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| Title/Status- | PROCEDURE- FRCD Allocation Summary |
| New document or revised | Revised |
| Date legal review | n/a |
| Date approved SMT | March 2023 |
| Responsible Head of Service | FRCD & Early Help |
| Date review due | March 2024 |

**Leicestershire Procedure for FRCD Allocation Summary**

**Applies to- All children**

# FRCD Allocation Summary

**Case Supervision Record- Allocation note for First Response**

**Child or Family:**

**Allocated Team: First Response Childrens Duty**

**Contact Date:**

**Referral Date:**

**Allocation Date:**

**Reason for referral:**

**Actions:**

Read referral and any background history

Child and Family social work assessment to be completed

Child to be seen within 5 days of referral (*provide specific date dependant on level of risk/need*). If there are engagement issues, these must be raised at 10 day supervision and oversight and actions agreed.

Mother and father/carers must be spoken to about the concerns shared within the referral, family history and functioning, the impact on the child.

What safety measures are family implementing to ensure that these incidences do not occur again and prevent further impact or harm to the children – Interim safety planning with the family and network

Following the above SW to liaise with their TM and consult re. the case and direction moving forward

The children must be seen, appropriate observations to be made of their welfare, their views, wishes and feelings must be gathered along with their lived experiences (in an age-related way).  Voice work to be completed with the child that offers a clear analysis of what this voice is telling you, what have they told professionals/family network – remember they know the child and need to be heard in our assessment.

Assessment of home conditions to be undertaken – bedrooms to be seen – what does this mean for the child/family

Agency checks to be completed upon consent being obtained (if applicable liaise any other SW team/LA – if past/current involvement with child/wider network) – include any specialist service.

The assessment must address the family history and functioning and any previous concerns.

The assessment must consult with the children’s fathers/significant others and their views must be sought as appropriate.

The assessment must detail the child and family identity/heritage and an up-to-date cultural genogram and chronology must be completed.

Consideration must be given to a Family Network meeting to further develop the interim safety plan. Consideration to a specific safety plan for the child if old enough (safety objects etc)

Consideration to be given to an early help referral/case discussion and intervention from CFWS during assessment (10 day review will consider this)

SW to consult with TM at any time during the assessment to determine an appropriate course of action, such as the need for a strategy discussion or escalation of this case once all the relevant and up to date information has been gathered and analysed.