

MANAGEMENT ACTION NOTE 8 (revised 11/05/2020): Reviews of risk assessments and use of the VTT

CONTEXT

This management action note is to clarify expectations regarding the recording of the reviews of risk assessments and use of the Vulnerability Tracking Tool (VTT).

As we are now moving into the next phase of our Covid-19 response and given we expect that communities may be impacted for much of this year, we need to ensure that we are able to maintain effective support and protection to the children and families we are working with through this time.

Having risk assessments in place on all of our open cases, and ensuring that they are updated to reflect families' changing circumstances over time, enables us to; have confidence that risks and needs have been considered in light of the impact of Covid-19, have close oversight of our most vulnerable children at all times, and informs our business continuity arrangements.

When you commence a new VTT you will now be asked whether it is an initial VTT (in relation to a new case) or a review VTT. If it the first VTT, the Covid-19 risk assessment (Word document) will also need to be completed and attached to a case note using the reference 'Covid-19 risk assessment'.

You will be aware that the expectation is that risk assessments are in place on all open cases and are reviewed when children's circumstances change and at the very least will be reviewed;

Red – at least weekly

Amber – at least every two weeks

Green – at least monthly.

To remind you, these timescales are the expected minimum frequency. The risk assessment should be updated as soon as any new information comes to light about a child or family that indicates the current risk level (Red/Amber/Green rating) has changed.

Following each review;

- A new VTT will need to be completed, and
- If the level of risk has changed the risk assessment (Word document) will also need to be updated and reattached to a case note using the reference 'Covid-19 risk assessment'.

From this week, the VTT will generate the date by when the risk assessment will need to have been completed and this will go into your worklist. In addition, management authorisation of the VTT has been included to ensure that we have clear management oversight of the judgement about risk in all cases.

Recording the risk judgement

From this week we are asking you to complete two risk judgements in the VTT when you complete an update following the next review of each child.

In the revised VTT form you will find two questions;

Q1. How would you rate the level of risk this child would be exposed to if the safety plan was not able to operate effectively? (Answer; R/A/G)

Definitions;

Red – the child is judged to be at risk of imminent significant harm and action would need to be taken to safeguard the child within forty-eight hours of it being identified that the current safety plan is no longer able to operate effectively (e.g. due to key professionals being absent from work).

Amber – there is a moderate level of risk and action would need to be taken to ensure the child was safe within a week of it being identified that the safety plan is no longer able to operate effectively.

Green – the child would not currently be judged to be at risk and an alternative safety plan would need to be agreed within two weeks of the safety plan no longer being able to operate effectively.

Q2. How would you rate the level of risk this child is exposed to with the current safety plan in place? (Answer; R/A/G)

Red – the child is at a high level of risk even with the current safety plan in place, the child needs to be seen more than weekly.

Amber – there is a moderate level of risk which is being managed effectively by the safety plan.

Green – there is a low level of current risk to the child given the current safety plan.

Team Managers are now required to authorise the VTTs as part of their management oversight of practice and are not now required to complete a case note saying they have reviewed the RA and VTT. It is good practice for the Team Manager to consider the risk assessment and RAG rating in their supervisions of SWs and FPs.

Actions Agreed	Manager Responsible
Risk Assessment and VTT completed on all open cases within 72 hours of first referral	Team Manager
Risk Assessment and Vulnerability Tracking Tool reviewed at least as frequently as stated in this document.	Team Manager, Area Manager, Senior Manager/Locality Director

Jenny-Ellen Scotland

Acting Head of Children's Social Care
Children's Services

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