

## Quick Start Guide – CP/LAC First Day Visits

### Introduction to First Day Visits

The Early Intervention Service (EIS) will undertake visits for the following Bolton children who are on roll at a school or attending an alternative provision from reception to year 11.

- Children who are subject to a Child Protection Plan
- Children who are subject to an Interim Care Order and living at home
- Looked After Children (LAC) who are living with parents
- Children who are on a temporary Child Protection Plan having recently moved into the area from another authority.

A visit may not take place for each period of absence in circumstances where there is a long term history of prolific non-attendance. However, this decision must be taken after consultation with the CORE group and an EIS Manager. In these instances a manager from EIS will attend the CORE group to discuss and decide on the frequency of visits. This will then be recorded on the child's record and visit log.

Where a child is not expected to attend school for a reason which has been approved by the school (ie, suspension, or other authorised circumstances), then a visit will not be undertaken unless the social worker requests this through the EIS manager. School should contact the named social worker in such instances to make them aware that the child is not expected in school.

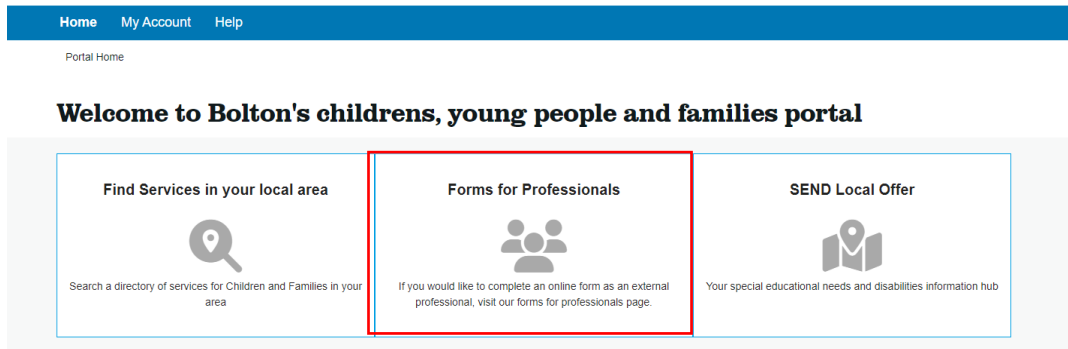
For children subject to a Child Protection Plan with a neighbouring authority who cross the boundary to attend a Bolton school, the school should contact the named social worker from the home authority to establish arrangements for reporting the absence.

## Portal Web Page

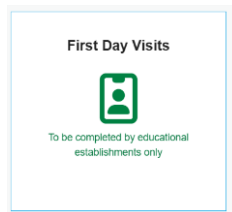
The Bolton Childrens Portal can be accessed via the following website.

<https://childrensportal.bolton.gov.uk/web/portal/pages/home>

Once the web page has loaded, please click on forms for professionals.



Once the page has loaded, access the form by clicking on early help assessment.



A landing page will load, please read the information on this page, as you may find this useful.

### First Day Visit

1 About this Assessment	>
2 Your Details	>
3 Person's Details	>
4 First Day Visits	>
5 Submit	>

#### About this Assessment

The Early Intervention Service undertake safeguarding visits for Bolton children who are subject to a Child Protection Plan and children who are looked after (LAC) by Bolton and who are living with parents and absent from school as outlined in the detail below.

Requests for visits should be referred to the Early Intervention Service via the online form and submitted no later than 10.30am on the day of absence.

Absences should be reported regardless of whether the parent has contacted school to report the absence (please attempt to contact the parent if they fail to report the absence)

Once you are ready to start. Please click next at the bottom of the page



The next page will ask you to log in or sign up.

The first page to load, confirms the details you have provided.

Click next, and fill in the form as needed, note anything marked with a red asterisk is mandatory, and information needs to be supplied in these fields.

If you need further information or guidance on how to navigate the portal or require a full user guide which includes information including how to log on and register, this can be found here.

<https://www.bolton.gov.uk/downloads/file/6364/portal-user-guide>