**MANAGER’S CHECKLIST**

**QUALITY ASSURANCE OF SINGLE ASSESSMENTS**

***This checklist is to be used by Managers and Advanced Practitioners prior to approving and finalising a Single Assessment.***

| **ISSUE TO BE EVIDENCED** | **EVIDENCED****Y/N** |
| --- | --- |
| Are the child and family’s basic details included? *(Language / religion etc)* |  |
| Is the reason for the assessment clear and provided in a succinct summary? (*This must not say generated by a s47 enquiry*) |  |
| Does the reason for assessment relate to the concerns raised in the referral? *(Cross-reference with the referral that has caused the assessment to be initiated)* |  |
| Is there a succinct, clear and up to date chronology on the child’s LCS record?  |  |
| Are everyone’s details included who have been involved with the assessment? *(Names, designations and date spoken with must be included in the assessment)* |  |
| Do the case notes show the “workings out” of the assessment process? *(Case notes must reflect the discussions that have been held in enabling the social worker to formulate the assessment, this must include partner agencies)* |  |
| Is it clear who has contributed to the assessment including partner agencies? *(the assessment must make it clear where information has been sourced from, it must reflect agencies involved with the child and family)* |  |
| Is the child/young person’s involvement in the assessment process evident? |  |
| Is there sufficient evidence regarding how the Social Worker elicited the child’s views? *(Is there detail as to how and when the child was engaged* *and what the outcome was – is this reflected in the assessment and/or case notes?)* |  |
| Are the child’s views fully reflected within the assessment? (*Evidence of direct work informing the assessment? The child’s views must not be diluted in the writing up of the assessment)* |  |
| Does the assessment have assessment framework sub-headings included? |  |
| Is there evidence the assessment has been shared with parents / professionals? *(case notes must reflect they have been shared)* |  |
| Is there evidence of parent/s’ views? *(Are these reflected in case notes as well as the assessment?)* |  |
| Is there evidence that research has been used to inform the analysis? *(this needs to be balanced and used in a considered manner)* |  |
| Is there evidence of Signs of Safety methodology in the assessment? |  |
| Analysis: |  |
| 1. Has the Social Worker provided their professional judgement in the analysis?
 |  |
| 1. Has the harm impact analysis tool been used to inform the analysis? *(see appendix 1)*
 |  |
| 1. Does the analysis measure the impact on the child?
 |  |
| 1. Is there a child impact statement?
 |  |
| 1. Is there a danger statement?
 |  |
| 1. Is the analysis based on evidence?
 |  |

**HARM IMPACT ANALYSIS PLAN TOOL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTION/IMPACT** | **DURATION** | **FIRST INCIDENT** | **WORSE INCIDENT** | **LAST INCIDENT** |
| **BEHAVIOUR** |  |  |  |  |
| **SEVERITY** |  |  |  |  |
| **IMPACT** |  |  |  |  |