**CHILD AND FAMILY ASSESSMENT – CHECKLIST**

Before giving the assessment to your manager to QA and before signing of this assessment please consider whether you have:

* seen every child and spoken to them about what life is like for them;
* included the direct work you completed with the children in the assessment;
* seen every parent, including non-resident fathers and stepparents and spoken to them about all the concerns;
* spoken, with the permission of the parents, with the extended family members and friends to share the concerns for the welfare of the children;
* included the specific support that extended family members and friends would offer to address harm and risks of harm to children in your assessment;
* completed comprehensive agency checks – if these were requested but not returned by agencies, have you followed up?
* considered all the concerns that were reported and have discussed these with the children and the parents;
* completed the case chronology that includes the family's history, patterns of behaviour and agency interventions. The parents’ own history is reflected in the chronology and it includes any experiences of child abuse and neglect which may impact on their parenting capacity;
* completed a cultural genogram;
* established What is working well? and what are we worried about?
* reviewed the management directions at allocation and/or the 10 days’ review and actioned them;
* completed an analysis that considers the family’s history, the information from various agencies, the direct work completed with the child, the interviews with the parents and the extended family?
* helped the reader understand who the child is and what life is like for this child in this family today; have been specific in your assessment on how risks impact on the outcomes for every child in the family – i.e. parental drug misuse will impact differently an unborn baby to an adolescent;
* considered previous history for the family to understand the ability to change; and
* discussed with the children, parents and extended family what needs to happen next and considered the likely impact on the children if the changes are not implemented.

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