

## Child and family assessments: a short guide for social workers

<p><b>Policy:</b> A child and family assessment must be carried out for any case that is accepted as a referral and must be carried out by a suitably qualified social worker. The assessment will be the social work report to the initial CIN review, LAC review or initial child protection case conference and should contain an outline plan detailing services and interventions to be discussed and agreed at these meetings. For further guidance see: <a href="#">Assessments</a></p>	
<p><b>Timescales</b></p>	<p>Timescales for completion should be proportionate to the complexity of the case and presenting issues and will be agreed as part of the planning meeting:</p> <ul style="list-style-type: none"> <li>• assessment for complex cases must be completed within 35 working days;</li> <li>• assessment for less complex cases must be completed within 15 working days;</li> <li>• assessment for initial child protection case conferences must be available within 15 working days</li> <li>• the first CIN review must be held within 2 weeks of the assessment being completed</li> <li>• assessment for the first CLA review must be available within 20 working days.</li> </ul>
<p><b>Planning</b></p>	<p>Social workers and supervisors should meet before starting the assessment plan the assessment, agree timescales and the conduct of the assessment, and set the date of a midway review to look at progress.</p>
<p><b>Seeing the child</b></p>	<p>The child should be seen:</p> <ul style="list-style-type: none"> <li>• within 7 working days of the assessment beginning</li> <li>• at least twice within the 35 day timescale during a complex assessment</li> <li>• at least once within the 15 day timescale during a less complex assessment</li> <li>• every 10 days where the assessment is part of a section 47 investigation.</li> </ul>
<p><b>Adding to, updating and repeating assessments</b></p>	<ul style="list-style-type: none"> <li>• New information can be added to a completed assessment using the <i>Addendum to assessment</i> form on MOSAIC ahead of an initial CIN, CP or CLA meeting.</li> <li>• For CP cases, an addendum must be used to update any assessment that was completed more than 10 working days before the initial case conference is held.</li> <li>• All child and family assessments should be updated using the MOSAIC <i>Updated assessment progress on plan</i> form prior to a review meeting to include any new information and made available to the meeting.</li> <li>• Assessments should be repeated where the child's status changes, (eg. CIN to CP etc) or on the recommendation of the IRO or conference chair.</li> </ul>
<p><b>Closing cases following assessment</b></p>	<ul style="list-style-type: none"> <li>• If the case is closed immediately after assessment- the <i>Case to be closed after assessment</i> section in the C&amp;F Assessment (section 5) can be completed</li> <li>• If any brief work or a sec 47 investigation has been undertaken- a full <i>Closure record</i> must be completed</li> </ul>
<p><b>Factors identified following assessment</b></p>	<ul style="list-style-type: none"> <li>• The <i>Factors identified at the end of assessment form</i> should be completed following all assessments to record all issues identified during assessment</li> <li>• The <i>No Factors identified</i> box should ONLY be ticked if <b>no factors at all</b> have been <b>identified</b> and case will be NFAd. It must NEVER be ticked if other factors have been ticked, a sec 47 has been undertaken or case is to remain open</li> </ul>