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**Case Summary Guidance**

**Introduction:**

Case summaries should be succinct and factual, and give an overview of our involvement with a child or family. Each allocated social worker or family support worker should complete a case summary on each child open to them and update it every 3 months (or more often if major changes have taken place).

Completing a succinct case summary will help you think about the child, your involvement and what you are trying to achieve with the child and family.

**Key Points to consider:**

* Very brief history, sufficient to understand why we are working with the child.
* What is the child's legal status or plan? Any key dates to note.
* How often are we seeing the child?
* What is the child's care plan? Clarify that this has been shared with the child and when.
* Is life-story work being progressed? (e.g. gathering of photos, memorabilia, conversations with children about plans etc)
* Does the child understand why we are involved/ why they are in care?
* Demonstrate that we are having regular care planning meetings (first care planning meeting within 10 working days of the child coming into care).
* What direct work are we doing? Are they receiving any direct support services or interventions?
* For children in care; set out the arrangements for family time arrangements. If the child is not seeing a parent or anyone with PR explain why.
* Are there any challenges to progressing the plan? What actions have occurred to address this?