**Child and Family Assessment s17 workflow**

*Assessment completed and shared with the family and recorded on AzeusCare* ***no later than 45 days of receipt of referral.***

*Practice Lead to discuss progress and review assessment* ***no later than 10 days from referral.***

*If required, Practice Lead to authorise extension and review again* ***within 25 days from referral.***

*MASH decision made in line with the RAG rating (no later than 48 hours of the RAG). Contact Record is recorded on AzeusCare*

*To take place without delay and completed* ***no later than 20 days from the end of the assessment.***

*Social Worker to visit child as quickly as possible and* ***within 10 days of the referral*** *and recorded on Azeus Care within 3 working days.*

**For all children transferring from Assessment Teams to other teams, please refer to the Transfer protocol Terms of Reference**

**Allocated Social Worker**

**Providing further s47 Child Protection statutory services to the family**

**Allocated Social Worker**

**Provision of information, guidance and signposting**

**Allocated Social Worker**

**Transferring the family to Families First or Early Help Service**

**Allocated Social Worker**

**Providing further statutory services to the family transferring to relevant statutory service**

*Practice Lead allocates referral to Social Worker* ***within one working day****. Open SA episode started on AzeusCare*

*To take place without delay and completed* ***no later than 10 days from the end of the assessment.***

*To take place without delay and completed* ***no later than 10 days from the end of the assessment.***

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*ICPC should be requested as* ***within 5 days*** *and completed* ***no later than 15 days from the strategy meeting***

**Assessment Practice Lead**

Practice Lead allocates child/ren to worker, following case discussion and considering current workload, complexity and experience.

**MASH Outcome - Single Assessment s17**

Send notification Assessment Team

**New Contact - Child in Need**

MASH process followed

**Allocated Social Worker (Refer to Assessment Practice Standards)**

Social Worker to Complete Assessment

**History/Chronology:**

Review referral information, MASH research and any history available, starting or updating the chronology.

**Planning the assessment:**

Plan how to carry out the assessment including estimating how long the assessment may take to complete and agree this with the Practice Lead.

**Engaging the child &family:**

Undertaken in partnership with the child and family, with their consent and full participation.

**Information gathering:**

Multi-agency checks should take place through discussion with key professionals in the child’s life, not relying solely on database checks.

**Visits/talking to the child:** The social worker should see and speak to each of the children separately in their first language and wherever possible they should be seen on their own.

**Parent’s, carers and the wider family:** Every assessment should include a genogram and/or ecomap which highlights key people in the child’s life including and beyond those living in the household.

**Analysis:** The social worker will analyse the information gathered and come to a professional judgement.

**Plans:** If the assessment has identified unmet need or harm, recommend what needs to change and what, if any, help or services the family need to make those changes. 