



Response to Request for Information

Reference FOI 0615155
Date 27 June 2015

Policies, Procedures and Guidelines – Social Workers

Request:

I want to make a freedom of information request to see policies, procedures and guidelines social workers must follow to carry out their duties along with the social worker job description.

[In response to your above questions please see information provided below.](#)

Children, Young People and Families

Social Care Referrals

Policy and Procedure

Purpose: To ensure that all children and young people referred to social care receive a timely and appropriate initial response

Approved by – Children, Young People & Families
Management Team (28.08.13)

Published – September 2013

Review Date – September 2015

REVIEW LOG			
Date	Version	Comments	Approved by
May 2011	1.0	Policy reviewed (previously part of the Tri-X Manual)	Children and Family Support Management Team (19 th May 2011)
April 2013 2012	1.1	Policy reviewed. Sections 2.0, 3.0, 4.0, 5.0 amended.	Children, Young People & Families Management Team (28.08.13)

CONSULTATION
<p>The following people have been consulted on this policy:</p> <ul style="list-style-type: none"> - Team Managers (Child Protection and Child In Need Service) - Family Centre Manager - Practice Manager (Duty and Assessment) - Children, Young People and Families Management Team

EQUALITY ANALYSIS
<p>An equality analysis has been undertaken on this policy and procedure contact Rachel Warrender ((01902) 554174) for a copy.</p>

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1.0 INTRODUCTION

When a child or young person may be 'in need' despite support provided (Section 17 below) or may be 'at risk of significant harm' (Section 47 below) then a referral should be made to Children's Social Care (Duty and Assessment). This Policy will outline the process for making a referral in these circumstances to Social Care.

2.0 LEGISLATIVE FRAMEWORK

Legislative References:

- Children Act 1989 Section 17 (10) contains a general duty on Local Authorities to safeguard and promote the welfare of children in their area who are in need by promoting the upbringing of children by their families and providing a range and level of services appropriate to those children's needs. Such services may include the provision of accommodation (section 17 (6))
- Section 47 places a duty on local authorities to investigate a child's/young person's welfare when either emergency protection measures have been taken or there is reasonable cause to suspect that a child or young person living in the area is suffering or is likely to suffer significant harm. The investigation must involve any necessary enquiries to enable the local authority to decide whether they should take any action to safeguard or promote the child's/young person's welfare
- Working Together 2013

3.0 IN WHAT CIRCUMSTANCES CAN A REFERRAL BE MADE?

A referral can be made to Social Care for assessment in the following circumstances:

- There is an injury or other specific child protection issue.
- A CAF assessment has been completed and the level of concerns managed via a CAF assessment have escalated to warrant Social Care services (e.g. the child is likely to suffer harm or have their development impaired without Social Care intervention).
- The person with parental responsibility is experiencing difficulties in looking after the child and there is a risk of the child becoming looked after.
- The child is being cared for by a friend or relative within the scope of the Private Fostering Regulations (please see Private Fostering Policies and Procedures).

- The child is disabled and the family may be in need of support.
- The child or young person is a young carer.
- The child is a care leaver (referral straight to LAC Transition Team in accordance with Transfer of Cases Protocol).
- The child is homeless (refer to Housing Protocol).
- The court requests a report e.g. Section 7 or Section 37.

4.0 HOW TO SUBMIT A REFERRAL?

Anyone can refer a child or young person that is thought to be a child In need or child at risk of significant harm.

4.1 Referring a Child that is thought to be In Need

If a child is thought to be a Child In Need then the referrer should first consider identifying services to support the child and family concerned and convene a meeting in order to complete an assessment in line with the Common Assessment Framework

If following the completion of a CAF concerns are heightened or escalate then the front sheet of a Multi Agency Referral form should be completed and forwarded together with the completed CAF to Duty and Assessment.

In respect of a Child protection or Child in Need referral received from a member of the public the Duty Worker taking the call will complete the Referral Record (with assistance from admin if appropriate) on CareFirst.

In respect of a Child in Need referral received from a member of the public the Duty Worker taking the call will complete the Referral Record (with assistance from admin if appropriate) on CareFirst.

4.2 Referring a Child that is thought to be at risk of significant harm

If a child is thought to be at risk of significant harm then a referring agency should telephone the Duty and Assessment Team. This call should be followed up by completing the Multi Agency Child Protection Referral form as approved by the Safeguarding Children's Board. A fully completed form should be faxed to the Duty & Assessment Team immediately after making the call. Written Information from the referrer is vital to the decision making process so a prompt and efficient response is valued. This information will be presented to the Police to enable a joint visit to take place. **Police referrals are the exception to this as referrals from the police are made on form (392).**

If there is any doubt about whether a case meets this threshold then the referrer should have a conversation with the Duty Officer for advice in the first instance.

5.0 PROCESS FOR RECEIVING ENQUIRIES/REFERRALS:

5.1 Issues to consider in relation to when an enquiry/referral comes in:

1. Whenever a referral is received, in writing or in person, our first concern must be to establish what help the referred child or young person might need and who is best placed to meet that need: our first concern is not if the child or young person's needs meet a specific threshold for a specific service or not.
2. Where a referral is being made by another agency, you need to check if the issues have been discussed with the parent(s)?.

THE REFERRING AGENCY MUST tell parents/carers of the referral unless to do so is thought to put the child at further risk (e.g. it is believed the parents might abscond with the child). If in any doubt the Duty and Assessment Team will advise.

3. If at point of enquiry/referral it is identified that the child's identified needs can be met by input from a single agency or consider a team around the child approach then the referrer should be asked to give consideration to using CAF where appropriate. The agency must be advised of where to download the CAF procedures.
www.wolverhampton.gov.uk/health_social_care_2/children_young_people_social_care/integrated_working/caf/

If further guidance is needed around the CAF process then the relevant professional can contact their local child and Family Support (formerly MAST) team.

4. Where a referral is from another agency the referrer must be informed that Duty & Assessment will record the advice given and the conversation will be recorded on a management decision on CareFirst and an email sent to the relevant C&FS (MAST) for monitoring purposes. Where the referral has been passed to a Childrens Centre or MAST this will be in accordance with the Joint Working Protocol arrangements with MAST, D&A and Children Centres.

5.2 RECEIPT OF A REFERRAL

On receiving a referral, a Record on CareFirst will be completed by the Duty Social Worker where the child is not known to the Department, or if the child's case is closed. If the case is currently open then the

information provided will be documented on a Referral record which will then be reassigned to the allocated Team or worker.

Where significant new concerns arise about a child whose case is currently open, agencies should share the information with the case managing social worker or manager either in the context of a planning meeting or directly via the telephone or in writing depending on the urgency of the matter. Where a case has been closed to localities for more than 28 days then a new referral will need to be made via Duty and Assessment as with new cases.

In the event of Duty & Assessment intending to take no further action on a referral this will be recorded at the end of the referral form..

All Multi Agency Referrals are inputted into CareFirst as a referral by a Duty Worker.

6.0 TIMESCALES

Any Referral relating to a child, which is received by a member of staff in a different team (e.g. by D&A on a case open to another team), must be re-directed to the appropriate team within one hour (within working hours).

New referrals received by Duty and Assessment must be written up, loaded on Clients Record on CareFirst, and a decision made about the necessary action required by the Duty Manager within 24 hours and the case allocated within 48 hours. If the referral is Section 47/Child Protection then this must be acted on within 1 hour of receiving the referral by the relevant manager (see 8 (d) below).

7.0 APPROVING REFERRALS

All referrals requiring no further action must be authorised by the Duty & Assessment Duty Manager.

8.0 INITIAL DECISIONS ON THE DISPOSAL OF REFERRAL

The initial disposal of a Referral must be authorised by the Duty Manager.

9.0 RESPONDING TO REFERRALS

Having received a referral, loaded it onto CareFirst the Duty Officer will consult with the Duty Manager to determine the necessary action required. This will then be authorised by the Duty Manager.

Following authorisation the Duty Social Worker will complete the Referral Outcome Form and forward to the Referrer.

Appendix A – Common Assessment Framework Responsibilities

Agencies have a responsibility to implement the common assessment framework.

Context of CAF:

The Common Assessment Framework (CAF) is a framework for early intervention by agencies before issues escalate to the higher 3 level and 4 thresholds (the need for Children's Services Duty and Assessment to become involved).

Children Act 2004 (sec 10) – all agencies (health, school, police, probation, YOT, Connexions, etc) have a duty to co-operate in the making of arrangements to improve well-being of children.

Every Child Matters – all agencies have a duty to support children and their families (i.e. advice, signposting, referrals for specialist services) and to share resources (services & financial) to support them.

Wolverhampton developed a model of working together called the "Supporting children together model", which requires all agencies to take responsibility for children's well-being and safety (CAF to be considered in the first instance unless there are safeguarding issues).

Questions to consider:

1. Have issues that the agency is raising with Children's Social Care Duty and Assessment Team been discussed/ addressed with parent(s)? Has advice been given to parents re: how to address the issues raised (i.e. behaviour management, appearance, attendance, diet, health appointments, etc.)? How long have the issues been present? Have parents acted up on advice? Have parents been advised by the referring agency that they will be contacting Children's Social Care and making a referral? Except in cases where to do so would put a child at risk, referrers should advise parents/carers of the intention to refer to Social Care and where this has been done, the Duty Officer should consult with the Duty Manager about whether or not the referral can be accepted.

If either of the above have not been actioned ask the agency to do so, unless there are safeguarding issues.

2. Has a CAF Pre-assessment checklist been completed? If not, ask the agency to do so and inform Children's Social Care Duty and Assessment of the outcome (fax over the form).

3. Inform the agency if at point of referral the child's identified needs can be met from another agency or via the CAF arena. Ask the agency to give consideration to undertaking a CAF. Inform the agency where to download the CAF procedures, pre-assessment checklist and the CAF form:
http://www.wolverhampton.gov.uk/health_social_care_2/children_young_people_social_care/integrated_working/caf/
4. For further support, assistance and guidance on CAF information can be obtained from the CAF Co-ordinator on (01902) 558073.
5. Inform the caller that Children's Social Care will keep a record of advice given to undertake CAF.
6. Record conversation on CareFirst.

Children, Young People and Families

Social Work Assessment

PURPOSE:

This Policy and Procedure is built on the right of all children who may be in need as defined in the Children Act to have an up-to-date social work assessment of their needs including the views of parents/carers, other professionals and of the child(ren) or young person themselves to enable the delivery of Services as appropriate.

Policy and Procedure

Approved by – Children, Young People & Families Management Team (12th
December 2013)

Published – 6th January 2014

Review Date – January 2015

REVIEW LOG			
Date	Version	Comments	Approved by
	1.0	Policy previously part of the Tri-X Manual	
Dec 2013	1.1	Policy reviewed and amended to reflect new CareFirst Assessment Form (incorporating IA/Core) and the new 45 working day timescale. The Looked After Children Social Care Policy has also been incorporated into this document.	Children, Young People & Families Management Team (12.12.13)

CONSULTATION
<p>The following people have been consulted on this policy:</p> <ul style="list-style-type: none"> - Head of Service (Child Protection/Child In Need) - Children, Young People & Families Management Team - Senior Consultant Social Worker - Looked After Children Management Team - Legal Services (sent on 17th Dec)

EQUALITY ANALYSIS
<p>An equality analysis has been undertaken on this policy and procedure contact Rachel Warrender (rachel.warrender@wolverhampton.gov.uk(01902) 554174) for a copy.</p>

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- 2.0 Legislative Framework**
- 3.0 Social Work Assessments (without Child Protection Enquiry)**
- 4.0 Social Work Assessment (with Child Protection Enquiry)**
- 5.0 Social Work Assessment for Looked After Children**

Appendices

- A Assessment Flowchart for Social Work Assessment with and without Child Protection Enquiries (this does not apply to LAC)**
- B Assessment Agreement**

1.0 INTRODUCTION

The purpose of a Social Work Assessment is to conduct an assessment of the child/young person's needs, which will inform decisions about their care plan and what services should be provided.

This Policy is divided into three sections Social Work Assessments (without Child Protection Enquiry), Social Work Assessments (with Child Protection Enquiry) and Social Work Assessment (for Looked After Children)

2.0 LEGISLATIVE FRAMEWORK

The following legislation/guidance underpins this Policy:

- The Children Act 1989 Sections 17 and 47;
- The Framework for Assessment for Children in Need and their Families

3.0 SOCIAL WORK (WITHOUT CHILD PROTECTION ENQUIRY) ASSESSMENT

3.1 Criteria for the Social Work Assessment (without Child Protection Enquiry)

These procedures apply to any Social Work Assessment completed for any child or young person, whose needs are of a moderate to high level, at Level 4 or above of the [Wolverhampton Threshold Policy/Model](#) but not those children thought to be suffering or likely to suffer from Significant Harm.

3.2 Purpose of the Social Work Assessment (without Child Protection Enquiry)

The purpose of the Social Work Assessment is to conduct an in depth assessment of the child's needs and to inform decisions about what services should be provided to meet the identified unmet needs.

3.3 Timescales of the Social Work Assessment (without Child Protection Enquiry)

The Social Work Assessment should be concluded within a maximum of 45 working days from the date the referral is accepted (normally within 24 hours of a referral being received).

In some circumstances, this timescale may be shorter; this will be agreed with the allocated workers line manager via steps of support sessions (Section 2.4).

A Social Work Assessment must be updated/reviewed when a child/young persons circumstances change significantly or when the care plan needs to change (see Section 3.8).

3.4 Steps of Support Sessions

Steps of support sessions provide continuing support to the allocated social worker whilst they are undertaking the Social Work Assessment. The steps of support sessions are in three stages as outlined below:

- **Step one**

To be undertaken within 2 working days of the referral being allocated.

Discuss the referral, action taken so far and the process for the on-going assessment. This will include:

- agreeing key issues
- sources of information and seeking the child's wishes and feelings

Discussion to be written up as a Management discussion on CareFirst.

Date for stage two discussion (12 -16 days from referral) set.

Social Care Agreement (Appendix B) to be completed and signed to agree the plan for assessing the case.

- **Step 2**

To be undertaken within 12 -16 days of the referral being received.

Discuss how the Social Work Assessment is going. This will include:

- How far is the Social Worker with completing the genogram, ecomap and chronology?
- Agree specific scales and questionnaires and research/theory to be drawn upon
- Any unexpected findings
- Whether any CP issues have been uncovered during the assessment

Discussion to be written up as Management decision on CareFirst.

Date set for stage three discussion (35- 40 working days from referral)

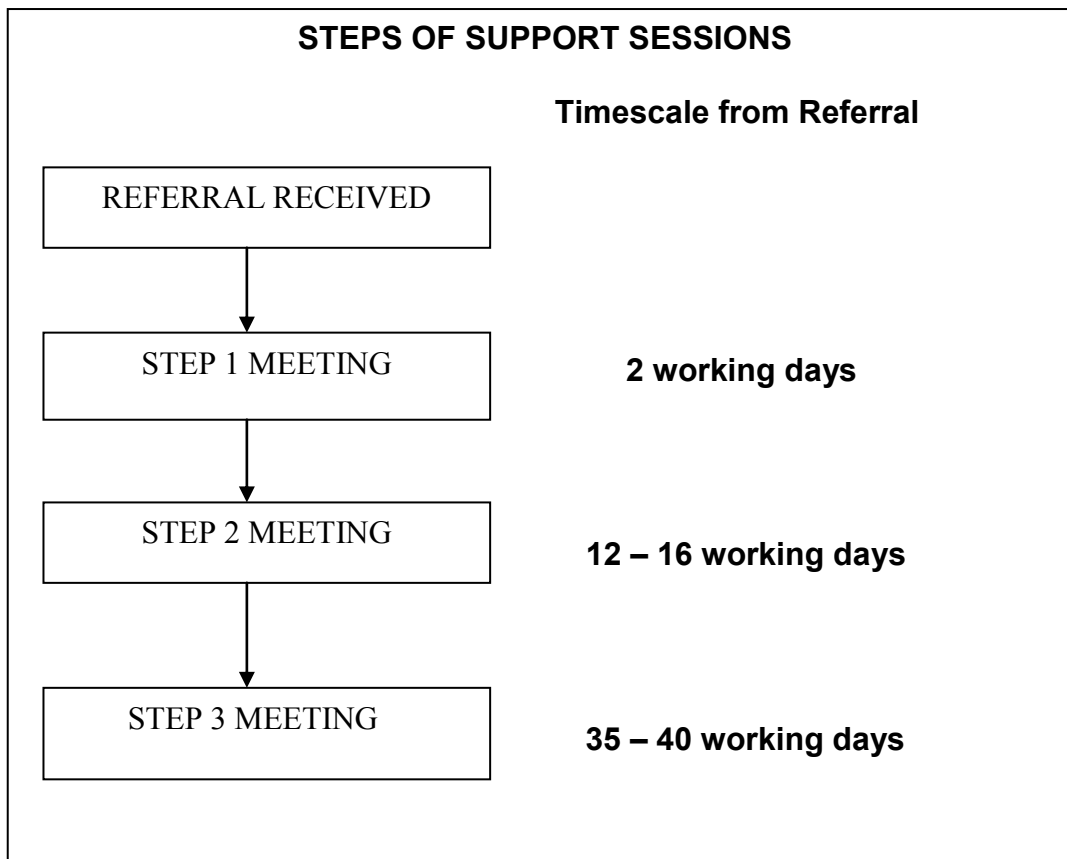
- **Step 3**

To be undertaken between 35 – 40 days from referral being received.

Discuss progress and outcomes of the Social Work Assessment. This will include:

- Is the genogram, ecomap and chronology completed?
- Analysis of the information
- Conclusions and agreed outcomes

Discussion to be written up as a Management decision on CareFirst.



3.5 Process of the Social Work Assessment (without Child Protection Enquiry)

At the beginning of the Social Work Assessment the parameters of the assessment work will be clarified and agreed with the child and family and put into writing.

See section 3.7 Recording, for details of the records that should be completed.

If the child appears to have any disabilities, the Disabled Children and Young People's Team must be consulted.

The assessment method will vary dependent on the child and family's circumstances but opportunities to work directly with the child and the child's family must be incorporated at every stage.

Any existing assessments or the views of other service providers/agencies known to the child/family should be integrated into the Social Work Assessment.

Where information has already been gathered by other agencies as part of their assessments, there is no need to duplicate the information gathering although the social worker should check with the child and family that the information gained from the other agencies is correct. The social worker will still need to complete the Social Work Assessment having regard to its specific purpose.

Where the child has previously lived overseas (outside the UK) or members of the family have been in the armed forces every reasonable effort should be made to obtain information in relation to that period.

It is possible that the obtaining of such information may take more than 45 days, but the timescales of the Assessment should not be compromised unless approved by a Manager. Under normal circumstances, the assessment should be completed within the

required timescale and, if information of concern comes to light later, the manager must consider what actions to take.

During the course of the Social Work Assessment it may be necessary to provide or refer the child for services; where the need for services is clearly identified, their provision should not wait for the completion of the assessment.

If, during a Social Work Assessment, information comes to light that suggests that a child is suffering or likely to suffer Significant Harm, a Strategy Discussion/Meeting must be convened with a view to incorporating a Child Protection Enquiry into the Social Work Assessment.

Where attempts to engage the child and parent in the Social Work Assessment are unsuccessful, the social worker and manager must consider what action or approach is required to safeguard the child and take legal advice as necessary.

3.6 Outcome of the Social Work Assessment (without Child Protection Enquiry)

During the course and upon completion of the Social Work Assessment it will be necessary to decide what services should be provided.

The services that will be appropriate will be different for each child, depending on his/her needs.

Where the Social Work Assessment concludes that it may be appropriate for the child to be Looked After, a Care Plan and Placement Information Record will be required.

3.7 Recording of the Social Work Assessment (without Child Protection Enquiry)

The Social Work Assessment must be recorded on the Assessment form on CareFirst.

3.8 Reviewing/updating the Social Work Assessment

The Social Work Assessment needs to be reviewed/updated when a child or young persons circumstances change significantly or when the Care Plan needs to change.

The return home of a child or young person who is accommodated under Section 20 must be on the basis of an up-to-date assessment and the establishment of a Child in Need Plan. Where a parent withdraws agreement to Section 20 Accommodation without notice but no emergency action is considered necessary, then a new Assessment should be undertaken as soon as possible and a new Child in Need Plan established.

4.0 SOCIAL WORK ASSESSMENTS (WITH CHILD PROTECTION ENQUIRY)

4.1 Criteria for the Social Work Assessment (with a Child Protection Enquiry)

This procedure applies to the Social Work Assessment incorporating Child Protection Enquiries, conducted upon children in need believed to be suffering or likely to suffer from Significant Harm, See Wolverhampton's Safeguarding Children's Board, Section 47 Enquiries/Assessment procedures. [Link](#)

4.2 Purpose of the Social Work Assessment (with a Child Protection Enquiry)

The purpose of the Social Work Assessment is to determine whether there is a continuing risk of Significant Harm to the child.

A Child Protection Enquiry, as required by [Wolverhampton Safeguarding Children's Board Procedures](#), is incorporated into this Social Work Assessment.

4.3 Timescales of the Social Work Assessment (with a Child Protection Enquiry)

Where a Social Work Assessment incorporates a Child Protection Enquiry, all reasonable efforts must be made to obtain sufficient information to conclude the Social Work Assessment in time for the Initial Child Protection Conference, which is normally convened within 15 days of the Strategy Discussion. The ability to achieve this will depend on the complexity and the urgency of the case.

If the Child Protection Enquiry does not result in a Child Protection Conference, the Social Work Assessment must be completed or ended within 45 days of the Strategy Discussion.

A Social Work Assessment must be updated/reviewed when a child/young persons circumstances change significantly or when the care plan needs to change (see Section 4.8).

4.4 Steps of Support

See Section 3.4. Please note that additional steps of support sessions should be held where required.

4.5 Process of the Social Work Assessment (with a Child Protection Enquiry)

The Social Work Assessment incorporating a Child Protection Enquiry will be completed by the Social Worker; enquiries may be carried out either as a single agency or jointly with a police officer. The process of gathering information is as set out in **Paragraph 2.4** for the Social Work Assessment not incorporating a Child Protection Enquiry see **Wolverhampton Safeguarding Children's Board, Section 47 Enquiries/Core Assessments Procedure**.

Detail of the procedures for Child Protection Enquiries, including the arrangements for ABE or other interviews and medical assessments are contained in the [Wolverhampton LSCB's Procedures](#). If the child appears to have any disabilities, the Children's Disabilities Team must be consulted.

Where the child has previously lived overseas (outside the UK) or members of the family have been in the armed forces information should be obtained in relation to that period. See keywords Forces Children or Overseas Children for guidance on obtaining this information.

Note re timescales: it is possible that the obtaining of such information may take more than 45 days, but the timescales of the Social Work Assessment should not be compromised unless the manager approves it. Under normal circumstances, the assessment should be completed within the required timescale and, if information of concern comes to light later, the manager must consider what actions to take.

Where attempts to engage the child and parent in the Social Work Assessment are unsuccessful, the social worker and manager must consider what action or approach is required to safeguard the child and take legal advice as necessary.

4.6 Outcome of the Assessment (with a Child Protection Assessment)

All reasonable efforts should be made to obtain sufficient information to conclude the Assessment in time for the Initial Child Protection Conference, which is normally convened within 15 days of the Strategy Discussion (see **Wolverhampton Safeguarding Children's Board, Section 47 Enquiries Procedure**)[Link](#). However, the ability to achieve this will depend on the complexity and the urgency of the case. It may be necessary for the Assessment to continue beyond the Initial Child Protection Conference; up to a maximum of 45 days.

See the following procedures:

- [Wolverhampton Safeguarding Children Board Section 47 Enquiries](#)
- [Wolverhampton Safeguarding Children Board Strategy Discussion Procedures](#)
- [Wolverhampton Safeguarding Children Board Initial Child Protection Conferences](#)

Following a Child Protection Enquiry a number of outcomes may take place or be authorised by the manager; they are:

1. That an Initial Child Protection Conference is convened and a decision reached to make the child subject to a Child Protection Plan, in which case, a Core Group will be established (10 days from the point of conference) to formulate the Plan. In these circumstances the manager must consider whether or not sufficient information has been obtained. If not, it can continue up to a maximum of 45 days, at which point the Child Protection Plan may be amended in the light of its findings.
2. That an Initial Child Protection Conference is convened but the child is not made subject to a Child Protection Plan. In these circumstances the manager must consider whether or not to conclude the Assessment or continue up to a maximum of 45 days.
3. That there are strong indicators that Significant Harm has not taken place and is not likely to; in which case, the manager may authorise that an Initial Child Protection Conference is not convened. In these circumstances the manager must consider whether or not to further the Assessment (please note the assessment must be concluded within 45 days).

During the course and upon completion of the Social Work Assessment, it will be necessary to decide what services should be provided. Even where an assessment concludes that there is no need for social work involvement, the manager must consider whether the provision of other services is necessary and agree with the social worker what steps need to be taken to arrange for these to be delivered. If the child appears to have disabilities, the Disabled Children & Young People's Team must be consulted with a view to deciding whether it is necessary to transfer the case.

4.7 Recording of the Social Work Assessment (with Child Protection Enquiry)

During the course of the Social Work Assessment, an Assessment Record on CareFirst must be completed.

Where the Social Work Assessment concludes that it may be appropriate for the child to be Looked After, a Care Plan and Placement Information Record will be required.

See Care Plans Guidance and see Placement Information Records Guidance.

Otherwise, another Relevant Children's Plan should be drawn up if services are provided.

4.8 Reviewing/updating the Social Work Assessment

The Social Work Assessment needs to be reviewed/updated when a child or young persons circumstances change significantly or when the Care Plan needs to change.

The return home of a child or young person who is accommodated under Section 20 should be on the basis of an up-to-date assessment and the establishment of a Child in Need Plan. Where a parent withdraws agreement to Section 20 Accommodation without notice but no emergency action is considered necessary, then a new Assessment should be undertaken as soon as possible and a new Child in Need Plan established.

5.0 SOCIAL WORK ASSESSMENT FOR LOOKED AFTER CHILDREN

Initially an Assessment should be concluded within a maximum of 45 working days of the child becoming looked after (where one has not already been completed prior to the child or young person becoming looked after). Dependent on the nature of the case the assessment might need to be concluded sooner.

Any further assessments undertaken must be completed within 45 working days.

5.1 When should an assessment be completed for Looked After Children

An Assessment for looked after children and young people should take place in the following circumstances:

- Prior to placement with Parents
- Prior to placement with Family & Friends (Connected Person)
- When an external therapeutic placement is considered
- A change in the Care Plan
- At 16 years in order to inform a Pathway Plan (see Pathway Plan Policy & Procedure)

5.2 Process of the Assessment

At the beginning of the Assessment the parameters of the assessment work will be clarified and, if possible, agreed with the child, family and carers and put into writing.

See **section 5.4: Recording**, for details of the records that should be completed.

If the child appears to be disabled, the Disabled Children & Young People's Team must be consulted to consider any specific needs arising from this.

The assessment method will vary dependent on the child and family's situation but opportunities to work directly with the child and the child's family must be incorporated at every stage.

Any existing assessments or the views of other service providers/agencies known to the child/family should be integrated into the Assessment.

Where information has already been gathered by other agencies as part of their assessments, there is no need to duplicate the information gathering although the social worker should check with the child and family that the information gained from other

agencies is correct. The social worker will still need to complete the Assessment having regard to its specific purpose.

Where the child has previously lived overseas, outside the UK or members of the family have been in the armed forces information should be obtained in relation to that period.

During the course of Assessment it may be necessary to provide or refer the child for services or to commission additional specialist assessments.

5.3 OUTCOME OF THE ASSESSMENT

During the course and upon completion of the Assessment it will be necessary to decide what services should be provided.

The services that will be appropriate will be different for each child or young person, depending on his/her needs.

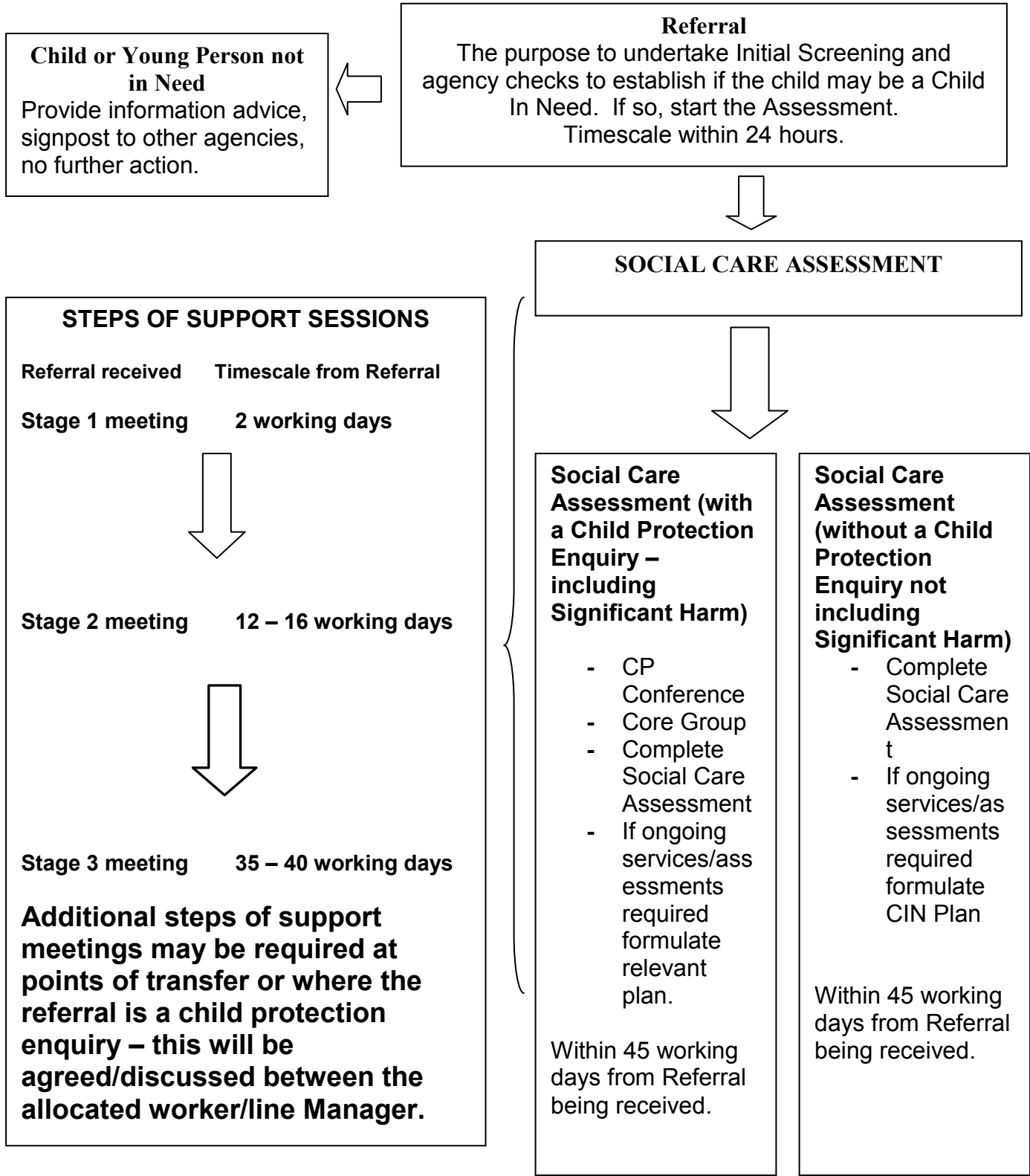
5.4 RECORDING

The Assessment must be recorded on CareFirst.

5.5 REVIEWS

The Assessment should be reviewed at a minimum, annually in order to ensure the Care Plan is continuing to meet the child's needs. This review does not require the completion of a new assessment unless any changes/significant events/concerns become evident then the assessment (outlined in Section 5.1) should be reviewed immediately. The social worker should check that the most recent assessment remains relevant and should record on CareFirst that this has been done.

ASSESSMENT FLOWCHART FOR SOCIAL CARE ASSESSMENT WITH AND WITHOUT CHILD PROTECTION ENQUIRIES (THIS DOES NOT APPLY TO LAC)



Appendix B

Social Work Assessment Agreement/Plan in Respect of:

Name of child:

Allocated Social Worker:

Reason for Assessment/Concerns:

Start Date:

Completion Date:

Genogram Y N _____/_____/20_____

Ecomap Y N _____/_____/20_____

Chronology Y N _____/_____/20_____

Family Composition:

Name	Address	DOB	Relationship

Legal Status i.e.: CIN CP LAC ICO

Assessment Plan i.e. Assessment Framework tools to be used:

Agreed Dates of Social Work Assessment & Venue:

Agreed dates	Venue	People to Attend	Purpose of Meeting	Topic of Discussion

Expected date of Completion of Social Work Assessment:

Expectations of Local Authority:

Expectations of Parents/foster carer:

Wishes and Views of the Children:

Signatures

Mother

Father

Social Worker

Manager

Complaints and disagreements

If Parents have a complaint then this will be looked at first by [name & title]

If it cannot be resolved by the manager then a Formal complaint maybe made through the formal complaint's procedure, which will be supplied upon request.

Contingency Arrangements

If the assessment is not completed, or is stopped by either the family or the workers, then a meeting will be called immediately to decide what will happen.

At all times [child's name] must be protected from risk of significant harm, and action will be taken to ensure this.

What will happen to the Social Work Assessment?

The Completed Social Work Assessment will be discussed with the parents after the contents have been discussed they will be given a copy within _____ days. Any disagreements they have will be recorded at the end of the assessment.

WOLVERHAMPTON CITY COUNCIL

JOB DESCRIPTION

<u>Post Title:</u>	Social Worker
<u>Directorate:</u>	Community
<u>Service Group:</u>	Children, Young People and Families
<u>Division/Team:</u>	Children's Social Care
<u>Responsible to:</u>	Consultant Social Worker
Responsible for:	
<u>Salary Grade:</u>	Grade 7
<u>Location:</u>	Children and Family Support Centre/LAC Service or any other suitable location within the City of Wolverhampton

Job Purpose and Role

- To provide a high quality and effective social work service to respond to the needs of children and their families in a timely manner and within statutory guidelines.
- To assess need, plan and deliver focused intervention to safeguard children and promote positive outcomes.
- To undertake varied and complex casework, across early intervention and statutory levels.
- To work collaboratively with colleagues within the Social Work Unit, Children and Family Support Centre and partner agencies in order to promote the best outcomes for children and families.

Principal Duties and Responsibilities

Casework

- To provide a clear, accurate and holistic assessment of a child and his/her family's needs in line with statutory guidance.
- To understand the context of child development, parenting capacity and family and environmental factors in which to establish the needs of an individual child.
- To assess and balance risk and protective factors within a child protection framework.

- To provide written and verbal reports which are concise, informative and based on analysis of complex evidence.
- To provide focused and purposeful social work interventions with explicit aims and objectives about desired outcomes within the context of managing risk to children.
- To participate in the duty rota across Children and Family Support Areas/Social Work Units.
- To use research findings and statutory guidance to inform social work practice.
- To develop and manage Child in Need Plans, Child Protection Plans and Looked After Children Care Plans for all children who require them in line with Statutory guidance and policies and procedures.
- To assess and utilise cash limited budgets in order to commission services and assistance from other sources.
- To build a professional relationship with children and their families and to use that relationship to safeguard children and promote positive outcomes.
- To respond in a timely manner to all contacts from children and their families.
- To deal promptly and sensitively to complaints from service users within the framework of the Council's Complaints Procedure.
- To provide guidance and direction to family support workers and administrative officer regarding case work.
- To maintain an up to date working knowledge of legislation, statutory frameworks and codes of practice relevant to the department in order to ensure that statutory responsibilities are undertaken for children. These duties to include visiting children, arranging reviews, reporting to the court, delivering within timescales and meeting any other national and local performance targets.
- To ensure that case files are well organised, up to date and provide concise and accurate information about a child's circumstances and plans.
- To comply with statutory guidelines for joint working, including the DfEs *Working Together*, the Children Act 2004 and the Wolverhampton Child Protection Procedures.

Integrated Working

- To work collaboratively with colleagues within the Social Work Unit and Children and Family Support Centre to provide early intervention and promotion of effective parenting.

- To develop effective working relationships with partner agencies at all times, where appropriate taking on the role of link worker for specific agencies.
- To assist colleagues in carrying out statutory requirements and other work as required.
- To offer support, guidance and consultation to Children and Family Support Centre colleagues and partner agencies both in relation to statutory work and early intervention assessments.
- To work closely with Children and Family Support Centre colleagues in both casework and other activities, including delivery of group work with higher tier cases.

Other Duties

- To act in accordance with the Council's Constitution and other Codes of Conduct.
- To participate in staff development, appraisal and training as appropriate, including continuous professional development.
- To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, the Data Protection Act, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City wide priorities.
- To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
- To participate in the wider development of the service and contribute to service improvement as required.
- Wolverhampton City Council is committed to Corporate Parenting.
 “Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date

Signature of jobholder

Wolverhampton City Council

Personnel Specification

Job Title **Social Worker**

Job Purpose and Role

- To provide a high quality and effective social work service to respond to the needs of children and their families in a timely manner and within statutory guidelines.
- To assess need, plan and deliver focused intervention to safeguard children and promote positive outcomes.
- To undertake varied and complex casework, across early intervention and statutory levels.
- To work collaboratively with colleagues within the Social Work Unit, Children and Family Support Centre and partner agencies in order to promote the best outcomes for children and families.

Criteria	Essential	Desirable
	<i>These are the necessary requirements to carry out the job successfully.</i>	<i>These are the additional requirements which are relevant, but not essential, to the work involved in the job.</i>
Experience	Experience of working directly with children, young people and their families from including those from culturally	Experience of specific area of work, relating to location of Social Work Unit

	<p>diverse communities</p> <p>Experience of working in the Statutory, Voluntary or the Independent sector practising social work</p>	
Skills	<p>Ability to undertake high quality assessments and provide clear analysis, with prescribed timescales</p> <p>Skills in assessing the needs of children and young people, in the formulating of care plans and provision of intervention</p> <p>Ability to analyse risk in child protection and to plan appropriate interventions</p> <p>Skills in understanding and working with a variety of family relationships</p> <p>Verbal and written communication skills, to include an ability to provide written reports for conferences, reviews and Court proceedings and present information in these areas</p> <p>Ability to manage and prioritise a workload, to make use of supervision and work as a member of a team, working jointly as appropriate</p>	

	Ability to work with colleagues within the Children and Family Support Centres and from other statutory and independent organisations	
Knowledge	<p>A knowledge and understanding of the developmental needs of children and young people within the context of their family and other social relationships</p> <p>Knowledge of, and the ability to apply in practice, the principles of child care legislation relating to child protection, looked after children and the provision of services to children in need</p> <p>Knowledge of, and skills in, social work methods to promote positive change in accordance with assessed need. To include methods of working directly with children and young people at times of change and loss</p>	Advanced knowledge of child care law across the wider professions
Qualifications and/or Training	Health and Care Professions Council (HCPC) (formally General Social Care Council) recognised social work qualification	Post qualifying qualification in social work

	<p>HCPC registered</p> <p>Evidence of continued professional development in line with the Professional Capabilities Framework</p> <p>A positive enhanced CRB disclosure</p>	
Personal Qualities	<p>Ability to thrive in a complex environment and demonstrate resilience</p> <p>Ability to work flexibly to meet the service and service user needs</p> <p>Experience of consulting children and families in respect of care plans, service plans and other matters</p> <p>Positive attitude to joint working with different agencies and partner organisations</p> <p>Ability to work in anti-discriminatory way with all service users</p> <p>An understanding of why Customer care is important in employment and service delivery</p>	

Commitment	<p>Committed to the principles of the New Operating Model across Children, Young People and Families in Wolverhampton</p> <p>Commitment to the achievement of positive outcomes in work with children and their families/carers</p> <p>Evidence of commitment to valuing diversity and anti-discriminatory practice</p> <p>Commitment to meeting essential deadlines and completion of essential tasks</p>	
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