

MANAGEMENT ACTION NOTE 10: Reviews of Risk Assessments and use of the VTT

CONTEXT

As we are moving into the next phase of our response to Covid-19, in a context of schools changing their offer and some parents returning to work, this Management Action Note is to clarify the expectations of **all** Social Workers in terms of the completion of reviews, of risk assessments, use of the VTT and contact with children who are not attending school.

You will be aware that the expectation is that risk assessments are reviewed to an agreed frequency and that the VTT is the tool for capturing this activity and key information from it;

Red – Weekly

Amber – Fortnightly

Green – Monthly

In light of schools no longer being expected to contact children who are allocated a Social Worker (CIN, CP & CIC), there is a current need to ensure that all risk assessments have been reviewed and to ensure that plans for contact with children, young people and families we are working with at this time are clear and appropriate given the current level of risk.

This Management Action Note sets out the expectations of Social Workers, Team Managers and Area Managers.

From Monday 1st June schools in Devon will be opening for children in Reception, Year 1 and Year 6. As a result of this increase in offer, schools will no longer be expected to make contact with children who have an allocated SW. Case management responsibility and responsibility for maintaining appropriate support to the child and family will sit with Children's Social Care.

Social Workers will need to undertake a review of all risk assessments in light of this change, to review;

- Whether or not the child will be attending school
- Current risk level
- How they will be seen and required visiting/contact frequency by the SW.

Each review should lead to an Initial VTT form being completed if there has been a change in RAG-ratings or a Review VTT if there has not been a change in RAG-ratings.

Please note if using the VTT Form since the revision on 13 May 2020, you will need to complete an Initial Vulnerability Tracking Tool for all cases in order to capture the two risks – the level of risk with a plan in place and the contingent level of risk (such as reduction in practitioners due to rise in infection rates, etc). **If you do not compete the Initial VTT all**

subsequent Review VTTs will not be included in data collection and so will be determined to not be completed.

Information on schools opening can be found on the Devon Schools website (<https://www.devon.gov.uk/schools/>) and via [the report](#) that has been created to monitor children's attendance at school through this time and which shows the school's RAG rating for each individual child.

As the lead professional social workers will need to check the data base ([the guide](#)), at least once a week, to ascertain whether the children they are responsible for are attending school.

For those children who are not attending school, the Social Worker will need to contact any child who is RAG-rated as Red or Amber at least weekly (face to face visit/facetime/phone call/doorstop visit, etc). If a Social Worker is absent from work, the Team Manager will ensure these tasks are undertaken by another worker.

Any child allocated to a Social Worker is considered as a 'vulnerable child' and entitled to a place at school (regardless of year group). This is because school is considered a place of safety, it provides consistency and stability and is a safe place for a child to report any concerns/issues/events at home or within the community. In addition to this, school can help to build resilience and ongoing attendance will prepare and equip a child for learning when schools return to a full service. There is an expectation that Social Workers work with children and their families to actively encourage them to take up this offer.

In addition, given the Prime Minister's announcement about the retail sector opening more widely from 15th June 2020 Social Workers will need to consider the risk of children being left home unsupervised if their parents work in the retail sector.

Actions Agreed	Manager Responsible	Timeframe
1. Social Workers will review all risk assessments to consider the impact of schools no longer contacting children who are not attending school.	Team Managers	By 5 June 2020
2. Social Workers will complete an Initial VTT for children where there has been a change in assessed risk or a Review VTT where the risk rating is unchanged.	Team Managers	On completion of risk assessment
3. Social Workers will check the PowerBi database on a weekly basis to check whether the children they are responsible for are attending schools.	Team Managers	Weekly for those children who are RAG-rated Red or Amber.
4. Social Workers will contact any child who is not attending school on at least a weekly basis.	Team Managers	Weekly for those children who are RAG-

		rated Red or Amber.
5. Social Workers will record their contacts on a Visit Form in Eclipse, where they will make reference to checking the database and confirm discussions with children and their families/carers regarding school attendance	Team Managers	Following contacts
6. Regular dip-sampling will seek to ensure the above is being actioned.	Team Managers, Area / Ops Managers, Senior Managers and Locality Directors	Weekly

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