



Centre for Professional Practice

HEADINGS AND GUIDANCE WHEN RECORDING VISITS WITHIN THE ASSESSMENT, CARE MANAGEMENT OR EARLY HELP SERVICES

The headings within this template are to be used when recording visits within the Assessment, Care Management or Early Help services. Guidance and prompts are included to assist in ensuring relevant information is recorded.

General Details

Including:

- Date/Time of visit,
- Persons present (consider siblings/extended family/visitors)
- Child seen? Seen alone, if not why?

Purpose of Visit

Including:

- Be clear on what sort of visit is taking place e.g. Child in Need, Child Protection
- What is the aim of the visit? e.g. addressing specific matters within the child's plan

Summary of Discussion

Including:

- Parents views (level of understanding, view of concerns, engagement, motivation to change)

Voice of the Child

Including:

- Child's views (use of direct work tools, observations of interaction between child and giver/siblings, child's lived experience)

Risk and Protective Factors

Including:

- How child's needs are being met (see 'CYPA information guidance' in CPP website under ['Assessments and Planning'](#))
- Significant events and the impact of this upon the child

Analysis/Actions/Timescales

Including:

- This is what I think.... This is why I think it.....
- Differentiate between personal/professional views and facts that can be evidenced
- Has risk level increased, decreased or remained the same? What is the progress against the plan?
- What is the information from this visit informing? What is the impact upon the child?
- What is the story of this child? What needs to be done next?

Guidance

Visit Preparation

- Read the child's case before you visit to gain an understanding of the history as well as the current concerns outlined within the case. Consider the family composition and all of the children within the household. Take a copy of any plans e.g. the Child in Need/Child Protection Plan with you as this will inform the key issues of exploration and enable you to measure progress.

During the Visit

- Speak with all the children in the household alone trying to gain an understanding of their lived experiences. Use direct work tools to engage the child. Try to be focused in your discussions. Consider how the child engages with Care provider/ siblings.
- When you speak to the parent/carer, gather information to explore their circumstances, and keep in mind the key areas of concern to inform your discussion. For example, if the concerns relate to poor mental health, speak to the parent about issues such as how they are feeling; how they feel they are managing the household and the care of the children; whether they are engaging with the mental health team; whether they have a safety plan in place for when they are feeling unwell; whether they have a close support network around them. Consider their level of understanding, views on concerns, motivation to change.
- Gain information on the involvement of other professionals in the case, and the engagement of the parent / carer with services.

Recording Your Visit

- When recording your visit, include the actual words used by the child.
- Record your visit on to the CCM system as a case note within a period of 48 hours. (If safeguarding concerns have presented during the visit, record your visit sooner to assist other services e.g. EDT)
- If you cannot access the system, send your recording in the format of a home visit via email to the Team Manager.

Immediate Concerns

- If you have any immediate safeguarding concerns, for example if the conditions of the home are poor and you feel a child may be at risk of significant harm, contact your Team Manager straight away for direction.

Guidance specific to Child Protection Visits

- Visits to children who are made subject to Child Protection Plans must not go out of timescale. All Child Protection visits must take place, as a minimum, every two weeks. Please use your diary to plan visits in advance - you are accountable for seeing children within statutory requirements.
- Visits to children should include some unannounced visits.
- If you have been unable to gain access to the house leave a calling card stating when you will return and visit in the afternoon or the next morning. If you still do not gain access, speak to your Team Manager and record this on the system.
- Think about why we are working with the family, and link your discussions and recording to key issues / concerns.
- Challenge and record any safeguarding concerns.
- The voice of the child should be clear and evident within case recording.
- Assess the progress of intervention, and consider impact and outcomes.
- When you are giving your opinion, state you are, and record what prompted that opinion.
- Be mindful of the potential audience when recording your visits (young people, families, inspectors, court).

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