**Child and Family Assessment workflow**

*Assessment completed and shared with the family and recorded on Framework I* ***no later than 45 days of receipt of referral.***

*Practice Manager to authorise extended assessments no later than 40 days from referral.*

*Ongoing visits* ***no less than every 10 days.***

*Assessment completed within 15 days from referral unless particularly complex – Manager to record reason and new date for completion recorded.*

*Practice Manager to discuss progress and review assessment* ***no later than 10 days from referral.***

*Social Worker to visit child as quickly as possible and* ***within 3 days of the referral*** *and recorded on Framework I within 3 working days.*

*Practice Manager allocates to Social Worker* ***within 24 hours of referral****. Open SA episode started on Framework I*

*SPA/MASH decision within 24 hours of receipt. Contact Record is recorded on Framework I*

*To take place without delay and completed* ***no later than 20 days from the end of the assessment.***

**For all children transferring from Assessment Teams to other teams, please refer to the Transfer Meeting Terms of Reference**

**Allocated Social Worker**

**Providing further s47 Child Protection statutory services to the family**

**Allocated Social Worker**

**Provision of information, guidance and signposting**

**Allocated Social Worker**

**Transferring the family to Integrated Families Support Service**

**Allocated Social Worker**

**Providing further statutory services to the family transferring to relevant statutory service**

*To take place without delay and completed* ***no later than 10 days from the end of the assessment.***

*To take place without delay and completed* ***no later than 10 days from the end of the assessment.***

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*ICPC should be requested as* ***within 5 days*** *and completed* ***no later than 15 days from the strategy meeting***

**First Response Assessment Team Practice Manager**

Practice Lead allocates child/ren to worker, following case discussion and considering current workload, complexity and experience.

**SPA/MASH Outcome - Single Assessment**

Send notification Rapid Response Team

**New Referral - Child in Need**

First Response process followed

**Allocated Social Worker (Refer to Assessment Practice Standards)**

Social Worker to Complete Assessment

**History/Chronology:**

Review referral information, MASH research and any history available, starting or updating the chronology.

**Planning the assessment:**

Plan how to carry out the assessment including estimating how long the assessment may take to complete and agree this with the Practice Lead.

**Engaging the child &family:**

Undertaken in partnership with the child and family, with their consent and full participation.

**Information gathering:**

Multi-agency checks should take place through discussion with key professionals in the child’s life, not relying solely on database checks.

**Visits/talking to the child:** The social worker should see and speak to each of the children separately in their first language and wherever possible they should be seen on their own.

**Parent’s, carers and the wider family:** Every assessment should include a genogram and/or ecomap which highlights key people in the child’s life including and beyond those living in the household.

**Analysis:** The social worker will analyse the information gathered and come to a professional judgement.

**Plans:** If the assessment has identified unmet need or harm, recommend what needs to change and what, if any, help or services the family need to make those changes. 