| **Case ID:** |  |
| --- | --- |
| **Every file should have** | **Evidence on File Y/N** | **Action to be taken** | **By When** | **Notes / Comments** | **Date of Manager confirmation that action complete’** |
| Up to date and accurate demographic information including: |  |  |  |  |  |
| Name |[ ]   |  |  |  |
| DOB |[ ]   |  |  |  |
| LL Unique identifier |[ ]   |  |  |  |
| Language |[ ]   |  |  |  |
| Ethnicity |[ ]   |  |  |  |
| Disability |[ ]   |  |  |  |
| Home Address |[ ]   |  |  |  |
| Family members details |[ ]   |  |  |  |
| Professionals involved |[ ]   |  |  |  |
| An up to date Chronology for all children |  |  |  |  |  |
| A genogram for all children (where this cannot be completed in LL currently there should be a hard copy scanned in ‘documents’ section. |  |  |  |  |  |
| An up to date assessment (no more than 12 months old and updated where there has been any significant change in circumstance including for example a change in the child’s family plan; changes to family/household composition) and which evidences management oversight and evidence it has been shared. |  |  |  |  |  |
| An up to date Family Plan which evidences management oversight (regularly updated) and evidence that it has been shared with child / family and partners recorded within LL |  |  |  |  |  |
| Up to date case recording (ensuring the child’s views are clearly recorded) |  |  |  |  |  |
| Recording of all visits to children and evidence that they have been seen alone; that direct work has been completed and the child’s voice is clear |  |  |  |  |  |
| Evidence of direct work with children with clear focus on discussing with the child / young person reasons for ongoing involvement /worries/what is going well |  |  |  |  |  |
| Minutes of multi-agency meetings over the last 12 months - team round the family meetings at 4-6 weekly intervals; clearly recording the voice of the child and evidence they have been shared with family and partners  |  |  |  |  |  |
| Evidence of clear rationale for key management decisions  - where threshold decisions are made  - Step Up/ Step Down |  |  |  |  |  |
| A completed closure form which clearly evidence’s what outcomes have been met and where this evidence can be found on the child’s record. |  |  |  |  |  |
| Evidence of considering/linking in with VCS Alliance Worker on any appropriate support for the family in the community. This is to be recorded in case notes.  |  |  |  |  |  |

**Manager Authorisation that file has been checked and is up to date:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |
| **Print Name:** |  |