**CLIENT FILE (CHILDREN’S)**

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| --- | --- | --- | --- | --- | --- | --- |
| **[1] Adopters Folder** | **[2] Assessments** | **[3] Basic Information** | **[4] Childrens Rights** | **[5] Complaints & Compliments** | **[6] Correspondence** | **[7] Data Management** |
|  | 1. Any written assessments that are not stored in CareFirst such as independent assessments  2. Sibling Assessments  3. Parenting Assessments  4. Family agreement  5. Child Protection Conferences (external agency reports/invites**)**  6. Risk assessments  7.Harm Matrix Analysis  8.Signs of safety Mapping  9.Direct work | 1. Chronology  2. Genogram  3. Contact recordings  4.Letters to parents  5. Closure  6. Birth certificates  7. Emails  8. All about me  9. Any other general information  10.One page profile | **ACCESS RESTRICTED TO THE CHILDREN’S RIGHTS TEAM** | 1. Complaints  2. Compliments  3. Letters  4. MP Letters  5. Appeals outcomes 6. Independent reports pertaining to appeals | 1. Any correspondence received | **ACCESS RESTRICTED TO THE DATA MANAGEMENT TEAM** |
| **[8] DOLS** | **[9] Education** | **[10] Finance** | **[11] Health** | **[12] Informal Carer** | **[13] Initial Contact and-or Referral** | **[14] LADO** |
| **ACCESS RESTRICTED TO THE DOLS TEAM** | 1. Statements  2. Educational reports for conference  3. School reports  4. PEPS | 1. Finance agreements  2. Ongoing payments  3. Taxi agreements  4. Childminding arrangements  5. S17 payments  6. Rental Agreements which we enter onto behalf of young people | 1. Reports and information from GP's 2. Reports and information from paediatricians  3. Reports and information from health visitors  4. Reports and information from IHAs  5. Consent form  6. Signature form | Private Foster carers or any others carer e.g:  1. References  2. Checks | 1. Written information that has been received at the Initial Contact stage e.g. Request for service  2. Written information that has been received at the Initial Contact stage e.g. Issues of child protection  3. Family Link Referral | **ACCESS RESTRICTED TO THE LADO** |
| **[15] Legal** | **[16] Non Disclosure & Classified Information** | **[17] Permanency & Permanency Planning** | **[18] Photographs** | **[19] Review & Planning** | **[20] Support Planning** | **[21] Transport** |
| 1. Court reports  2. Court Directions  3. Orders  4. Care Plans for court  5. Placement Order Applications  6. SGO Reports  7. S7 Reports  8. S37 Reports  9. Legal Planning Minutes  10. Placement Plan  11. Initial Contact-and-or Referral, If the referral is a court order we would put it into Legal. | 1. Reports / Information which are clearly marked confidential and other info deemed to be confidential  2. Photographic evidence from the Police  3. Request for disclosure information | 1. CPRs  2. PPM minutes  3. BAAF papers | 1. Photographs of family members  2. Photographs of significant others or 3.Photographs of places (for Life Story work)  4. Body mapping  5. Safeguarding related injuries | 1. LAC reviews  2. Planning meeting minutes  3. Supervision  4. CIN minutes  5. CPR minutes  6. Core Group minutes  7. End of intervention reports  8. Multi-agency meeting minutes  9. Welcome return interview  10. Panel decision  11. Referral conference minutes  12. Case File Audit (for consistency, and to assist users identifying the audit information, please ensure the documents are titled CFID\_Casefileaudit\_Date)  13.Family Safety Plan  14.Child Safety Plan  15.Words and Pictures explanations  14.Family Network meetingsNathan  15. Multi-agency reports  16. Early Help Team reports |  | 1. Written agreement for on-going transport request including cost e.g. Contacts |