**Case Summary Guidance & Top Tips (January 2020)**

Case summaries are an important overview of a child or young person's (CYP's) life, status and journey. All CYP open to us should have a case summary on their file, which is updated at least every 3 months or after a significant event. Please use the following four headings and guidance when completing a case summary. Bullet points below headings are for guidance.

1. **Child or young person's view on their current situation:**

* *Describe the CYP's presentation and identity in one line using the name and terms they use and then concisely give their views*
* *Use direct quotes and the CYP's own words and phrases*
* *For pre-verbal children and those less able to communicate use your own observations and professional insight as to their likely views*

1. **Family background and key current issues:**

* *Succinctly set out (can be bullet points):* 
  + *key historical events for the CYP*
  + *significant past professional involvement*
  + *why we are currently involved*
  + *your hypothesis why the CYP is in this situation*
  + *central risks/concerns*
  + *key strengths/protective factors for the CYP*
* *Where the CYP is living and who they are living with*
* *Legal status and who has parental responsibility*
* *Any communication needs or key medical issues*

1. **Current plan, safety plan and contingency plan:**

* *Concisely set out (can be bullet points):* 
  + *the main aim(s) of the current plan*
  + *current work/services involved with the CYP and family*
  + *expectations for family members/CYP*
  + *progress/success of work to date*
* *Detail any safety or contingency plan for the CYP*

1. **Key contacts and essential information:**

* *What information would EDT need to know e.g. carer details, mobile number for CYP*
* *Key professionals/family members/friends and contact details*

**Case summary top tips**

* Do not just copy and paste into the summary and read it to ensure any previous information is deleted/amended/updated where it is no longer relevant
* Keep it to essential information, a short paragraph for each heading, aiming for a no more than half of the visible screen (or page of A4), i.e. possible to read in two minutes
* This is not a full chronology or genogram and both of these should be up to date
* Add an up-to-date photo (with consent) of the CYP to their record
* Check the summary is accurate/current after any significant event
* Consider what important information a duty social worker would need to know if picking up an urgent matter (e.g. paternal uncle is a sexual risk to children; the doorbell doesn’t work and access is gained via knocking on the ground floor window etc)