

Slough basic practice standards for case work/intervention with children, young people and families

NB. It is intended that these standards will govern practice undertaken by social workers with children in need, children subject to child protection processes, looked after children and care leavers. It is also intended that these standards will be adhered to by practitioners in other services (specifically Targeted Family Support, Families First and the YOT).

1. All children and young people will be visited at the frequency specified in their plan (which will take into account their individual needs) or to statutory or local policy requirements.
2. Children, young people and families (and other key individuals) will be consulted and their views recorded within the case record. These views will be influential in assessments and plans.
3. All plans must be up to date and outcome focused. The plans will set out the child's needs, the desired outcomes and what needs to change, the actions required to meet those needs, timescales and those responsible for undertaking the actions.
4. Issues of equality and diversity will be considered in all case work with children, young people and families.
5. Basic details in respect of children, young people and their families and other important people will be recorded, accurate and up to date on ICS, the Early Help System and Child View (Youth Justice). A genogram showing family relationships should be included.
6. Relevant professional contacts should be identified (full name, title, contact address and phone number) in the record.
7. Each case record will have an up-to-date chronology.
8. Each case record will have an up-to-date (as a minimum, updated within the last three months or when a significant change in circumstances has occurred) case summary that tells the story 'at a glance'.
9. Each sibling in a family will have a case record that is 'their' case record (and not that of a sibling).
10. Up-to-date and timely records of our interventions will be maintained. This means that actions/events will be logged on the same day that they occur or the following working day. The case recording/detailed records will be updated within five working days.
11. Each practitioner will receive (as a minimum) supervision every four weeks. The case discussion on individual cases will be recorded on the case record system and will evidence decision making and management oversight. Individual cases will be discussed at least every two months.
12. All assessments will be completed and authorised by managers within timescales.

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