

# Child and Family Assessment Guidance

The assessment is broken down into 5 sections. Each section is explained on the following pages

## 1. Family Membership

**Child and Family Assessment**

**Family membership**

Name

Date of Birth/EDD

Gender

Address

Ethnicity

Religion

Language

[Add](#)

Subject children/young person(s)

Name	Date of Birth/EDD	Gender	Address	Ethnicity	Religion	Language	Modify
Wendy Harriot	12/03/1999	Female	Flat A 12 Camden Road Camden London NW1 6HG	White British	Roman Catholic	English	
Greg Harriot	14/09/2012	Male	Flat A 12 Camden Road Camden London NW1 6HG	White British	Roman Catholic	English	

## Household members and other significant adults

**Household members and other significant adults** ?

Name

Date of Birth

PR

Gender

Ethnicity

Address

Religion

Relationship to child

**Add**

Household members and other significant adults									
Name	Date of Birth	PR	Gender	Ethnicity	Address	Religion	Relationship to child	Modify	
Mary Harriot	13/09/1978	✔	Female	White British	Flat A 12 Camden Road Camden London NW1 6HG	Roman Catholic	Mother		
Harry Harriot	15/09/2012		Male	White British	Flat A 12 Camden Road Camden London NW1 6HG	Roman Catholic	Father		

? *Include here details of any children living at the address who are not the subject of this assessment*

**Professionals working with the family** ?

Name

Agency


Contact details

Contribution to assessment

**Add**

Professionals working with the family				
Name	Agency	Contact details	Contribution to assessment	Modify
Dr Donald Jones	Specialist Paediatrics	Community Children's Clinic Crowndale Health Centre 59 Crowndale Road London NW1 1TU		
Jenny Frederick	Health Visiting Team	Haymarket Day Centre Cumberland Market Camden London NW1 3RH		

## 2. Information on the assessment

**Child and Family Assessment** 

Fields marked with a \* are required

**Information on the assessment**

Family Name


**Is this assessment part of a child protection investigation?**

Yes  No

*Where the assessment is part of a section 47 enquiry, the section 47 outcome record must also be completed and brought to the initial case conference together with the completed assessment record*

**Will this assessment be used for an initial child protection case conference within 15 days?**


Yes  No

**Have all the children/young persons been seen by a social worker as part of this assessment? \*** 

Yes  No

If **No**, why not

**Please detail what services and support will be put in place or emergency action taken to ensure the child's safety and welfare while the assessment is carried out.**

 *Working together states that the child must be seen by a qualified social worker as soon as possible following the referral and as appropriate to the nature of the concerns raised in the referral*

*It is not necessary to wait until the assessment reaches a conclusion before putting in services to support the child and their family. SW should list here which services will be provided whilst the assessment is ongoing*

## Agreed timescales and planning for assessment

Date assessment started

**Agreed timescales and planning for assessment** ?  
*It is essential that the social worker and supervisor discuss timescales and planning and record agreements here. All date boxes MUST be completed as soon as the timescales have been agreed with your manager.*

Target completion date \*

Date manager to review progress on the assessment \*

### Timescales

When deciding on timescales for the completion of assessments, social workers and managers should take the following into account:

- Ensure that the assessment is started as soon as possible following the decision to proceed to assessment.
- Social workers need to begin recording into the assessment as soon as the assessment starts.
- The **Date assessment started, Target completion date and Date manager to review progress on the assessment** must be completed so that due assessments can be monitored.
- Timescales for completing the assessment should be agreed with the duty manager.
- Timescales for completion of assessments must be proportionate to the complexity of presenting issues and previous background history and social worker's should use their professional judgement to decide on the timescale required, on a case by case basis
- As the purpose of assessments is to provide a basis for decisions, some cases will need only a brief assessment before providing services, while with others the assessment will need to be more in depth, cover wide areas and will consequently take longer before a child's needs and circumstances are sufficiently understood enough to enable the development of a plan
- Because assessments completed when a child first comes to our attention will also be used as the social work report to an initial CP conference; the first LAC review and the first CIN review, the timescales set must take into account the fact that the assessment must be completed prior to the initial meeting taking place so that it is available
- No assessment can exceed a maximum timescale of 45 days


### Planning

The following should be taken into consideration and should be recorded as bullet points

- ? What is the purpose of the assessment?

- *What work will be carried out e.g. who will be seen/spoken to (family/professionals etc), what reports/records will be read?*
- *What are the issues in terms of race, culture, disability, religion, sexual orientation or class?*
- *Does anyone in the family have any special needs that may affect their ability to take part in the assessment, ie: language or communication difficulties, and how will these be addressed?*
- *What is the timescale for completion of the assessment including the date for a midway review of assessment progress?*
- *What assessment tools, scales and questionnaires will be used, for example DUST assessment, Home Inventory etc.?*

### Reason for assessment / presenting issues


Reason for assessment / presenting issues 	

 *You should set out here why the case came to our attention, why we are concerned and why social work involvement is required*

*This section:*

- *Must be written in plain English with no jargon e.g. Merlin, sec 47 etc.*
- *Should succinctly explain what the detail of the referral was (the presenting issues) and the sources of information*
- *Must clearly tell the family why we are concerned and why social work intervention is required*

### Significant events leading up to assessment

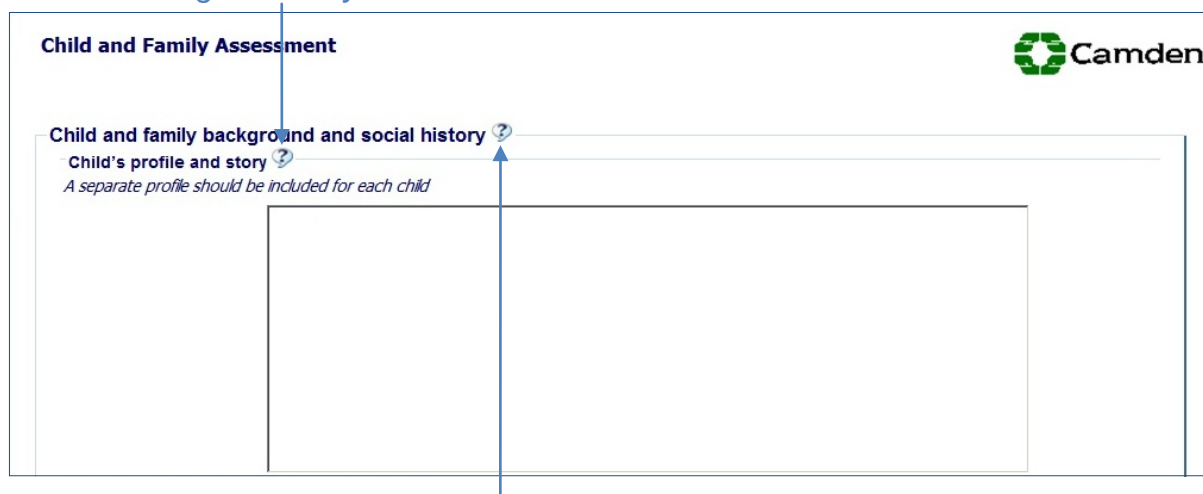
Significant events leading up to assessment 	
Date	<input type="text"/>
Event:	
<input type="button" value="Add"/>	
Significant events leading up to assessment	
Date	Event:
Modify	

 *Include **brief** entries on:*

- *Any recent events that are relevant to the referral including previous contact with the family that did not lead to social work involvement*
- *Any significant past involvement with the family (including CIN/CP/LAC) that will inform the assessment*

### 3. Child and family background and social history

? A genogram, eco-map or other illustrative tool should be prepared to help with understanding the family's structure.



? You should aim to build an understanding of the child and their needs, incorporating their views and the impact on them of the current family situation.


Include information on the following:


- Child's life experiences within the family to date
- Child's views and feelings about the circumstances leading to referral and the current situation
- Child's understanding of own family and view of day to day life
- Child's view of their identity- including self, abilities, ethnicity, religion, disability etc and how they feel they 'fit' into family and how others see them
- Child's social presentation including confidence, physical presentation (hygiene, grooming and suitable dress) and parental support to develop self-care and independence in these areas
- Child's views (and sw's direct observations) of child's relationship with others, including the nature of the child's attachments to family members, any loss of significant figures and quality of their peer relationships.
- Evidence from the sw's own direct observations (and the opinion of other professionals), of the child in terms how they present emotionally and behaviourally, including emotional affect, responses to change or stress, level of self-control, level of responsibility, character.
- Child's health and developmental history including strengths and concerns around growth, development, physical/ mental wellbeing, suitable health care and advice by parent including dental/eye care and sexual health
- Child's education including strengths and concerns and impact of home situation on learning
- Resilience factors including hobbies, friendships and trusted adults

Flag up any areas that are unclear or may be of potential concern but need further time, clarity or assessment

For unborn children, summarise the impact of the mother's current lifestyle on the child's development during the pregnancy and on their future developmental needs.

## Parent's profile and family relationships

Parent's profile and family relationships 	

 SW's should complete a genogram with the family to assist with understanding family dynamics and any theme's and patterns.


SW's should attempt to see parents separately and together and to make efforts to engage the male carer in all cases.

Information to include:

- Family's views and feelings about the circumstances leading to referral, the current situation and the concerns held by FSSW
- Evidence of parenting capacity
- Parent's childhood history and experience of being parented, including any history of abuse and how this may impact on their parenting
- Any history of substance misuse, domestic violence, criminal activity or mental or physical health issues and parents views on these and how they impact on parenting of child
- Level of education and employment history of parents
- Impact of any diversity issues for parent and on parenting
- Parent's own relationship including length of relationship, strengths, conflict
- Family/support network, including extended family, friends, neighbours and any community support/involvement
- Parent's own understanding/views on how they are parenting including providing safety, basic care and guidance and boundaries and their views on strengths or weaknesses and their capacity to change
- Parent's views on previous involvements with social work and other professionals

Flag up any areas that are unclear or may be of potential concern but need further time, clarity or assessment

## Other important information


Other important information 


 *Include information on;*

- *Housing history and home environment*
- *Finances, income, benefits, employment, debt*
- *Identity including community/faith supports, isolation, integration*
- *Immigration status*
- *Legal status*
- *Communication needs*
- *Community resources- access to GP, libraries, schools, run down/high crime areas*

*Flag up any areas that are unclear or may be of potential concern but need further time, clarity or assessment*

## Previous social work/other professional involvement including what changed/happened

Previous social work/other professional involvement including what changed/happened 

 *This section should set out the history of the family's involvement with FSSW and other services and how this impacts on and informs the current referral.*

*Include information on:*


- *Any previous involvement with FSSW, dates, the nature of the work undertaken, outcomes achieved and the level of engagement*
- *Involvement with other agencies, dates, nature of work undertaken, outcomes achieved and level of engagement*

*Flag up any areas that are unclear or may be of potential concern but need further time, clarity or assessment.*



#### 4. Social worker's assessment of the current situation

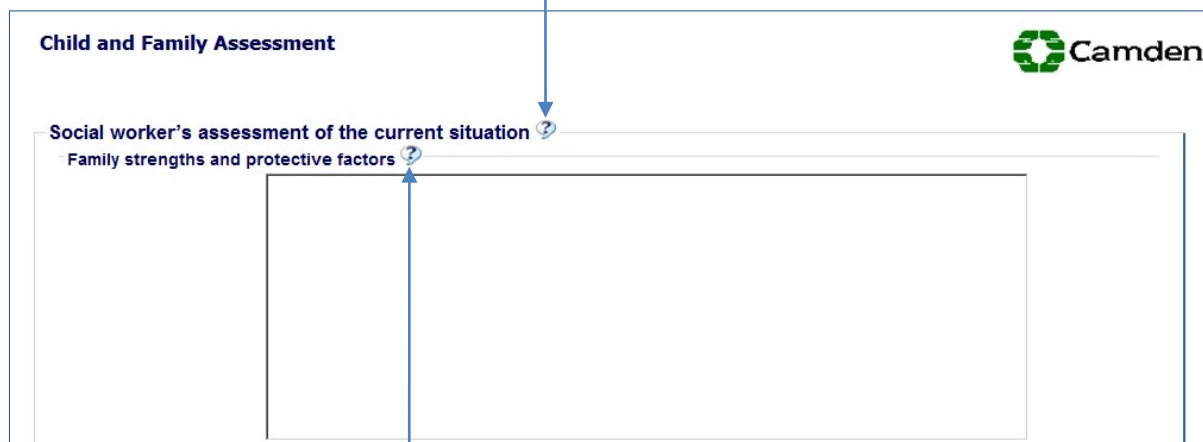
*?* This section should set out the concerns and strengths identified in the assessment. It should lead to an overall analysis of risk of harm to the child and/or of not having their needs met. It should inform your professional judgment of what the plan for the child should be.

**Child and Family Assessment** 

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**Social worker's assessment of the current situation** *?*

**Family strengths and protective factors** *?*




*?* You should identify those strengths and positives present in the parents and immediate and extended family that help keep the child safe and/or meet their needs and can be built on to ensure the child's safety and well-being and effect change within the family.

Consider and analyse the strengths in parenting capacity, the parent's acknowledgement of the concerns and willingness to engage, the existence of a protective/nurturing adult within the family, the strength of family and community supports, the child's resilience and the parents ability/willingness to build on strengths and effect change.

## Needs and risks identified for the children


Needs and risks identified for the child/ren 

 You should pinpoint the specific needs identified for the child as a result of this assessment (including the need to be safe) and the risks faced by the child as a result of not having these needs met. Include information on:

- What aspects of the child's situation are worrying or unknown/unclear – consider past harm, future danger, likelihood of harm, severity of harm and vulnerability of child.
- What aspects of the child's needs are not being met (including safety) – consider the extent to which they are not being met and how parenting capacity or family circumstances are related to this?
- Is a further assessment needed to identify risks and needs, ie: private fostering, trafficking

## Social worker analysis and professional judgement

Social worker analysis and professional judgement 

 The analysis should provide a clear understanding of the child and family's situation and set out a hypothesis on what interventions are needed and are likely to succeed. You should use evidence for your findings and proposed plan and explain how your judgment has been reached.

You should consider;

- The severity of the child's needs and the parents capacity to meet them
- The level and nature of risk and the likelihood of significant harm
- The extent of the family's difficulties across the assessment framework domains and dimensions
- Whether past history is an indicator of future harm, given your recent assessment of the parents and the current family situation
- The extent to which identified strengths are protective and can be built on to bring about change
- The level of insight, acknowledgement and understanding of the concerns demonstrated by the parents

- *The extent to which the family will co-operate with interventions and bring about change*
- *The overall aim of the plan of work with the family*

*For unborn children, how parental lifestyles and assessed parenting capacity will affect their current development and future care and safety*

## **Social Worker recommendations/Outline plan**

**Social Worker recommendations/ Outline plan** ?

*Recommendations should be a list of numbered, short actions which will form the basis of the child's plan and bring about positive changes.*

?

? *Recommendations should flow from the analysis. You should list briefly, the main actions that need to be taken to bring about change that will form the basis of the child's plan.*

*Recommendations should be specific to areas of concern and need that were identified by the assessment.*

*If any aspect of a child's needs is not a concern or is being met by the parent, it should NOT be listed as a recommendation.*

? *For child protection cases where the assessment will be presented to conference, social workers should include a recommendation as to whether or not the child should be subject to a child protection plan and if so, what category should be used. If the recommendation is that the child becomes looked after, further recommendations need to be made regarding carrying out health assessments, plans for the child's education (for example remaining at their current school or moving school) and contact arrangements in line with care planning law.*

*LAC social workers should be aware that until the first LAC review, these recommendations will constitute the child's care plan and must therefore include the following information:*

- *Arrangements for the child's long term care (i.e. permanence plan)*
- *Arrangements for the child's accommodation (i.e. placement with Camden foster carer/family and friend's carer etc.)*
- *Arrangements for meeting the child's needs under each of the Assessment Framework dimensions including:*
  - *Arrangements for contact with family members*
  - *Arrangements for assessing and meeting the child's health needs*
  - *Arrangements for the child's education*

## 5. Comments and signatures


**Child and Family Assessment** 

**Comments and signatures**  
**Team manager's comments**


*If the assessment has gone over the previously agreed timescale, please give the reasons for this here*


*This section records the Team Manager's comments on reading the assessment including if the assessment has gone over timescale*

## Outcome of assessment

**Outcome of assessment** 

Case to be closed  
 Brief work by duty  
 Children in need service  
 Child protection service  
 Looked after children service  
 Section 7/37 court report  
 Non-agency adoption  
 DCT service


Date assessment completed  

Date of CIN/CP/LAC meeting  

**Signatures**

Social worker  
 Team manager


Parent

Date of signature  

**Has the young person/parent consented to information being shared with other professionals?**

Yes  No  Partial consent

**Please give details of any restrictions on sharing information**

 *This section should record how the case will be progressed and the child's assessed status under the Children Act 1989.*

- **Case to be closed:** where there will be no further social work involvement and/or the family are referred to another service.
- **Brief work by duty:** where work will continue with the family for a time-limited period before the case is closed or referred to another agency, but the case should be closed within 1 month of the date of referral.

- **Children in Need service;** for all children who will be offered a child in need service and whose case will be transferred to a long-term team, including children who need further assessments such as trafficking, age assessments, UASC, young people presenting as homeless and privately fostered children.
- Where children and families fail to meet the threshold for a social work service, social workers should consider a referral for early intervention from Family Services.
- **Child protection service**
- **Looked after children service**
- **Section 7/37 court report**
- Non-agency adoption where FSSW have been asked by the court to prepare a report for the hearing.
- **DCT service:** where the child has a disability and will be referred to the DCT/Mosaic.