



Centre for Professional Practice

Practice Briefing Note

Title:	Guidance for completing Record of Decisions when allocating cases
Effective From:	09.10.2017
Practice Note:	This is a guide to the essential criteria that needs to be completed when a Record of Decision is made prior to allocating a case. This is aimed at making the process more focused and efficient. Please ensure that these points are adequately covered when recording the decision. The mandatory recording points are included in the attached document.
Reason:	To provide a clear set of guidelines to Team Managers for recording the reasons for case management decisions.
Adopted at:	Designed by Claire Nelson and approved by Darren Shaw on 06.10.2017
Authorised by:	Darren Shaw Lead for Professional Practice
Date:	06/10 /2017
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Essential Criteria when Allocating Cases

Given below are the essential criteria for recording case management decisions. Please ensure the areas listed below are adequately covered within the Record of Decision.

<p>1. Reason for Referral</p>	<p>SUMMARISE THE REASON FOR THE INTERVENTION</p> <p>Example: Mother has been assaulted by her partner, causing her facial injuries. The children were present and it was noted that the six year old child called for police assistance. Father is now on remand and is not due for another court hearing until two weeks' time.</p>
<p>2. Case History</p>	<p>SUMMARISE THE RELEVANT HISTORY</p> <p>Example: 3 x previous referrals for domestic abuse of a verbal nature between July-August 2017 Previously not known prior to July 2017 No previous Social Work Assessments</p>
<p>3. Social Worker's Analysis</p>	<p>COMPLETE INITIAL ANALYSIS</p> <p>Areas to consider:</p> <ul style="list-style-type: none"> • Focus on the impact to the child • Strengths and difficulties • Unknown areas • Evidence base • Think immediate and long term risk factors <p>Example: The immediate risk of harm is not apparent at this time owing to father remaining in custody however there appears to be an escalation in the severity of the incident, of which father has been the perpetrator on each occasion. This incident is also noted as being the fourth reported incident in the space of two months, and given Children's Services do not have any prior history, this is something that needs to be explored further. For instance it could be that the family has either moved to the area recently, or that a significant event has happened within the family that has resulted in domestic abuse becoming a feature within the environment.</p>

4. Actions and Timescales

COMPLETE OUTLINE ACTIONS

This MUST include reference to:

- The Dudley Assessment Framework
- Specific tools and resources
- Parenting issues (i.e. absent fathers etc)
- Timescales for review and projected completion

Example:

- Social Worker to clarify who has parental responsibility
- Home visit to be completed by (DATE)
- Children to be spoken to alone where age appropriate
- Children to be seen both at home and school
- Direct work to be completed with the child
- CYPA to be completed under Section 17 of the CA 89 in accordance with the assessment framework and reviewed with TM by (Clearly record DATE) with a view to the assessment being completed (Clearly record DATE) (clearly if this is Sec 47 then say so and amend subsequent reference to legislation)
- Barnado's and RIP DV tool to be completed alongside CYPA
- Social Worker to complete case chronology (clear timescale recorded)
- Social worker to complete Genogram (clear timescale recorded)
- SW to liaise with the police regarding likely outcome of hearing and any safety measures available to mother upon fathers release.
- Social worker to speak to wider agencies as part of the information gathering process
- Social worker to triangulate information as part of the assessment process
- Social Worker to continue to liaise with the Team Manager