors:	
Preconditions:	Investigations in progress
Trigger:	Meeting or Interview is required.
Linking use case:	CP12 Interviews CP17 Medical Examination CP19 Arrange Strategy Discussion / Meeting CP23 Initial Case Conference CP26 Child Protection Review Conference CP28 Core Group Meeting
Concurrency	
Success Guarantee:	A meeting is arranged and all participants are informed
Minimal Guarantee:	As for the success guarantee.
Frequency:	For each invitee in a meeting

Basic Course of Events

1	The Meeting Organiser suggests date and time slots, locations and the purpose of the meeting. They also specify the role that each invitee will take during the meeting. The Organiser may also request information to be brought to the meeting or incorporate a report request (CP24) with details of when the report is expected.
2	A contact method is chosen (Protocol/fax/email/telephone) for each invitee and the details of the meeting are communicated by this method. This contact method is recorded.
3	Each Invitee responds.
4	The Meeting Organiser schedules the meeting based on the responses of the invitees. Confirmation is sent to the invitees. For any expected absences, the organiser may send a report request (CP24) to the invitee.
5	The Meeting takes place.

Alternative paths

2a	The contact method chosen is Telephone. In this case, the Organiser will record the response of the invitee on the system.
3a	A Meeting Invitee has not responded to the Meeting request. In this case, the meeting organiser will be alerted to the fact that no response has been received and communicate with the attendee in some other way (e.g. telephone). The Organiser is then able to manually update the meeting on the system depending on the invitee's response.
4a	The Meeting cannot be scheduled. Return to Step 1 if required.
5a	The Meeting is cancelled and the reason why is entered onto the system. Return to step 1 if required.

Data		
	Information that is required for the meeting request: Suggested Time Slots Purpose of the meeting Role of the invitee Location	
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
3		
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Use Case List

CP14 Education Checks	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	This is used to make education checks about the child. Multiple education checks may be generated as checks can be made about any of the children in the family. Each check will be sent to a named person on the system. Further information may be requested or the check completed once the received information has been acknowledged.
Primary Actor:	SS Professional Investigator
Other Actors:	Educating Professional
Preconditions:	An initial assessment/section 47 enquiry is in progress.
Trigger:	Education Checks are required as part of the information gathering process for either section 47 enquiries or an initial assessment
Linking use case:	CP10 Initial Assessment CP11 Section 47 Enquiries
Concurrency	CP12 – Interview CP16 - Health Checks CP17 - Medical Examinations CP18 - Joint Investigation with Police CP20 - Child has been Seen CP34 - Police Investigation CP21 – Legal Options CP33 - Police Protection CP36 - Police Checks by Social Services
Success Guarantee:	The education checks are sent to the education professional who replies with the information required
Minimal Guarantee:	As for the success guarantee
Frequency:	This can be done as often as the investigator wishes.

Basic Course of Events	
1	The SS Professional Investigator selects the child and any related children that they wish to perform the checks on.
2	The SS Professional Investigator selects the professionals that they wish to respond to the checks.
3	The SS Professional Investigator details any specific information they require from the education professional and the approximate date they require this information by.
4	The information is then sent for a Check (CP15) to each of the education professionals. The Check initiator in use case CP15 will be the SS Professional Investigator.

Alternative paths	

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
3		
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Use Case List

CP15 Check	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	This use case will be utilised when any checks are made during the investigation stage of the process.
Primary Actor:	Check Initiator Check Responders
Other Actors:	
Preconditions:	A process of information gathering is taking place either as part of an initial assessment or as part of section 47 enquiries
Trigger:	A check is required to add to the information gathering process
Linking use case:	CP14 Education Checks CP16 Health Checks CP20 Child has been Seen CP22 Checks with Other Agencies CP36 - Police Checks by Social Services
Concurrency	Any other checks
Success Guarantee:	The Initiator receives sufficient information from the responder.
Minimal Guarantee:	The initiator is informed when the responder does not respond within the agreed timeframes.
Frequency:	This can be done as often as the Check Initiator wishes.

Basic Course of Events

1	The main details of the check are recorded by the Check Initiator. These details contain any specific information the Initiator needs to know to ensure that the check is successful. Additionally an expected response date will also be recorded.
2	A contact method is chosen (Protocol/fax/email etc) and the details of the check are communicated by this method. This contact method will be recorded.
3	The responder reviews the child details and the information required and responds. They may also request that the Check Initiator telephones them to discuss further.
4	The Initiator reviews the response and the use case ends.

Alternative paths

2a	The contact method chosen is Telephone. In this case, the Organiser records the response of the responder on the system. Go to step 4.
3a	The responder does not review the check request in the time frame specified. The Initiator is informed of this and communicates with the professional in some other way (e.g. telephone). The initiator then updates the Check information manually.
4a	The information returned by the responder does not fully satisfy the request made by the initiator. The initiator requests more specific information. Return to step 1.

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
3		
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Use Case List

CP16 Health Checks	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	This is used to make health checks about the child. Multiple health checks may be generated as checks can be made about any of the children in the family. Each check will be sent to a named person on the system. Further information may be requested or the check completed once the received information has been acknowledged.
Primary Actor:	SS Professional Investigator
Other Actors:	Health Professional (e.g. Paediatrician, GP etc.)
Preconditions:	An enquiry has been referred to social services.
Trigger:	A health check is required as part of the information gathering process for either section 47 enquiries or an initial assessment
Linking use case:	CP10 Initial Assessment CP11 Section 47 Enquiries
Concurrency	CP12 – Interview CP14 - Education Checks CP17 - Medical Examinations CP18 - Joint Investigation with Police CP20 - Child has been Seen CP22 - Checks with other Agencies CP34 - Police Investigation CP21 – Legal Options CP33 - Police Protection CP36 - Police Checks by Social Services
Success Guarantee:	The information requested by the Investigator is returned by the Health Professional
Minimal Guarantee:	As with the Success Guarantee
Frequency:	This can be done as often as the Investigator wishes.

Basic Course of Events	
1	The SS Professional Investigator selects the child and any related children that they wish to perform the checks on.
2	The SS Professional Investigator selects the professionals that they wish to respond to the checks.
3	The SS Professional Investigator details any specific information required from the Health Professional and the approximate date they require this information by.
4	The information is then sent for a Check (CP15) to each of the health professionals. The Check initiator in use case CP16 will be the SS Professional Investigator.

Alternative paths	

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
3		
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Use Case List

CP17 Medical Examination	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	This is used to organise a medical examination of the child and if necessary, the siblings of the child. The SS Professional Investigator or police officer will arrange the medical examination and select who will be present.
Primary Actor:	SS Professional Investigator, police officer
Other Actors:	
Preconditions:	An enquiry has been referred to social services or an investigation begun by the police.
Trigger:	An Medical Examination is required as part of the information gathering process for either section 47 enquiries or an initial assessment
Linking use case:	CP10 Initial Assessment CP11 Section 47 Enquiries CP34 - Police Investigation
Concurrency	CP12 – Interview CP14 - Education Checks CP16 - Health Checks CP18 - Joint Investigation with Police CP20 - Child has been Seen CP22 - Checks with other Agencies CP21 – Legal Options CP33 - Police Protection CP36 - Police Checks by Social Services
Success Guarantee:	The Medical Examination is completed and the system updated with the examination notes
Minimal Guarantee:	As with the success guarantee
Frequency:	This can be done as often as the investigator wishes.

Basic Course of Events

1	The medical organiser selects who should be present at the medical examination.
2	A Meeting/Interview Request (CP13) is sent to all of the selected participants.
3	The examination is marked as complete.

Alternative paths

3a	Examination does not take place. This is recorded with reasons.

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
3		
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Use Case List

CP18 Joint Investigation with Police	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	This is to inform the police that the information gathering process is underway as part of section 47 enquiries. They will then be invited to commit to a joint investigation of the child and their situation
Primary Actor:	SS Professional Investigator Police
Other Actors:	
Preconditions:	An enquiry has been referred to social services and an initial assessment has been completed.
Trigger:	A section 47 enquiry has been started
Linking use case:	CP11 Section 47 Enquiries
Concurrency	CP12 – Interview CP14 - Education Checks CP16 - Health Checks CP17 - Medical Examinations CP20 - Child has been Seen CP22 - Checks with other Agencies CP21 – Legal Options CP33 - Police Protection CP36 - Police Checks by Social Services
Success Guarantee:	The police are informed and a joint strategy is developed between the police and social services
Minimal Guarantee:	The police decline involvement/social services agree that the police should not participate.
Frequency:	This can be done as often as the SS Professional Investigator wishes.

Basic Course of Events	
1	The SS Professional Investigator sends the details of the child along with reasons for initiating a joint investigation to the relevant police child protection unit.
2	The police agree to accept the case and initiate a Police Investigation (CP34) Both the police and the SS Professional Investigator will have access to all investigation information.

Alternative paths	
2a	The police reject the case with reasons and the work is then returned to the SS Professional Investigator. If the SS Professional Investigator accepts this judgement the use case terminates, otherwise return to step 1 to again initiate a joint investigation with the police.

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
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Use Case List

CP19 Arrange a strategy Discussion / Meeting	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	This is to arrange a strategy discussion for the child. A strategy discussion is used to work out what information is required as part of the section 47 enquiries. This may then produce further actions that the investigator will need to do as part of their enquiries.
Primary Actor:	Investigator (SS Professional Investigator or SS Professional Manager or police officer depending on who has started the strategy discussion)
Other Actors:	Other Agencies
Preconditions:	An enquiry has been referred to social services or has come to the attention of the police.
Trigger:	Section 47 enquiries have started.
Linking use case:	CP11 Section 47 Enquiries CP34 Police Investigation
Concurrency	CP12 – Interview CP14 - Education Checks CP16 - Health Checks CP17 - Medical Examinations CP18 - Joint Investigation with Police CP20 - Child has been Seen CP22 - Checks with other Agencies CP34 - Police Investigation CP21 – Legal Options CP33 - Police Protection CP36 - Police Checks by Social Services
Success Guarantee:	A key group of professionals will discuss the strategy of the section 47 enquiries and / or Police Enquiries
Minimal Guarantee:	The investigator will contact relevant professionals manually to work out the strategy of the section 47 enquiries
Frequency:	A Strategy discussion can happen at any time and as often as necessary during the assessment of a child

Basic Course of Events	
1.	The Investigator selects who should be present at the strategy meeting.
2.	A Meeting/Interview Request (CP13) is sent to all of the selected participants of the meeting.
3.	The Investigator marks the strategy discussion as complete and the plan is recorded and attached to the case. A note is made of all professionals who were consulted to discuss the plan.
4.	The plan is distributed to all of the professionals involved in the strategy discussion

Alternative paths	
3a	The strategy discussion does not take place. Return to step 1 if another meeting is to be scheduled or terminate use case.

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
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Use Case List

CP20 Child has been Seen	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	This use case allows the investigator to indicate that the child has been seen. The date and time that the child was seen is recorded along with who has seen the child
Primary Actor:	SS Professional Investigator
Other Actors:	
Preconditions:	An enquiry has been referred to social services
Trigger:	The child is seen for the first time since an Initial Assessment or a Section 47 enquiry was started.
Linking use case:	CP10 Initial Assessment CP11 Section 47 Enquiries
Concurrency	CP12 – Interview CP14 - Education Checks CP16 - Health Checks CP17 - Medical Examinations CP18 - Joint Investigation with Police CP19 - Arrange Strategy Discussion/Meeting CP21 – Legal Options CP22 - Checks with other Agencies CP34 - Police Investigation CP33 - Police Protection CP36 - Police Checks by Social Services
Success Guarantee:	The details of the child being seen are recorded
Minimal Guarantee:	As with the success guarantee
Frequency:	As often as the SS Professional Investigator wishes.

Basic Course of Events	
1.	The SS Professional Investigator selects the child and any related children that have been seen.
2	The SS Professional Investigator enters the details of who saw the child and the time and date that this occurred
Alternative paths	

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
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Use Case List

CP21 Legal Options	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	If the case worker has reasonable cause to believe that a child is at risk of suffering significant harm, they can apply to the court for an emergency protection order. The police may also apply for the emergency protection order
Primary Actor:	SS Professional Investigating Manager , police officer Police
Other Actors:	
Preconditions:	An enquiry has been referred to social services and an initial assessment has been completed.
Trigger:	A section 47 enquiry has been started and there is reasonable cause to believe that a child is at risk of suffering significant harm.
Linking use case:	CP11 Section 47 Enquiries
Concurrency	CP12 – Interview CP14 - Education Checks CP16 - Health Checks CP17 - Medical Examinations CP18 - Joint Investigation with Police CP20 - Child has been Seen CP22 - Checks with other Agencies CP34 - Police Investigation CP33 - Police Protection CP36 - Police Checks by Social Services
Success Guarantee:	The legal options are requested and granted
Minimal Guarantee:	Safeguards are in place to protect the child
Frequency:	Once.

Basic Course of Events

1.	The SS Professional Investigating Manager or the Police decides that the child is at risk of significant harm and applies to the court for an "Emergency Protection Order". This information is recorded in the system
2.	An Emergency Protection Order is granted. This is recorded in the system with an expiry date for the order. While the Emergency Protection Order is valid, a warning indicator will appear on the child details to reflect this.
3	Once the "Emergency Protection Order" expires, the SS Professional Investigator is informed and the use case ends

Alternative paths

1a	Instead of applying to the court, an agreement is made between social services and the family. The details of the agreement are entered onto the system and the use case will terminate
1b	The SS Professional Investigating Manager requests from the police that the child be removed from or remain in their current living arrangements under the "Power of Police Protection(CP33)". Use case terminates.
2a	The court rejects the request for an Emergency Protection Order. This is recorded in the system by the investigator. Use case can terminate or return to step 1
3a	The SS Professional Investigating Manager decides that an extension to the EPO is required and reapplies to the court. Return to step 2

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
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Use Case List

CP22 Checks with other Agencies	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	This use case will carry out checks about the child with any other agencies that the case worker may believe to be useful to complete the section 47 enquiries.
Primary Actor:	SS Professional Investigator Checking Organisation
Other Actors:	
Preconditions:	An enquiry has been referred to social services.
Trigger:	Checks with other agencies are required as part of the information gathering process for either section 47 enquiries or an initial assessment
Linking use case:	CP10 Initial Assessment CP11 Section 47 Enquiries
Concurrency	CP12 – Interview CP14 - Education Checks CP16 - Health Checks CP17 - Medical Examinations CP18 - Joint Investigation with Police CP20 - Child has been Seen CP34 - Police Investigation CP21 – Legal Options CP33 - Police Protection CP36 - Police Checks by Social Services
Success Guarantee:	The check is made and the "checking organisation" will return information that is useful to the Investigator's enquiries
Minimal Guarantee:	As with the success guarantee
Frequency:	Any number of times.

Basic Course of Events	
1.	The SS Professional Investigator selects the child and any related children that they wish to perform the checks on.
2.	The SS Professional Investigator selects the professionals that they wish to respond to the checks.
3.	The SS Professional Investigator details any specific information they require from the checking organisation and the approximate date they require this information by.
4.	The information will then be sent for an Check (CP15)

Alternative paths	

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
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Use Case List

CP23 Initial Case Conference	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	The purpose of the case conference is to bring together all of the information collated during the section 47 enquiries and to decide what further action needs to be taken and whether the child(ren) name(s) should be placed on the child protection register
Primary Actor:	SS Professional Investigator Child Protection Unit Co-ordinator (CPU)
Other Actors:	
Preconditions:	Section 47 enquiries have been completed
Trigger:	Following the section 47 enquiries, there is reason to believe the child is at future risk of significant harm. Or A Child Registration Transfer has been received
Linking use case:	CP08 Accept the Referral CP32 Receive a child Registration Transfer
Concurrency	
Success Guarantee:	The initial case conference will take place and a decision will be made as to whether the child should be registered or not.
Minimal Guarantee:	As with the success guarantee
Frequency:	Once

Basic Course of Events	
1.	The Investigator contacts CPU to inform them that a case conference is required and a recommendation of who should attend and possible dates for the conference. Additionally, they may specify any reports that are required to be brought to the meeting and by whom as well as any reports that need to be completed before the meeting takes place if they cannot attend.
2.	The CPU co-ordinator decides who is to chair the case conference and sends a meeting/interview request (CP13) to all of the suggested attendees
3.	The decision is made to Register the Child (CP25)
4.	The CPU co-ordinator ensures that the minutes are written up and entered onto the system (this may be done by a nominated minute taker). These are then distributed to the attendees. Update Monitor (CP30) to reflect that the initial case conference is complete
Alternative paths	
1a	If the conference is taking place due to a registered child moving into the area, go straight to step 2.
3a	It is decided not to register the child and this is recorded.

Data		
Business rules and non-functional requirements		
Initial Case conference must take place within 15 working days of the strategy discussion / meeting (CP19)		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
3		
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Use Case List

CP24 Report Request	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	This use case will request a report from the "Writer". The "Writer" will then return the report within the time specified
Primary Actor:	Report Requester Report Writer
Other Actors:	
Preconditions:	Report is required
Trigger:	The "Writer" has been invited to a meeting but is unable to attend. In their absence, a report will be requested to be used at the meeting. OR A report is required to be distributed to the attendees of the meeting before the meeting actually takes place.
Linking use case:	CP13 Meeting/Interview Request
Concurrency	
Success Guarantee:	Report is requested and returned before the date chosen by the Requester
Minimal Guarantee:	As with the Success Guarantee
Frequency:	As often as is necessary.

Basic Course of Events	
1	The Requester details what is required from the Writer and by what date. A contact method is chosen (Protocol/fax/email etc) and these details are sent to the Writer.
2	The writer returns the report on or before the due date

Alternative paths	
2a	The writer does not respond to the Report request before the date specified in step 1. The requester is alerted to the fact that no response has been received and communicates with the writer in some other way (e.g. telephone).

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
3		
4		

Use Case List

CP25 Register the Child	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	This use case is to add the child(ren) to the child protection register and to identify the core group and the key worker on the system
Primary Actor:	Child Protection Unit Co-ordinator
Other Actors:	
Preconditions:	A case conference has taken place
Trigger:	It has been decided that the child(ren) should be registered
Linking use case:	CP23 Initial Case Conference CP32 – Receive a Child Registration Transfer
Concurrency	
Success Guarantee:	The child(ren) is/are registered on the system and reminders are created for the core group and the review conference
Minimal Guarantee:	As with the success guarantee
Frequency:	Once

Basic Course of Events	
1.	The child is (or children are) added to the child protection register with a primary category (Physical Abuse / Sexual Abuse / Emotional Abuse / Neglect) by the CPU Coordinator
2.	The core group and the keyworker are identified on the system by the CPU Coordinator. Once identified, all members of the core group outside of social services are automatically given access to the child's details.
3.	The CPU Coordinator enters the outline plan onto the system. Update Monitor (CP30) to reflect that the child has been registered.
4.	The outline plan decided at the conference is distributed to the attendees of the conference by the CPU Coordinator
5.	The CPU Coordinator enters the Time and date of the first Child Protection Review Conference (CP26) onto the system and the use case starts automatically a set period of time before it is scheduled to take place.
6.	The keyworker enters the time and date of the Core Group meeting (CP28) onto the system and the keyworker is informed by the system automatically when the meeting date approaches.
7.	The CPU Coordinator enters the decision of the conference and the minutes onto the system and they are distributed.

Alternative paths	

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
3		
4		

Use Case List

CP26 Child Protection Review Conference	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	A child protection review conference is to review the development of the child against intended outcomes set out in the child protection plan. It is also used to determine whether the child continues to be at risk of significant harm and to consider whether the Childs name should be removed from the child protection register or whether the category of original registration is still applicable.
Primary Actor:	Key worker Core Group
Other Actors:	Child and their Family
Preconditions:	The child is listed on the Child Protection Register
Trigger:	The Initial Case Conference (CP23) was within the last three months or the previous review conference was in the last 6 months. This use case will start automatically (a set duration after the previous review conference or the initial case conference)
Linking use case:	CP25 Register the Child
Concurrency	
Success Guarantee:	The Review will take place and a decision is made as to whether the child should continue to be registered.
Minimal Guarantee:	As with the success guarantee
Frequency:	Every 6 months (3 Months after the initial case conference) during the registration period of the child

Basic Course of Events

1. The keyworker reviews the child details and selects the professionals they wish to attend (by default this will be the attendees of the initial case conference).
This information will be sent to the CPU Coordinator and send a meeting/interview request (CP13) to all of the selected professionals, the child(ren) and the Parents. The date of the conference will already have been agreed at the last review conference (or the initial case conference).

2. The keyworker sends their report along with a summary of any assessments undertaken since the last conference to the chairperson three working days prior to the conference.

3. The conference is marked as complete by CPU and the minutes written up, attached to the case and distributed to all attendees.

4. The decision is made to continue the registration of the child. The date of the next child protection review conference is set and entered onto the system (within 6 months of this conference) by CPU.

5. Update Monitor (CP30) to reflect the decision of the review conference

Alternative paths

2a If the chairperson is not a user of the system, this information can be printed and faxed / posted to the chairperson and the contact method recorded.

4a The decision is made to De-Register the Child (CP27).

4b A decision is made to change the category of registration. This information is sent to the CPU co-ordinator who will update the child protection register.

Data		
Business rules and non-functional requirements		
Location should be the same as the Initial Case Conference (CP23) unless the location needs to be changed to facilitate the attendance of the parent / child. The first Review Conference must be within 3 months of the initial case conference and subsequently, no longer than 6 months from the previous review conference.		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
3		
4		

Use Case List

CP27 De-Register the Child	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	A child protection review conference has taken place and the decision is made that the child is no longer at risk of significant harm. The Childs name will be removed from the child protection register. Alternatively, the child may be transferred out of the area and so is being registered at another ACPC
Primary Actor:	Key worker CPU Coordinator
Other Actors:	
Preconditions:	The child is listed on the Child Protection Register
Trigger:	A Child Protection Review Conference (CP26) has taken place and a decision has been made to remove the child from the child protection register. This use case may also take place if the child is moving out of the area or if a registered child dies.
Linking use case:	CP26 Child Protection Review Conference CP31 Transferring a child Registration
Concurrency	
Success Guarantee:	The child is removed from the child protection register
Minimal Guarantee:	As with the success guarantee
Frequency:	

Basic Course of Events	
1.	The CPU coordinator reviews the child details and the minutes from the Child Protection Review Conference (CP26).
2.	The CPU coordinator updates the system to reflect that the child has been de-registered.
3.	Notification is sent to all agency representatives who were invited to the initial child protection conference (CP23)
4.	Update Monitor (CP30) to reflect that the child has been de registered.

Alternative paths	
3a.	If the child has died the responsible professional completes all appropriate notification forms – refer to local procedures.

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
3		
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Use Case List

CP28 Core Group Meeting	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	A Core group meeting is held within [first initial conference time] of the initial conference and then at [core group frequency] intervals while the child is registered. The aim of the core group meeting is to develop and implement the child protection plan
Primary Actor:	Key worker
Other Actors:	Core Group
Preconditions:	The child is listed on the Child Protection Register
Trigger:	Core group meeting is held regularly whilst the child is registered.
Linking use case:	CP25 Register the Child
Concurrency	
Success Guarantee:	The Core Group Meeting takes place and a child protection plan is formulated
Minimal Guarantee:	As with the success guarantee
Frequency:	[Core group frequency] intervals.

Basic Course of Events

1. The members of the core group will already have been decided at the initial case conference. The keyworker sends a meeting/interview request (CP13) to all of the members of the core group and the parent/carers of the child
2. The core group meeting is marked as complete once it has taken place. The written agreement and child protection plan are written up, attached to the case and distributed to the members of the core group.

Alternative paths

Data		
Business rules and non-functional requirements		
First core group meeting must take place within 10 working days of the initial conference		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
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Use Case List

CP29 Monitor my Case	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	This is to provide the external professional who has made the enquiry, information about how the case is progressing.
Primary Actor:	External Professional
Other Actors:	
Preconditions:	A register enquiry has been made by the external professional
Trigger:	The external professional has chosen to refer the case to social services.
Linking use case:	
Concurrency	
Success Guarantee:	The external professional is able to view the current status of the referral and have access to the contact details for any involved professionals
Minimal Guarantee:	The external professional will review the current status of the case and then close the process.
Frequency:	Once

Basic Course of Events	
1.	The external professional can view information about the child (as determined by local information sharing protocols). They are able to view the process history of the child and who currently owns processes about this child
2.	The external professional will review the current information about the case
3.	The external professional keeps the monitoring process active. The next time they open up the case, return to Step 1.

Alternative paths	
3a	The external professional will close the process. Monitoring will then cease for this child

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
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Use Case List

CP30 Update Monitor	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	This is to provide the external professional who has made the enquiry, information about how the case is progressing. As key events throughout the process take place, the monitor process will be informed of this.
Primary Actor:	External Professional
Other Actors:	
Preconditions:	A register enquiry has been made by the external professional
Trigger:	The external professional has chosen to refer the case to social services.
Linking use case:	CP08 Accept the Referral CP11 Section 47 Enquiries CP23 Initial Case Conference CP25 Register The Child CP26 Child Protection Review Conference CP27 Deregister the Child
Concurrency	
Success Guarantee:	The case monitor is updated to reflect recent changes
Minimal Guarantee:	As with the success guarantee
Frequency:	
Basic Course of Events	
1.	The description of the “Monitor my Case” process changes depending on the event that has occurred.
Alternative paths	

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
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Use Case List

CP31 Transferring a Child Registration	
Scope:	Transfer of child registration
Level:	User Goal
Summary:	This is to allow the transfer of an entry on the child protection register from one ACPC to another
Primary Actor:	Keyworker CPU co-ordinator
Other Actors:	Receiving ACPC CPU co-ordinator (Referred to as RCPU)
Preconditions:	Social services are informed the child is leaving the area
Trigger:	A change of Address is made on a child with a current registration
Linking use case:	
Concurrency	
Success Guarantee:	The details of the child and any current enquiries are transferred from one authority to another
Minimal Guarantee:	As with the success guarantee
Frequency:	

Basic Course of Events	
1.	The keyworker notifies the CPU co-ordinator that the child is moving
2.	The CPU co-ordinator reviews the child details and send this information to the RCPU in writing
3.	The keyworker is informed in writing of the time and location of the initial case conference in the receiving ACPC
4.	The keyworker attends the initial case conference in the new area
5.	The CPU co-ordinator is informed that they can de-register the child (CP27)

Alternative paths	
2a	If the receiving ACPC is part of the WY system, the RCPU will receive a child registration transfer (CP32).

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
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Use Case List

CP32 Receive a child Registration Transfer	
Scope:	Transfer of child registration
Level:	User Goal
Summary:	This is to deal with a notification that a child registered in another area is moving into the CPU co-ordinator's ACPC
Primary Actor:	CPU co-ordinator
Other Actors:	Transferring CPU Co-ordinator (known as TCPU) Transferring Keyworker
Preconditions:	A currently registered child is moving into the area.
Trigger:	The CPU co-ordinator is informed of the transfer
Linking use case:	CP31 Transferring a child Registration
Concurrency	
Success Guarantee:	The details of the child and any current enquiries are transferred from one authority to another
Minimal Guarantee:	As with the success guarantee
Frequency:	
Basic Course of Events	
1.	The CPU coordinator receives the child information and the history of enquiries.
2.	The CPU Co-ordinator adds a temporary register of the child.
3.	The CPU co-ordinator arranges an Initial Case Conference (CP23) and additionally invites the transferring keyworker.
4.	The CPU co-ordinator informs the transferring ACPC the decision of the conference
5.	Register the Child (CP25)
Alternative paths	
1a	The notification is received in writing. The basic details of the child are entered onto the system.

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
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Use Case List

CP33 Police protection	
Scope:	Child protection investigation
Level:	User Goal
Summary:	A Police officer has power to take a child into police protection for up to 72 hours if they have reasonable cause to believe that a child would be likely to suffer significant harm if the child was not removed or steps were not taken to prevent removal from a hospital or other place where the child is being accommodated.
Primary Actor:	Police officer
Other Actors:	
Preconditions:	None
Trigger:	An event has occurred which places the child at risk of significant harm if they are not placed under police protection.
Linking use case:	CP21 – Legal Options
Concurrency	CP34 - Police Investigation CP12 - Interview CP17 – Medical Examination CP19 - Arrange Strategy Discussion / Meeting CP21 – Legal Options CP33 - Police Protection
Success Guarantee:	Social services are informed of the police action.
Minimal Guarantee:	As for the success guarantee
Frequency:	Once.

Basic Course of Events

1.	The police officer requests authorisation from a senior officer.
2.	The senior officer authorises the action.
3	The police officer informs SS professional referral receiver of the action.
4	The police officer completes the police protection record.
5	The police officer explores other Legal Options (CP21)

Alternative paths

5a	The SS professional referral receiver explores other Legal Options (CP21)

Data

Business rules and non-functional requirements

No child can be kept in police protection for more than 72 hours.

Owner	Simon Carroll

Iteration Dates and person(s) completing iterations:

1	22nd January 2004	Owner
2		

3 **4**		

Use Case List

CP34 Police investigation	
Scope:	Child protection investigation
Level:	Summary
Summary:	The police will go through a process of information gathering to determine whether a crime has been committed.
Primary Actor:	Police officer
Other Actors:	External agencies, social services
Preconditions:	An event has come to the notice of the police that may indicate that a crime has been committed against a child.
Trigger:	A report of the event is received by the police
Linking use case:	CP18 Joint Investigation with Police
Concurrency	CP12 – Interview CP14 - Education Checks CP16 - Health Checks CP17 - Medical Examinations CP20 - Child has been Seen CP22 - Checks with other Agencies CP21 – Legal Options CP33 - Police Protection CP35 – Police Checks CP36 - Police Checks by Social Services
Success Guarantee:	
Minimal Guarantee:	As for the Success Guarantee.
Frequency:	

Basic Course of Events	
1	Information about the child is available to the police.
2	The police officer investigator can perform any of the following actions in any order, sequentially or concurrently. All results of these actions will be recorded and later displayed to the investigator if a section 47 enquiry is taking place. These Actions are as follows: • Arrange a strategy discussion / meeting (CP19) • Arrange Interviews (CP12) • Carry out Police checks (CP35) • Arrange Medical Examinations (CP17) • Look into Legal Options (CP21)
3	The police investigation is complete and the SS Professional Investigator is informed

Alternative paths	

Use Case List

CP35 Police checks	
Scope:	Child protection investigation
Level:	User Goal
Summary:	The police officers check their systems for information about individuals who may be involved with child.
Primary Actor:	Police officer
Other Actors:	
Preconditions:	A police investigation has begun.
Trigger:	Checks on individuals are required as part of the information gathering process for a child protection investigation.
Linking use case:	CP34 - Police Investigation
Concurrency	CP34 - Police Investigation CP12 Interview CP17 – Medical Examination CP19 - Arrange Strategy Discussion / Meeting CP21 – Legal Options CP33 - Police Protection CP36 - Police Checks by Social Services
Success Guarantee:	The check is made
Minimal Guarantee:	As with the success guarantee
Frequency:	Any number of times.

Basic Course of Events	
1.	The police officer enters the details of individuals that they wish to perform the checks on.
2.	The police officer carries out the checks.
3.	The police officer records the outcome of the checks.

Alternative paths	

Use Case List

CP36 Police Checks by Social Services	
Scope:	Register Enquiry Service Query
Level:	User Goal
Summary:	This is used to make police checks about the child. Multiple police checks may be generated as checks can be made about any of the children in the family. Each check will be sent to a named person on the system. Further information may be requested or the check completed once the received information has been acknowledged.
Primary Actor:	SS Professional Investigator
Other Actors:	Police
Preconditions:	An initial assessment/section 47 enquiry is in progress.
Trigger:	Police Checks are required as part of the information gathering process for either section 47 enquiries or an initial assessment
Linking use case:	CP10 Initial Assessment CP11 Section 47 Enquiries
Concurrency	CP12 – Interview CP14 - Education Checks CP16 - Health Checks CP17 - Medical Examinations CP18 - Joint Investigation with Police CP20 - Child has been Seen CP34 - Police Investigation CP21 – Legal Options CP33 - Police Protection
Success Guarantee:	The police checks are sent to the police who reply with the information required
Minimal Guarantee:	As for the success guarantee
Frequency:	This can be done as often as the investigator wishes.

Basic Course of Events	
1	The SS Professional Investigator selects the child and any related children that they wish to perform the checks on.
2	The SS Professional Investigator details any specific information they require from the police and the approximate date they require this information by.
3	The information is then sent for a Check (CP15) to the police. The Check initiator in use case CP15 will be the SS Professional Investigator.

Alternative paths	

Data		
Business rules and non-functional requirements		
Owner	Simon Carroll	
Iteration Dates and person(s) completing iterations:		
1	22nd January 2004	Owner
2		
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Appendix 1 - Actors

Actor Name	Bradford	Leeds	Kirklees	Wakefield	Calderdale
Enquiring Professional	Authorised Register Enquiry CP Professional	Authorised Register Enquiry CP Professional	Authorised Register Enquiry CP Professional	Authorised Register Enquiry CP Professional	Authorised Register Enquiry CP Professional
SS Professional – Enquiry Receiver	Member of the child protection unit (CPU)*	Member of the child protection unit (CPU)*	Member of the child protection review team*	Member of social care direct (SCD)*	Member of the Child Protection Unit (CPU)*
SS Professional – CPU Reviewer	Member of the child protection unit (CPU)*	Member of the child protection unit (CPU)*	Member of the child protection review team*	Member of the child protection unit (CPU)*	Member of the child protection unit (CPU)*
SS Professional – Referral Receiver	A member of the Children's Advice Team (CAT)	A member of the Duty Team	A member of the Initial Assessment Team (IAT)	Member of social care direct (SCD)	A member of the Initial Response Team (IRT)
Keyworker	A social worker from a geographical assessment team assigned to the child	A social worker from a geographical Area Team / A member of the duty team	A social worker from a geographical area team assigned to the child	Allocated Social Worker	Allocated Social Worker
SS Professional – Investigating Manager	Manager / Senior Social Worker from a geographical assessment team	Manager / senior social worker from a geographical Area Team	Duty Manager of the initial assessment team	Duty manager of the Initial Response Team	Duty manager of the Initial Response Team
SS Professional - Investigator	A social worker from a geographical assessment team	A social worker from a geographical Area Team	A member of the Initial Assessment Team	A member of the Initial Response Team	A Member of the Initial Response Team
Child Protection Unit Co-ordinator	Member of the Child Protection Unit	Member of the Child Protection Unit	Member of the child protection review team	Member of the Child Protection Unit	Member of the Child Protection Unit

*Out of hours the role may be dealt with by the "Emergency Duty Team".

Appendix 2 - Initial Information Record

Field	Bradford	Leeds	Wakefield	Kirklees	Calderdale
First Name	M	M	M	M	M
Surname	M	M	M	M	M
Address	M	M	M	M	M
Secondary Address	O	O	O	O	O
Telephone	O	O	O	O	O
Second Tel.	O	O	O	O	O
Date of Birth	M	M	M	M	M
Gender	M	M	M	M	M
Parent/Carer	O	O	O	O	O
Other Household Member	O	O	O	O	O
Significant Others	O	O	O	O	O
Ethnicity	M	M	M	M	M
Religion	O	O	O	O	O
1st Language	M	M	M	M	M
Communication Issues	O	O	O	O	O
Other Agencies	O	O	O	O	O
Comments	O	O	O	O	O
Urgency	O	O	O	O	O
Child Aware	M	M	M	M	M
Resp. Adult Aware	M	M	M	M	M
Consent Comments	O	O	O	O	O
Consent Sought	M	M	M	M	M
Consent Given	M*	M*	M*	M*	M*
Reason for Referral if Consent not sought or given	M	M	M	M	M

M* - Mandatory if applicable
M – Mandatory
O – Optional
N/A – Not Applicable

Appendix 3 - Authority Specific Time Variables

Time Variable	Bradford	Leeds	Kirklees	Wakefield	Calderdale
first initial conference time	10 Working Days	10 Working Days	5 Working Days	10 Working Days	10 Working Days
core group frequency	6 weeks	6 weeks	4 weeks	6 weeks	6 weeks