

	Action/Date
Title/Status-	Procedure (update assessment)
New document or revised	Revised
Date approved SMT	March 2019
Responsible Head of Service	Head of Fieldwork
Date review	March 2020
Date SMT approved.	

## Guidance for Completion of Assessment Update Report

The aim of the Child and Young Persons assessment update is to ensure we have working danger / needs statements with safety/well-being goals that are owned by the family and used as the basis for our work with the family. It aims to provide a clear, concise update with an analysis and next steps at reaching the safety / wellbeing goals.

This form is **not** to be used with Core Groups but should be used as the report to RCPC, LAC ROA and CiN meetings. (CiN review report would be completed at the 3-monthly review and 6-monthly thereafter. Any other review of the plan – on visits etc. – would be case recorded as ‘CiN plan considered and comments made on progress and concerns’).

The type of case will depend on whether you are focusing on danger / worry statements and safety / wellbeing / success goals.

### 1. Child / Young Person’s Voice, Family, Network and Carer’s Voice:

This is a core element, as any plan should be owned by those who are directly impacted by it. The need to plan the work with young people and families is vital to ensure that their voice is well informed and meaningful. The voice captured should where possible relate to the Safety / Wellbeing goals and a scaling question used to highlight their view of change.

### 2. Chronology of Significant Events and Changes Since Last Assessment:

A brief summary of work completed by SW, SAW / FIW and other agencies during this period and any factual changes since the last assessment.

#### The Chronology (CP and CiN)

This must be kept up to date and attached as a separate Word document. The Team Manager needs to ensure this is attached, that it is of good quality and outcome based and up to date for each meeting, and this must also be shared with the family alongside the report beforehand. This is their history and we need to know we have this document correct and a shared understanding of the history to inform our current assessments.

### 3. The Genogram and Family Network:

Workers should be ensuring that they are updating the Genogram and Family Network each time the assessment is updated. This may be due to family members no longer offering safety to the children or no longer being included in the network; a

new person may have been identified as being part of the family's network. Workers need to ensure that they are having this dialogue regularly with families and their networks to reflect the current safety planning or support network in place for the children and family. When developing a network workers need to find out who the child would want as part of their network (who are the people that are important to them?).

#### **4. Safety Plan and Safety Journal: (CP / CiN **ONLY**)**

Establishing the Safety Network is core to creating safety for the child and family and needs to be taking place at the beginning of our intervention. Establishing the Network will enable a robust and effective Safety Plan to be completed with the family. A Network Meeting is an important part of creating safety and the Safety Journal will support evidencing when Strengths have become Safety.

If a Network has not been created you must give clear rationale as to what have been the barriers and difficulties. Highlight what you will do to support a Network being identified with a clear timeframe.

#### **5. Direct Work:**

The work we do with children and young people is varied and imaginative and therefore the purpose and impact of this work needs to be captured. This section is not a tick box that requires all elements to be completed but is to summarise the direct work undertaken.

If the sections identified do not represent the work that you have undertaken with a child / young person, please add appropriate sections.

#### **6. The Danger / Needs Statements and Safety / Wellbeing Goals:**

These should have been shared with the family throughout your work with them and will be up to date. Each statement should have a matching safety goal and they should sit opposite each other so they are clear for everyone to follow and understand.

#### **LAC Assessment / Plan:**

Headings are used in the LAC paperwork to ensure that our approach to considering the needs of our children is holistic. However if there are **no** worries in relation to an area please just complete the **Success Goal**.

#### **7. Scaling:**

Where possible (and unless there has been a recent incident) this needs to match what you have discussed in supervision with your manager. This is the start of your analysis, please be consistent with your scaling, saying it is 0-3 would mean you are very worried, whereas 7-10 would start to see ending of plans or our involvement (if the scale is low your analysis will need to be clear how we / the family and professionals will take action to reduce these risks).

#### **Scaling Questions Going Forward:**

We are developing our skills in Signs of Safety and therefore the Assessment and Plan support this with the expectation that we develop a scaling question that links to

each danger statement and the corresponding safety goal. This will aid understanding if change is happening in relation to the worries and allow professionals and the safety network to ascertain if the changes made have been sustained. It also allows CFS to measure the progress the family are making between the Danger Statement and Safety Goal.

Example Scaling Question:

*On a scale from 0-10, where 10 is that there is a plan in place, which everyone is following and this means K is always cared for by a safe and calm adult, even on Mum's worst days and 0 is that there is no plan in place, or if there is a plan it isn't working so if K was at home with Mum and she got stressed and angry he could get hurt, where would you rate the situation today?*

It is recognised that Scaling Questions are a developing area. As part of this development we encourage all to begin to develop specific and detailed Scaling Questions.

**NOTE:** Please seek support through PODs, Practice Leads and Practice Excellence Team for support in developing your Scaling Questions. An interim position would be to scale against achieving the Safety / Success Goal.

Example: On a Scale of 0-10, where 10 is that the Safety / Success Goal has been achieved and there are no worries, and 0 is that there has been no progress towards achieving the Safety / Success Goal and the concerns highlighted in the Danger / Worry Statement remain the same.

**8. Social Worker Analysis and Recommendations:**

This is where you will consider your scale, what makes it that number and why? What could make it higher and what actions do the family and their support network need to take to demonstrate that the risks are being addressed and what professionals need to see? If during this assessment period you have seen the scale increase / decrease discuss this and what has worked to increase this / what has happened to heighten the risks?

This section is where you need to summarise your assessment and reach a conclusion with a clear analysis of what's working well and what you are worried about and what needs to happen next to ensure safety goals are being met.

The Managers Views and Comments:

This section should be clearly recorded and also copied into the case notes to evidence Team Management oversight.

## SW Practice Standards

Please ensure the SW Practice Standards are followed and the report is shared with parents (and the child/ren) within 24 hours for ICPC reports and within 3 working days for RCPC, LAC and CiN reports, this means it must be shared with your

manager well in advance of the meeting and sent to the IRO a minimum of 24 hours before the Child Protection Conference or LAC Review of Arrangements meeting.

If you are worried about using Signs of Safety in your assessments and plans please speak to one of your Teams practice leads or the practice excellence team for support, guidance and advice.

## Guidance for Completion of the Child or Young Person's Plan *(Please read in conjunction with the advice above)*

This is your Care Plan (stand-alone document for LAC and one document for CiN Plan and Core Group / CP plan.

This is the Child's Plan and needs to be written in plain language that is meaningful for the child / young person and families.

### 1. Danger or needs statements, safety / wellbeing goals and scaling questions:

The type of case will depend on whether you are focusing on danger / worry statements and safety / wellbeing / success goals. Please remember each statement has a matching safety goal.

There needs to be a corresponding scaling question for each Danger or worry statements that link to the Safety / success goals. When reviewing the plan and the scaling you need to discuss progress made by referring back to the scaling questions to ascertain whether the family have moved up or down the scale. This will inform if there are any changes that need to be made with plan.

### 2. People who put this plan together / Attendees:

People who put the plan together are everyone at the meeting or who helped develop this plan and is part of it.

### 3. The Plan:

The structure of the Plan is to show the Danger / worry Statements and the Safety / Success Goals as bookends with the actions and timescales as the plan of what will move us from one to the other. The Scaling is the analysis of what movement has been made towards the Safety / Success Goal.

The use of giving SMART actions with clearly identified owners and timescales enables the Plan to be a Trajectory of work. The scaling helps us measure where we are at and if it goes down it will help you as workers think about next actions with the family / professionals and your manager.

### 4. What everyone thinks about the plan?

For **Core Groups** it is really important that the box SW summary of the meeting is used as this is where you can add any updates since the last core group and any concerns from the core group itself to help when you need to write your RCPC update.

This is also good to use for LAC and CiN Meetings where meeting attendees raise concerns or positive progression etc.

The child, their family and their support / safety network should be involved in the development, reviewing, monitoring of plans.

**5. Manager's comments:**

For LAC Care plans it is mandatory for Team Managers to sign these off.

For CiN and Core Groups if the SW feels the TM needs to be alerted due to concerns and possible safeguarding actions please send them this to add their comments (*as this is **not** a step in Mosaic, you **must** send this via email before uploading – it cannot be changed and added to once uploaded to Mosaic*).