**GUIDANCE**

**UNIVERSAL CHECKS WITH CHILDREN'S HEALTH AND GP'S WHEN COMPLETING SOCIAL CARE ASSESSMENTS**

* Since 1st June 2018 when completing a Social Care Assessment (SCA) there has been a requirement for written requests for information to be sent to Children's Health AND General Practitioners (GP's) using the attached form. It has been agreed via the LSCB that all health services will share information with children's services when a SCA is being completed.
* One form has to be completed for each child and should be sent to children's health AND the GP.
* Unless the form is being used during a Section 47 investigation, consent must be obtained and the social worker must have ticked the relevant box on the form.
* The request for information and form should be sent at the start of the SCA process.
* The" Reason for SC involvement and referral" section of the form must always be completed.
* The form should be emailed to children's health AND the GP using only a GCSX secure email account. A case note should be added to mosaic to confirm how and what date the form was sent. (if worker does not have their own secure email account they will need to ask an admin colleague to send the request on their behalf).
* Health Services/GP surgery should respond to the request for information within 10 working days.
* If after 10 working days no response is received then a reminder should be made and recorded within case notes on mosaic.
* When the form is returned by the children's health and GP it should be saved on mosaic. If a form is not returned then that information should be recorded in case notes on mosaic.
* It is essential that this process is followed for each and every SCA completed.

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