

Procedure for Casenoting Pre-Visit Checklists

20 July 2020 – FINAL VERSION

The pre-visit checklist needs to be completed before every face-to-face visit. This includes visits in the family home, visits in alternative venues and visits held in outdoor spaces.

This is because the staff individual risk assessments and COVID family risk assessments are what decides whether the visit should go ahead. We need to record that those checks have been completed.

Please follow this guidance to casenote your completion of the pre-visit checklist on Mosaic before every visit. This is to ensure we have a consistent approach across all teams. You will find the pre-visit checklist on the Guidebook here <https://ascpractice.camden.gov.uk/early-help-guide/family-early-help-covid-guidebook/fscf-procedures-during-covid/face-to-face-visits-guidance-and-procedures/#main>

Recording Pre-Visit Checklist Completion on Mosaic

- Begin a new casenote titled 'Pre visit checklist'
- In the casenote write:
 - Date you completed the pre visit checklist.
 - Insert the following text:

“Face-to-face visit preparation. Pre-visit checklist including individual risk assessment and family COVID risk assessment completed – no concerns – visit to proceed in *[insert either family home, alternative venue – state which venue – or outdoor space – state where]*”
- OR

“Face-to-face visit preparation. Pre-visit checklist including individual risk assessment and family COVID risk assessment completed – COVID concerns raised – visit will not proceed” .

 - If the face-to-face visit did not proceed because of COVID concerns raised during completion of the checklist, please detail the reasons why in your casenote, including any discussions with your line manager.
- Save and finish the casenote, and copy it to the Mosaic record for the other children in the household
- Please casenote within 72 hours of completing the pre-visit checklist