

Case File Expectations – Looked After Children

The information below is contained in policy, procedure and practice standards but is recorded here in one place to provide clarity of expectations. All case files for looked after children should have:

- An up to date chronology.
- An assessment which has been updated in the last 12 months – and at the point of significant events / transition. This should also contain the salient points from other relevant assessments such as an Asset Plus assessment if the young person involved is open to YOT or a statement of special educational needs and EHC plans.
- Statutory visits in timescale – on the system and following the new purposeful model – which includes the child seen alone and at home and rational for announced or unannounced. These should be recorded on the system within 5 working days.
- All other case notes and changes of significant information should also be recorded on the files within 5 working days.
- An up to date plan with clear outcomes that are smart and reflect the risk sensible model – the voice of the child can be seen in the plan – and how their wishes and feelings have been taken into account. Plans should be updated at each review.
- All files to have up to date supervision on it with case reflection clearly captured.
- Where there is a CSE flag there needs to be a CSE risk assessment and plan.
- If a child is missing, the return home interview needs to take place and be recorded on the system within 72 hours from the point they return home.
- All files have a PEP (updated each term) – if the child is missing education in any way case note captures action taken.
- Where a child is likely to move placement the educational needs of this child must be considered even if placement change is in an emergency and therefore the Virtual Head (Audrey Swann) must be informed at the earliest possible opportunity. Where a child is on an EHC plan Brendan Lee must be included in the planning at the earliest possible opportunity.
- Where IRO has raised actions the resolution of this clearly recorded in case notes.
- Case summary on file in accordance with the policy, which is every 3 months and includes a pen picture of the child.
- An up to date health assessment and, if this has not been supported by health colleagues, the action taken to escalate recorded in a case note.