

Case Summaries

Context

All allocated cases must have an up to date Case Summary. The case summary should provide the reader with a brief outline of the history of Children's Services' involvement with the child or young person, the reasons why we are working with them and the purpose of that involvement. Wherever possible it should be written from the child's perspective. It is not, however, a profile of the child; information on their likes, wishes and goals should be part of the wider care record. The summary should include key information and/or risks to be noted by the reader, for example, any individuals within the friends/family network who should not be keeping in touch with the child. It should reference the current plan or journey of the child or young person and any Keeping in Touch arrangements, directing the reader to further information on the child's record as necessary. A contingency plan should be included. For children in our care, the case summary should indicate who the back-up carer is.

Case summaries must be updated at a minimum of every three months; whenever there is a significant event for the child/YP or transfer to another social worker or team; and before closure. Updating a case summary should not just be the adding of an extra paragraph, as, over time, this would become lengthy and cumbersome. Case summaries should consist of two succinct paragraphs.

Process

1. The Case Summary should be recorded on Mosaic under the 'History Tab' and contain an overview of the Children's Services History, i.e., how long the child and family has been known to the service, the current reasons for the involvement, and any contingency plans plan for the child and family breakdown.
2. Case summaries should be written wherever possible from the child's perspective.
3. The Case Summary should be regularly reviewed as part of casework supervision.