Case Closure

The decision to close a child’s file is made by the social work line manager and when the manager concludes that it safe and appropriate to cease social work intervention with the child and their family. This includes when work is moving from Children’s Social Work Services to Targeted Support Services.

The child’s file does not close when work transfers between parts of the Social Care Services for example between care management and looked after child services.( link to the transfer protocol)

Process:

The social worker and the manager discuss in supervision the work undertaken with the child and their family. They consider whether ongoing work is required with the child.

The social worker and their manager agree any outstanding tasks which the social worker will complete.. This may include the the sharing of assessments or plans with the child and the family. Where ongoing work will be completed by Targeted Services this will include work with the allocated worker, an agreed care plan and a joint child in need or team around the family (link to transfer protocol for Targeted Services)

When no further work with the family is required by either children's social care or Targeted services the social worker will close the file.

This social worker will:

Ensure all information on the file is accurate including name/ address/ DOB/ school/GP/ professional network.

With the support of business administration ensure all relevant family members are linked on the child’s data base.

Ensure that all case notes are up to date.

In conjunction with Business Administration ensure all documents are uploaded. This includes any documents from other parts of the service including Looked after Child review minutes/ core group minutes/care plans

Advise the family and the professional network with social work intervention will cease.

Complete transfer document on the child's file.

Complete the closure letter ( see attached template and good practice example)

The Team Manger will:

Satisfy themselves that the above actions are completed.

Satisfy themselves that no incidents have occurred in the period between the supervision discussion and closure has occurred which requires ongoing social work intervention.

Add a management summary to the closure summary and complete the document. This will include recording the reason for closure.

End the social work and team involvement.

The administrator will:

Support the social worker with the uploading of documents and updating of the file.

Send out the completed closure letter to the child where appropriate, the family and the professional network.

The business support officer will ensure all linked folders are removed from the current team drive.

See Best Practice Guidance: [Best Practice Guidance - Case Closure](http://www.proceduresonline.com/sandwell/cs/user_controlled_lcms_area/uploaded_files/TX263%20Best%20Practice%20-%20Case%20Closure.docx)