

<b>Title</b>	<b>Shropshire Children's Services COVID Guidance on face to Face Family Time</b>
<b>Purpose/scope</b>	Case summary template, to be used when a case is being transferred from one team to another.
<b>Subject key words</b>	Case summary transfer sheet / template
<b>Council Priority</b>	<ul style="list-style-type: none"> <li>• Put our children and young people first.</li> <li>• Protect and support our vulnerable children and young adults.</li> </ul>
<b>Lead author &amp; contact details</b>	Siobhan Williams, Service Manager Siobhan.williams@shropshire.gov.uk
<b>Date Established</b>	March 2021
<b>Date of Next Review</b>	March 2022 or if changes occur
<b>Service Improvement &amp; Efficiency Validation</b>	Via Children's Services Senior Leadership Team
<b>Senior Leadership Team Sign Off</b>	March 2021 via email consultation
<b>Legal Sign Off</b>	31-03-2021
<b>Finance Sign Off</b>	N/A
<b>Approver</b>	Sonya Miller Assistant Director: Children's Services

## **CASE SUMMARY GUIDANCE AND TEMPLATE**

### **Guidance**

The Local Authority policy is for case summaries to be updated a minimum of 8 weekly.

If there are no changes still click on the update button so the date at the bottom changes and the reader can see the information is up to date.

Case summaries must be updated before a child or young person is discussed in formal supervision.

Please use bullet points where possible. Do not cut and paste from other reports.

Ensure LCS Chronology, Personal Details, Relationships, and Involvements are updated.

### **Template**

Case summaries should be set out as follows:

#### Child's History (*maximum one short paragraph*)

- Reason for involvement
- Reasons for removal
- Legal status
- Persons with PR
- Significant relationships

#### Recent significant events (*delete previous significant events from case summary & add to chronology*)

#### Current Situation

- Placement/carers details
- Education details
- Family time details
- Any pertinent health concerns
- Known risks / Current concerns
- Any specific support being provided at this time

#### Activity

- Dates of last and next statutory visit, care planning meeting, PEP, LAC Review, Child Protection Review Conference, Core Group
- Court deadlines & dates (*when in proceedings*)

#### Covid Risk Rating and Rationale