

Children's Social Care

MANAGEMENT ACTION NOTE:8 Reviews of the covid-19 risk assessment and use of the Vulnerability Tracking Tool (VTT)

CONTEXT

This management action note is to clarify expectations regarding completion of the initial and review Covid-19 Risk Assessments and use of the Vulnerability Tracking Tool (VTT).

As we enter the third national lockdown, which is expected to last for at least six weeks, we need to maintain effective support and protection to the children and families we are working with through this time.

Having risk assessments in place on all of children and young people open to children's social care, and ensuring that they are updated to reflect families' changing circumstances over time, enables us to; have confidence that risks and needs have been considered in light of the impact of Covid-19, have close oversight of our most vulnerable children at all times, and informs our business continuity arrangements.

For every child and young person open to children's social care there needs to be an updated Covid-19 risk assessment in place to reflect the current vulnerabilities and additional risks associated with a period of lockdown. It is essential that the covid-19 risk assessment considers children's current attendance at school.

These Covid-19 risk assessments need to be completed using the word document [Covid-19 Risk Assessment](#) and attached to a case note **using the reference 'Covid-19 risk assessment'**. (Please note, the Covid-19 risk assessment form has been updated to include the RAG rating).

When updating the Covid-19 risk assessment you will need to complete an initial VTT form that is then subject to regular review in timescales determined by the RAG rating (see below).

Guidance on Using the Vulnerability Tracking Tool (VTT)

The guidance on using the VTT remains unchanged.

When you commence a new VTT you will be asked whether it is an 'Initial VTT' (in relation to a new child who does not have a VTT already) or a 'Review VTT'.

If it is the Initial VTT, the Covid-19 risk assessment (word document) will need to be completed and attached to a case note **using the reference 'Covid-19 risk assessment'**.

The expectation is risk assessments are in place for all children and young people open to Children's Services and are reviewed when their circumstances change and at the very least will be reviewed:

- **Red** – at least weekly
- **Amber** – at least every two weeks
- **Green** – at least monthly.

These timescales are the expected **minimum** frequency.

The covid-19 risk assessment (word document) should be updated as soon as any new information comes to light about a child or family that indicates the current risk level (**Red/Amber/Green** rating) has changed.

Following each review, the following needs to be completed:

- A 'Review VTT' form is completed on Eclipse
- If the level of risk has changed the Covid-19 risk assessment (word document) will also need to be updated and reattached to a case note **using the reference 'Covid-19 risk assessment'**.

The VTT form will continue to generate the date by when the risk assessment review will need to have been completed and this will go into your worklist. In addition, management authorisation of the VTT has been included to ensure we have clear management oversight of the judgement about risk for all children.

Recording the Risk Judgement

The VTT requires two risk judgements;

Q1. *How would you rate the level of risk this child would be exposed to if the safety plan was not able to operate effectively? (Answer **Red/Amber/Green** rating)*

Definitions:

Red – the child is judged to be at risk of imminent significant harm and action would need to be taken to safeguard the child within forty-eight hours of it being identified that the current safety plan is no longer able to operate effectively (e.g. due to key professionals being absent from work).

Amber – there is a moderate level of risk and action would need to be taken to ensure the child was safe within a week of it being identified that the safety plan is no longer able to operate effectively.

Green – the child would not currently be judged to be at risk and an alternative safety plan would need to be agreed within two weeks of the safety plan no longer being able to operate effectively.

Q2. How would you rate the level of risk this child is exposed to with the current safety plan in place? (Answer **Red/Amber/Green** rating)

Definitions:

Red – the child is at a high level of risk even with the current safety plan in place, the child needs to be seen more than weekly.

Amber – there is a moderate level of risk which is being managed effectively by the safety plan.

Green – there is a low level of current risk to the child given the current safety plan.

Team Managers will continue to authorise the VTTs as part of their management oversight of practice and are not required to complete an additional case note saying they have reviewed the Risk Assessment and VTT.

It is good practice for the Team Manager to consider the covid-19 risk assessment and RAG rating in supervision with Social Workers, Personal Advisors and Family Practitioners.

Actions Agreed:	Manager Responsible
All children will have an updated Covid-19 risk assessment (word document) and Initial VTT completed. <ul style="list-style-type: none"> - For children and young people with a current Red RAG rating this will be completed by 8/1/2021 - For all other children (current Amber and Green ratings) this will be completed by 15/1/2021. 	Team Manager
Covid-19 risk assessment (word document) and Initial VTT to be completed on all children and young people within 72 hours of first referral.	Team Manager
Covid-19 risk assessment (word document) and VTT to be reviewed at least as frequently as stated in this document.	Team Manager, Area Manager, Locality Director,

Jenny-Ellen Scotland, Locality Director
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