

Case Closure one-page profile

Good quality endings of social care intervention and closing of cases is equally as important as the way in which relationships are built at the beginning of any intervention. If a case is closed in a planned manner, then this lays a good base for if there needs to be any involvement in the future.

The Closure Record should be completed as soon as the decision to close a case has been made. A case is deemed to be closed from the date the Closure Record is authorised on Liquid Logic by a team manager.

All Closure Records must address the following areas:

Reason for children's service involvement - a brief summary of why services were provided to the child. It may include the reason the child was originally referred to children's social care, the outcome of assessments as well as any needs identified during the time that services were provided.

Details of social care interventions since assessment/admission/last review - what direct and indirect work has been complete with the child(ren) and their family during the current period of social care involvement

Review of planned actions – record the outcome of the actions and services contained within the plan for the child or young person, along with the impact of any unplanned services. All services received by the child/young person should be considered, including actions to be taken by the child or young person and their family.

Reason for Closure - why has it been decided to close the family at this time? comment on any progress and success made.

Views of child/young person - The plan to close the case should be discussed with the child or young person, prior to closure to enable them comment on whether they think that closure is appropriate at this time. It may also provide the child / young person with an opportunity to comment on the services they have received.

Views of parent(s)/main carer(s) - The plan to close the case should be discussed with the child's parent(s)/main carer(s), prior to closure to enable them comment on whether they think that closure is appropriate at this time. It may also provide the child's parent(s)/main carer(s) with an opportunity to comment on the services they have received.

Sharing the closure summary - When a Closure Record is shared, mark it to indicate whose copy it is, and on what date it was given. This can be hand-written next to the authorisation section e.g. 'parent's copy' and the date.

Where a parent does not speak or read English, the Social Worker should arrange for the Closure Record to be explained to the child, where of appropriate age and understanding, and to the parent with an interpreter.

Domestic Violence - Where an assessment identifies domestic abuse / violence as an area of concern, the closure summary must acknowledge what work has been complete with the perpetrator of the abuse / violence. It must also clearly state what actions need to be taken should the perpetrator be released from a custodial sentence or actions should the victim and perpetrator resume their relationship

Signatures - The closure record should be signed by the child or young person and their parents, who should be provided with a copy of the record.