PRACTICE TIPS – CLOSURE RECORDS

This set of documents have been put together to assist SW in the daily WHAT and HOW of their work.

The aim being to provide a quick overview of a topic with signposts to links that may help if you are unsure.

This Document is in draft form, as the views and comments of practitioners is being sought prior to document finalisation.

These Documents will be reviewed in Feb 2019 and finalised in March 2019.

These documents set out some ideas for SG to consider in terms of Guidance for practitioners which will -

* standardise practice, - consistency and quality
* develop learning culture on what works and why
* Develop the ability to look at impact – better understanding of the childs experience
* Provide an evidence-based tool
* Enable decision making to be more timely
* Children’s outcomes to be more specific in terms of their experiences

What is Case Closure?

Case closure is when the work with the family is completed. The journey of intervention has enabled the strengths to increase and the family locate the resilience, knowledge and ability to keep the child safe and meet their needs.

Desired outcomes have been met and the family have an ongoing safety plan that they can implement and sustain change.

Why?

Case closures are important for several reasons, - Firstly it demonstrates that we respect the right for families to have a private family life free from statutory intervention unless it is required.

Secondly it provides the family with a very powerful message that they have the resources within themselves to meet the child’s needs and continue with the safety plan.

Thirdly it ensures the right families receive the right resources

And finely it recognises that the outcomes sought have been achieved which can be learnt from in terms of future resources, good practice, thresholds and levels of intervention.

Musts

Statutory intervention is not finite and must end at a recognised point in time.

Families and children will need to be informed that the case will close

Families and children should be left with a safety plan

Professionals and other agencies must be informed of the proposal to close the case

All recording must be up to date before a case can be closed

Every case closure must contain a chronology of significant events

A Detailed closing summary must be completed on the childs record.

Top Tips

Closing a case is not a complex process, however it can be timely if you are behind in your record keeping – record as you work the case

Do NOT assume that the case will NOT at some point require reopening in the future, therefore it is important to ensure that the closing record is relevant, clear, and guides any new referral through the history, family context and agreed safety plan.

Good Closing records help to prevent the start again syndrome

Good Closing records help to prevent referrals and assessments from being placed in isolation, but grounded in history and context

Good Closing records inform any new episode of intervention what the next steps were for a family, thus preventing drift and delay, start again and assumptions being made.

Sending the closing summary to the family when the case is closed is helpful as it can then be referred to should any future intervention be required.