[**www.surreycc.gov.uk**](http://www.surreycc.gov.uk/)

Last reviewed: October 2023

Reviewed by: Elaine Andrews

Next review date: October 2025

**Case Summary Guidance:**

Case summaries should beupdated every 12 weeks or more frequently, if significant events take place or should circumstances change. For cases managed by the CLA and Care Leavers, it has been agreed that certain cases are reviewed less frequently, in these circumstances the case summary should be updated after every review.

Our Practice Standards (Page 6) state:  *Every child has an up to date case summary and analysis that clearly identifies risk and harm, which is clear and concise.*

**Brief history- (original referral/duration of involvement) –** short statement and avoid long cut and paste from previous documents

**Pen Picture** – *a description of the child, their likes and dislikes, this will provide evidence of the child being the centre of the work we do and their journey. Include if child has a disability, diagnosis, communication methods and any care packages received. This should include their views of the current situation i.e. does a young person recognise the risks to themselves and/or understand the plan.*

**Current plan and reason for it** – *CIN, CP, PLO, Proceedings, Care or pathway plan, Supervision order. Be brief and refer to where other documents can be found e.g. current plan and where it could be found on LCS*

**Current Situation**

* *Who has PR?*
* *Who does the child live with?*
* *Where the child lives and placement type*
* *Frequency of visiting*
* *Any court orders*
* *Contact arrangements*
* *Where the child goes to school*

**Risk Factors/Analysis/Impact on the child/Safety Plan** *– e.g. of DV episode / parent drinking / MH episode/CSE/Missing; Are there any risks to professionals and why? E.g. do not visit alone*

**Progress against the plan**– Highlight any outcomes and progress achieved by the family**.**

**Contingency Plan** *–e.g. details of back up carers for LAC who has been assessed as a suitable alternative carer (with checks) include who could be contacted in an emergency with contact details). Safety plan following a DA incident, risk management plan*

**Key professionals involved –** *with telephone numbers*