**Children’s Services Guidance – Case Summary**

All case files recorded on LCS should include a case summary. The case summary should provide the reader with an outline of the history of involvement with Children’s Social Care, the reasons why social care is currently involved and the purpose of that involvement. The case summary is an important source of information for colleagues and supervisors in the absence of the allocated case holder or out of hours.

Case summaries should be completed on **every** child that is open. Case summaries must be reviewed and updated as appropriate when circumstances change, but as a minimum every 3 months. When a case summary is updated, information that is **out of date must be removed** so when doing this ensure that the entire case summary content is reviewed.

The content of the case summary must be **succinct** and include these **headings** as a **minimum**:

* **Pen picture of the child: (to include culture and identity)**
* **Referral information: (Short summary only – do not cut and paste from the referral)**
* **Reason for current involvement: (Include any contingency plans that EDT may need to know about)**
* **Legal status: (CiN/CP/CLA – s20 or s31)**
* If applicable, next Court date and Court timetable:
* **Frequency of visits:**
* **History of previous involvement:**
* **What is working well?**
* **What are we worried about?**
* Historical risks/concerns
* Current risks and concerns
* **Voice of child/young person:**
* **Voice of parent(s):** *(including fathers/nonresident parent)*
* **What is the current plan? (Please give details, it is not acceptable to say ‘see plan’) include for example contact Information where it is a looked after child**
* **Key Contacts/Agencies: (this must include either a phone number or an email address)**

This guidance should be regularly referred to when starting or updating a case summary.

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