SDQ- Process Map

Practice Note

- If the child if aged 4 years or over then the SDQ should be completed with the child (if appropriate)
- Complete SDQ annually (as a minimum) prior to health assessment.
- 2 SDQs e.g child & adult completely on behalf of child cannot be gained simultaneously. 2 SDQ forms can be completed through completion of 1x SDQ with child followed by 1x SDQ with adult completing on behalf of child.
- It is particularly important when considering the child/ YP emotional wellbeing that any specific services e.g CAMHS are included/ involved / updated regarding completion of SDW.
- Good practice will be to complete the SDQ with the child/ adult carer on LCS direct. If this isn't possible then a paper copy can be completed and the information inputted directly into the SDQ form.
- If is elevated scoring on the SDQ and there are concerns for a child/ YP emotional wellbeing consider the SDQ being reviewed by Health and more frequently than annually.
- For analysis of SDQ scores see 1 page guidance on Tri-X Practice Guidance for Analysis of SDQ Scores

Placement of the child
-Child Becomes Looked After
-CLA Auto Alert Sent

Start SDQ on LCS CLA Pathway
-SDQ form generated (8 weeks to complete SDQ)
-Re-assign to the SW
-Within 24 hours of placement
Resp: BSO

SDQ Received
- Arrange to see child/ adult on behalf of child
- See Practice Note
- Within 10 working days

Resp: SW

Completing with child

Preparation for SDQ
- Auto alert received on LCS
- Arrange visit to child
- Consider multi-agency information from review/ placement/ assessment and Care Plan
- Contact school (Designated Teacher) to consider the school SDQ of the child/ YP (completed termly)
- Contact fostering service SW re SDQ meeting
- Timescale: 1 week before SQQ meeting

Resp: SW

Completion of SDQ
- Visit to child
- Complete SDQ on LCS with child
- Timescale: within 8 weeks of entry to care

Resp: SW

SDQ Finalised
- 'Finalise' SDQ on LCS
- Consider scoring on SDQ against the child's plan/ placement and services involved with child
- Case note recorded with initial findings of SDQ and action needed. (See Practice Note)
- Referral to Emotional Wellbeing Services if needed
- Timescale: 3 days after SDQ visit

Resp: SW

Preparation for Review SDQ
- Arrange visit to child
- Alert received on LCS
- Consider previous SDQ
- Consider multi-agency information from review/ placement/ assessment/ Care Plan
- Contact school (Designated Teacher) to consider the school SDQ of the child/YP (completed termly)
- Contact Fostering SW re SDQ meeting
- Timescale: Within 10months of previous SDQ

Resp: SW

Completion of Review SDQ
- Visit to child
- Complete SDQ on LCS with child
- Timescale: within 11 months of previous SDQ

Resp: SW

Review SDQ Finalised
- 'Finalise' SDQ on LCS
- Consider scoring on SDQ against the child's plan/ placement/ and services involved with the child
- Case note recorded with initial findings of SDQ and action needed
  Referral to Emotional Wellbeing Services if needed
- Timescale: 3 days after SDQ visit

Resp: SW

Completing with Adult on behalf of the child

Preparation for SDQ
- Auto alert received on LCS
- Arrange visit to adult completing on behalf of the child
- Consider multi-agency information form review/ placement/ assessment and Care Plan
- Contact School (Designated Teacher) to consider the school SDQ of the child/YP (completed termly)
- Contact Fostering Service SW re SDQ meeting
- Timescale: 1 week before SDQ meeting

Resp: SW

Completion of SDQ
- Visit to adult/ carer
- Complete SDQ on LCS with adult completing on behalf of child
- Timescale: within 8 weeks of entry to care

Resp: SW

SDQ Finalised
- 'Finalise' SDQ on LCS
- Consider scoring on SDQ against the child's plan/ placement and services involved with child (See Practice Note)
- Case note recorded with initial findings of SDQ and action needed.
- Referral to Emotional Wellbeing Services if needed
- Timescale: 3 days after SDQ visit

Resp: SW

Preparation for Review SDQ
- Arrange visit to adult completing on behalf of the child
- Alert received on LCS
- Consider previous SDQ
- Consider multi-agency information from review/ placement/ assessment/ Care Plan
- Contact school (Designated Teacher) to consider the school SDQ of the child/YP (completed termly)
- Contact Fostering SW re SDQ meeting
- Timescale:Within 10months of previous SDQ

Resp: SW

Completion of Review SDQ
- Visit adult completing on behalf of the child
- Complete SDQ on LCS with adult completing on behalf of the child
- Timescale: within 11 months of previous SDQ

Resp: SW

Review SDQ Finalised
- 'Finalise' SDQ on LCS
- Consider scoring on SDQ against the child's plan/ placement/ and services involved with the child
- Case note recorded with initial findings of SDQ and action needed
  Referral to Emotional Wellbeing Services if needed
- Timescale: 3 days after SDQ visit

Resp: SW

Child remains Looked After Child

Child no longer Looked After

SDQ not required