**GUIDANCE**

**THE UPDATING OF SINGLE ASSESSMENTS FOR LOOKED AFTER CHILDREN**

***This guidance is to be used by Social Workers and Managers to determine when a single assessment requires updating for children who are in care.***

All children in care have a Care Plan which must be kept up to date. However, alongside the Care Plan, children in care need to have single assessments that are updated when significant changes are being proposed or have already occurred.

The following occasions are when single assessments should be updated:

* If there is a plan to return the child to their home
* If there has been a disruption of a long-term placement
* If there is a proposal to formally match the child with long-term foster-carers
* If a child’s family member puts themselves forward as a potential carer
* If there is a proposed major change to the child’s contact arrangements
* During the child’s first year at secondary school – the single assessment to be updated during the second school term of the first year
* If there is a major change to the child’s school or placement
* If there are no changes to the child’s life which has triggered an updated single assessment as listed above, the single assessment must be updated every 2 years as a minimum until the child reaches 15 ½ years or when the first Pathway Plan is completed, whichever is sooner

Updated single assessments must be completed within 25 days of the decision being made to update it.

The updated single assessment must be quality assured by an Advanced Practitioner or Team Manager prior to it being authorised.