



Centre for Professional Practice

## Practice Briefing Note 16

<b>Title:</b>	<b>Initial Visit Support Tools</b>
<b>Effective From:</b>	<b>27/11/2017</b>
<b>Practice Note:</b>	<p>Assessments gather information about a child and their family which will help the practitioner to:</p> <ul style="list-style-type: none"><li>• Understand the child's needs and assess whether those needs are being met by the family and/or any services already provided</li><li>• Analyse the nature and level of any risks facing the child as well as identifying protective factors</li><li>• Decide how to support the family to build on strengths and address problems to be assured of the child's safety and improve his or her outcomes.</li></ul> <p>The tools/guidance below have been designed to help professionals to collate information when carrying out a Child and Young Persons Assessment</p> <p>These documents can be taken on visits to family members and be used with them to gather necessary information that can then be used within the electronic assessment form.</p> <p>They have been placed in Dudley Practice Guidance on the Dudley Childcare procedures online website, links below:</p> <ul style="list-style-type: none"><li>• CYPA information guidance <a href="http://www.proceduresonline.com/dudley/childcare/user_controlled_lcms_area/uploaded_files/CYPA%20Information%20Guidance.docx">http://www.proceduresonline.com/dudley/childcare/user_controlled_lcms_area/uploaded_files/CYPA%20Information%20Guidance.docx</a></li><li>• Assessment Aide Memoir <a href="http://www.proceduresonline.com/dudley/childcare/user_controlled_lcms_area/uploaded_files/Assessment%20Aide%20Memoir.pdf">http://www.proceduresonline.com/dudley/childcare/user_controlled_lcms_area/uploaded_files/Assessment%20Aide%20Memoir.pdf</a></li><li>• Assessment consent form <a href="http://www.proceduresonline.com/dudley/childcare/user_controlled_lcms_area/uploaded_files/Assessment%20Consent%20form.pdf">http://www.proceduresonline.com/dudley/childcare/user_controlled_lcms_area/uploaded_files/Assessment%20Consent%20form.pdf</a></li><li>• Assessment leaflet <a href="http://www.proceduresonline.com/dudley/childcare/user_controlled_lcms_area/uploaded_files/Assessment%20Leaflet.pdf">http://www.proceduresonline.com/dudley/childcare/user_controlled_lcms_area/uploaded_files/Assessment%20Leaflet.pdf</a></li></ul>

	<ul style="list-style-type: none"> <li>• Introduction letter for young person <a href="http://www.proceduresonline.com/dudley/childcare/user_controlled_lcms_ar_ea/uploaded_files/Intro%20Letter%20for%20Young%20Person.docx">http://www.proceduresonline.com/dudley/childcare/user_controlled_lcms_ar_ea/uploaded_files/Intro%20Letter%20for%20Young%20Person.docx</a></li> <li>• Introduction letter for parent or carer <a href="http://www.proceduresonline.com/dudley/childcare/user_controlled_lcms_ar_ea/uploaded_files/Intro%20Letter%20for%20Parent%20or%20Carer.docx">http://www.proceduresonline.com/dudley/childcare/user_controlled_lcms_ar_ea/uploaded_files/Intro%20Letter%20for%20Parent%20or%20Carer.docx</a></li> </ul>
<b>Reason:</b>	<p>Use of these forms will:</p> <ul style="list-style-type: none"> <li>• Evidence Children’s services working together with families from the initial visit</li> <li>• Promote clarity of involvement</li> <li>• Provide a mechanism for ‘Good’ assessment</li> </ul>
<b>Adopted at:</b>	Service Planning Meeting between the CPP and Assessment Service
<b>Authorised by:</b>	Darren Shaw, Principal Social Worker and Lead for Professional Practice
<b>Date:</b>	27/11/2017
<b>Review Date:</b>	November 2018
<b>Reference No:</b>	0016/2017/ CPP

