

Practice Standards - Assessment	Who is responsible-	Where is the evidence?
<p>1. At the point of allocation the social worker will be provided with direction by the allocating Manager to set out key issues, to provide guidance and timescales for the assessment. This will be based on a danger statement developed in response to incoming information and which captures concerns. The allocation note will set out the next steps target date for completion of the work</p>	<p>Allocating Manager Social Worker</p>	<p>The referral on a new case will set out a danger statement which analyses the incoming information. The allocation note will be recorded on the child's record based on this statement.</p> <p>When starting a new assessment on an open case there will be danger statement recorded on the child's record which forms the basis of the allocation note and determines the rationale for commencing a new period of assessment</p>
<p>2. All Assessments will be given a clear date for expected completion agreed and recorded at the point of allocation An initial review of the assessment by the manager will be set for 10 days with an expectation that when issues are not judged to be complex the assessment is completed within 20days. If the assessment is to be extended beyond 20 days a manager will record the rationale and details of any additional work that is required. The LCC standard is for all assessments to be completed within 40 days of the date of referral and any work extending beyond this timescale must have a clear rationale for the delay.</p>	<p>Allocating Manager</p>	<p>The Allocating manager will record this on the child's file and managers decisions on and on the Single Assessment.</p>

3. The assessment will provide explicit details of the referral and historical information and ensure that all data regarding the child's date of birth, address, ethnic origin and basic details of their family are accurately recorded	Social Worker	This will be recorded in the Single assessment. It will be informed by the Referral and any other documents that can corroborate the information.
4. An updated case file chronology must be completed as part of the assessment and used as part of the analysis to understand the child's current circumstances.	Social Worker	A chronology will be started in the child's file and if there is one already there it will be updated within the single assessment timeframes.
5. An updated genogram will be completed during the assessment process and uploaded to the child's file.	Social Worker	A genogram will be started in the child's file and if there is one already there it will be updated within the single assessment timeframes. The genogram should be one of the first things to be developed with the family
6. Assessment is a process not an end goal. The provision of any intervention should not wait until the assessment process is completed. Services to support the child should be made available at any point in the assessment process if they are needed. The signs of Safety mapping tool is the key assessment tool. The family must be clear what the concerns are.	Social Worker	A plan will be completed when there are needs identified that will require additional support to the family to - <ul style="list-style-type: none"> • Reduce any potential risk • To clearly outline services that should be made available to the child. This will sit in the Single Assessment and

<p>Language should be straightforward and easily understood by everyone.</p> <p>Statements should focus on specific observable behaviours that provide possible or actual increased safety for the child.</p> <p>You should identify anything constructive in the parenting which could be developed to provide possible safety in the future.</p> <p>All assessment work must include supporting the family to identify their safety network.</p> <p>The assessment should lead to draft danger statements with corresponding safety goals which identify action to reduce the risk to the child.</p>		<p>amended dependant on changing need.</p> <p>A note of the family's network of support should be in the case notes.</p>
<p>7. The Child will be seen alone (where appropriate), spoken to and views recorded. Views and wishes clearly reflected in assessment and taken into account as far as possible.</p> <p>A record of the child's wishes, feelings and choices about their situation must inform the assessment. As far as possible the words of the child should be used. Workers should consider what the child's daily lived</p>	<p>Social Worker</p>	<p>The child's case file will have the visits and work with the child recorded in case notes.. A plan of the work to inform the assessment will be recorded in the case notes. (How and when it will be done)</p> <p>The assessment cannot be used to evidence contact and work with the child. The assessment is the place where the analysis of</p>

<p>experience is. Include any direct work undertaken with them. Tools used such as 3 houses or safety house, magic fairy etc must be uploaded to the child's file. Other tools used must also be uploaded.</p>		<p>the work takes place not the day to day direct work with the family.</p> <p>Where a child has completed direct work with a social worker it will be recorded in case notes with a clear reference as to where this is in the child's file</p> <p>A plan in case notes will outline how this work will take place.</p> <ul style="list-style-type: none"> • When • Where • Evidence of method direct work • Individual needs
<p>8. The child's home environment must be observed and considered within the assessment. The visits to the home must include an understanding of the conditions of the home and how it may impact on the child's health and wellbeing. In particular the child's bedroom, the general condition of the home and risk assessments in relation to pets. All records should use straightforward specific and concrete language and avoid judgemental or loaded language.</p>	<p>Social Worker</p>	<p>In addition to the SW observations This information can be collated from other agencies who visit the family home in developmental checks and reports.</p> <p>Case notes recorded from home visits and historical information contained in files should be summarised and form part of the Assessment record.</p> <p>This is particularly important to ensure that</p>

		any themes or indicators are considered in the assessment.
9. Details of an any needs arising from race, ethnicity, religion, language, gender, disability and any specific cultural issues must be fully recorded and considered in the assessment and reflected in the analysis	Social Worker	This will be within the referral and any direct work done with the child and family in case notes with a summary in the assessment.
10. All significant family members/friends participated in this assessment and those who become part of the safety network (including fathers who live away from their children, grandparents or key supports) and their views and opinions are recorded in the assessment. Any written agreements or draft safety plans that are created as part of early work should be copied and shared with the participants including children/young people.	Social Worker	This will be recorded within the case notes and then summarised and analysed with the assessment record to inform the assessment. Any documents such as safety plans or direct work with family members must be uploaded to the child's record.
11. The assessment must demonstrate that all professionals who know the child or may hold information are consulted and that this information is recorded and used to inform an understanding of the child's circumstances. This information is used in conjunction with information, knowledge and experience provided by parents' or carers to ensure a clear and rigorous understanding.	Social Worker	The case notes will have all dates, relevant information name, position as when others have been spoken to and this will be summarised and referred to within the single assessment. Reports and documents provided by other professionals will be uploaded and also inform the Single Assessment.

<p>12. Risk and protective factors will emerge through the different components of the mapping process (e.g. past harm, strengths etc.). This will result in draft danger statements that parents understand. Each of these will have a corresponding Safety goal.</p>	<p>Social Worker</p>	<p>The case notes will reflect the use of the SoS methodology. Where electronic forms are not yet adapted. Workers should use upload their mapping documents.</p>
<p>13. The assessment analysis must evidence what should happen next including any plan that is required including if no further action is required and why.</p>	<p>Social Worker</p>	<p>The case notes will provide the evidence of activity and the assessment record will be used to to inform the analysis.</p> <p>Where the assessment informs a conference report this should make clear recommendations with rationale.</p>
<p>14. Evidence that the assessment process has involved parents/carers and child/young person (appropriate to age and understanding) and their wider network of support. All views including those that dispute the LA position should be noted.</p> <p>A copy of the assessment should be provided to parents/carers.</p>	<p>Social Worker Team Manager</p>	<p>All views should be recorded in case notes and summarised within the assessment record</p>
<p>15. The assessment will be reviewed and approved by a social work manager who will check that there is a clear rationale for all action including no further</p>	<p>Team Manager</p>	<p>The Assessment record will include a clear endorsement by the manager and will only be completed when the work is judged to meet</p>

action and endorse the quality of the assessment and outcome		the practice standards i.e. it has been quality assured. The progress of the work and reflection on outcomes will be captured within the supervision record for the case

ⁱStandards- Assessment Guidance Final 1.0 October 2017