

Management oversight guidance for unallocated children and allocation of assessments:

A 'Management Oversight' case note should always be completed by the manager upon allocation of assessment or if not allocated immediately. The 'Management Oversight' case note should include:

1. Summary of why the assessment is required – what has led to the need for an assessment.
2. Set a target date by which the child must be seen, this enables you to determine priority need/risk and explain decision making for that.
3. Detail what you want the SW to consider as part of the assessment, e.g., where there might be a particular challenge (DA, MH etc), or particular adults/carers that need including – this enables clear direction so the assessment covers what it needs to.
4. Include any particular agencies that they may not consult as standard or if specific questions need to be addressed by a particular agency.
5. Set a target that is in the child's time frame of when the assessment should be completed and can consider a review/progress update.

We want for our social workers to be discussing their early views and findings as this may alter the timescales for assessment based on risk and need and can be updated with additional management oversight if required. Similarly, your notes above might include a direction for the worker to update you following the visit.

Unallocated children:

1. Detail while the child is not being allocated at this time and that you have assessed risk and need to determine it is safe not to allocate. Detail your analysis of the risk/need to evidence decision making
2. Set out when the child will be allocated and or how you will review the risk and need (ideally daily oversight until allocated)
3. If the child continues to be unallocated by day 4 evidence that you have escalated to a service manager and what actions are being taken, i.e., duty visit etc.