



Writing to the child - examples

This is a appendix to the writing to the child introduction and resources, the following are a mix of real like examples to show how this can be done. They may not match your style and there may be elements that could be amended to further elevate but are a good starting point to learn from. See the tips and resources including UVP language resources when developing your style of writing to the child. If you have an example you would like to add or would like a specific example not listed, please contact the Audit & Practice Team at childrensmothlyaudit@surreycc.gov.uk.

Table of Contents (click to follow links)

From a “ <i>Pen Picture</i> ” within a case summary –.....	2
From a “ <i>What are the issues</i> ” part within a child in need/ child protection plan –.....	2
From a “statutory child looked after” visit on a case note–.....	3
From a “ <i>s47 enquiries</i> ” visit on a workbook-.....	5
From “your views” within a pathway plan	5
From part of the “ <i>what does this mean for my family</i> ” section on a C&F assessment -	6
From the child’s views within the “ <i>all about me</i> ” section on a C&F assessment -	7
From a “ <i>pathway planning surgery</i> ” management oversight on a case note -	8
From the auditors and moderators’ comments within the “overall judgement” section on a audit	11
From the “ <i>detailed notes</i> ” section on management oversight case note -.....	12

From a “Pen Picture” within a case summary (can also be used as a base within “all about me” within a C&F assessment –

Jean, you are a 6 month old baby and a girl. You like with your mummy and two older sisters in Limeland. You live near your mummy’s mum and dad who you spend a lot of time with. Your daddy doesn’t live with you because he would fight with your mummy, he would shout at her, call her mean names like “slut” and “useless” and would kick and hit mummy when you were in her tummy.

Your family are White British and to you, this means celebrating national holidays, enjoying watching national sports like football, having a Sunday roast every week and speaking the national language. Your family are English. Education is very important to your family you’re your mummy reads you lots of books and she wants all three of you to go to university because she wasn’t able to go.

You need to be surrounded by love and care and kindness, people talking kindly to each other and not hurting each other. To be kept safe and may have emotional or health needs because of what happened when you were in your mummy’s tummy. You do not see your daddy at the moment. The people who make decisions for you are working with your mummy and daddy about what to do next and will need to balance having a relationship with him, your identity and safety. We know that it can impact on how you may see yourself and may question who you are not being able to see one of your parents.

From a “What are the issues” part within a child in need/ child protection plan (Example of 1st person recording if a child is old enough and has capacity to do this alongside you) –

My name is Charlie, I am a 16-year-old boy and I live with my parents and 5 siblings. I like country and hip-hop music, cars and clothes. I am on a child protection plan because my parents and the adults around me are worried about the people I am hanging around with and because I have got into trouble with the police.

I am currently on a youth justice order from January 2024 to December 2024 due to stealing offences. Me and my friends took things from a shop In July 2023 and September 2023 and took a phone and bag from someone in July 2023. We are also accused of hurting someone by throwing a glass bottle at them and causing them to fall off their moving moped, the police are investigating but I keep saying I didn’t do it. I was just in the area.

I don’t always stay at home because I don’t get on with my parents, I stay out a lot of nights and don’t want to tell people where I am as they will come and get me. My parents used to call the police when they didn’t know where I was, but I got very angry at them, so they stopped calling them.

I struggle to listen to rules as I think they are unfair and I want to control my life, I like my friends. I get annoyed and angry as I think people listen to my parents but don’t listen to me, so I don’t see the point in speaking to people like my social worker or police. They don’t believe me. I do like my youth justice worker Joe because she listens to me, talks in a way I understand, has my back and is normal. I don’t go to college or school because I think its stupid and I want to work to earn money – Joe said she is going to get me a job three days a week in carpentry which I am happy about.

From a “statutory child looked after” visit –

Purpose of visit:

Rodger Rabbit, I visited you at school today. You were in an exceptionally good mood.

At the time of my visit, you were just returning from lunch. You had fish and chips, which I learnt from staff was your favourite and a general favourite at the school.

The weather was reasonably good and this possibly added to your good mood.

I spoke with [name removed], your wellness manager and another support worker.

Both of them spoke really well of you and said that you were doing well.

Rodger Rabbit I was told about an incident which happened about a week ago. Apparently, you ran off to the area where the mini buses were parked, got into one of the vehicles, buckled and was saying, 'Mum, mum'. Rodger Rabbit, I think you were missing your mum and you thought it was the day for returning home for the weekend.

After speaking with staff, I am completely satisfied that you were not attempting to abscond or get away from anyone—I believe you thought it was the day for going home.

Rodger Rabbit, I believe that the staff handles the situation well and there was no use of physical restraints.

Rodger Rabbit, when I met you at your dorm, you were in such a lovely mood—you engaged well with all the staff there. You engaged probably the best with me. You sang 'You are my sunshine' which was joyful and heartfelt.

Communication and Direct work with Rodger Rabbit:

Rodger Rabbit, you made really good eye contact—you held my hand for quite a while throughout the visit.

Rodger Rabbit, you sang and seemed happy to play around.

Rodger Rabbit, you seemed very energetic and playful today—you were jumping around and dancing a bit.

Rodger Rabbit, even though it's just about 6-weeks since I last saw you, you looked significantly taller.

Rodger Rabbit, you appeared to be in really good health. Mobility was good. Rodger Rabbit, when prompted, you repeated many of the words said by members of staff.

Persons present at time of visit:

[name removed]- Well-being manager

Support staff.

Was the child seen? Alone?

Rodger Rabbit, I saw you in company of your support staff in common areas, in the open field and also in communal dining hall. In all areas, you exhibited good, positive, and settled behaviour.

What was discussed and observed in the visit and what direct work did you do?

Rodger Rabbit, I observed you interacting and engaging extremely well with all members of staff.

Rodger Rabbit, you and I had a really good, increased and positive engagement.

Has anything significant happened since the last visit?

No significant events since last visit.

Are there any worries for the child or carer currently [include any worries about placement becoming unstable]? School placement:

Rodger Rabbit, you seem to be making positive steps at the school placement. Your carers report that you are doing well, thriving, engaging and have not been adversely challenged.

Rodger Rabbit, you are having your meals, and showing initiative when you need more. I have seen for myself how well you listen to your support staff. The curriculum seems to be sensory driven and allowing for incremental development.

What are the strengths/protective factors to mitigate any worries?

What's working well:

Parental family visits:

Rodger Rabbit it is great that you are visiting home every weekend. Transport picks you up on Friday/ Saturday afternoons and drop you back on Sunday afternoons. There are occasions when Mum may have to pick up or drop off. Mum said that you always apCharlie happy to be at home and also happy to return on Sundays. I believe that the support has been great.

Rodger Rabbit it is good that mom and dad have maintained a good relationship since their divorce and have continued to prioritise your needs.

Rodger Rabbit, your dad has visited you several times at school, and also spends time with you and your brother Superman on most Saturdays. I was happy to witness first hand the bonds of affection between you and your father on this visit.

Home placement:

You currently spend weekends at home with Mum and elder brother Superman. Your Father visits with you on most weekends. At times, your father may take you to an event in the community or spend time with you at home.

School Placement:

Rodger Rabbit, your school is a residential placement. This was agreed on for a 52-week placement. You have your own bedroom and ensuite toilet and bath.

What decisions/actions from the last review have been progressed through this visit: Medical:

Rodger Rabbit, you have had your IHA and you will soon be scheduled to have your RHA.

PEP: Your Summer PEP scheduled for XX.04.2024 – your next PEP is scheduled for XX.10.2024

Education : Rodger Rabbit, your school, [name removed] School has a daily timetable which is from 9:00am to 3:00pm, Monday to Friday.

What needs to happen next, what date & by who?

Residential care and support- This will continue through [name removed] school.

School and Education - This will continue through [name removed] School.

Children Services - Statutory visits to continue by Allocated SW

From a “s47 enquiries” visit -

Jean, thank you for coming down to talk to me, it must be frustrating having different adults in your house, and although I could see you did not want to talk, you did. You were sat next to your Mum and had done your hair. You snuggled under a blanket. You feel strongly that you shouldn't have to be intimidated by Mike. You said your Mum should have had an argument with him not driven off, you told me you are not scared, and he is 'a big weirdo, queer paedophile'. We discussed that although you feel able to protect yourself, he is a violent man, and we don't want to ever risk you getting hurt. If you see him, you should get to a safe space and call for help. Whilst you have been in fights before, he is a strong man who is very angry right now and wants to hurt people. He does not care that you are a child. I understand you feel you should be able to go to the horse field in peace but for now, we need to focus on safety.

From “your views” within a pathway plan –

What are you happy about?

OLIVE, you enjoy seeing Dad and you are keen to be able to see him now that Covid restrictions are lifting but you know that Dad is struggling with this due to his OCD and anxiety.

OLIVE, you have been happy about starting college and you are looking forward to the next year doing hair and beauty.

OLIVE you are happy we are thinking about your future and a move from but want this to happy now.

OLIVE you are happy you are able to see CAMHS each week and talk things through.

Have you got any challenges or worries?

OLIVE, you talk a lot about struggling with your emotions and feelings and how to manage these and you have a lot of up and down feelings about everything which worry you a lot.

OLIVE, we know you struggle with your self-esteem and body image.

OLIVE, we know you struggle to go out in the community alone at times as you worry that people are looking at or judging you. We know that you especially find it uncomfortable when older men look at you.

OLIVE, we know that you worry about the drama around you at college at times especially previously with and your friends and learning to manage these new relationships has been a real struggle at times.

OLIVE, we know that you are really worrying about a move on from and whilst you are happy that this is the next step for you the reality of this and the uncertainty around timings is making things difficult for you.

we know that you want to move now, and this makes you anxious and frustrated at times.

OLIVE, we know that you miss Dad having now been able to see him still and you are keen to see him soon.

OLIVE i know you get fed up being Looked After and all that comes along with this.

What do you want to happen?

OLIVE you would like to be able to see Dad more.

OLIVE you would like to move on from blank and know what is happening about this as soon as possible.

From part of the “*what does this mean for my family*” section on a C&F assessment (half was written traditionally for analysis) -

What is working well?

- Your family engaged well throughout the assessment process.
- You girls appear to be happy and settled at school.
- Your parents are attending English lessons which will make support services more accessible.
- The family coordinator will continue to support the family.
- Your family have access to health care services.
- Your family are engaging with the health visitor.
- Daddy is actively seeking employment to support the family.

What are we worried about?

- Mummy said that she has restricted freedom to leave the home on her own and could be isolated as her family are still in Afghanistan and she worries for their safety.
- I worry that you have both suffered from daddy shouting at mummy. You have told me it makes you sad and scared.
- I worry that there is a history of ongoing episodes of domestic abuse, December 2022, February 2023, September 2023, November 2023 and now March 2024, this shows change cannot be sustained.
- I worry that culture pressures, and the perceived shame brought to the family are putting pressure on mummy to stay in an abusive relationship.
- I worry that all the benefits are paid to daddy with him occasionally sending a little over to mummy, this indicates a level of financial control.

- The abuse towards mummy also comes from your paternal Grandmother who lives with you.
- I shared the information on what is domestic abuse in this country and how his wife should be treated. Daddy translated this and was happy and confirmed he understood. But we had further DA incidents.
- Daddy lacks insight to his behaviours and the impact they have on his family.
- Daddy takes no ownership of his shouting and hitting mummy, deflecting the blame on others.

What does this mean for the girls?

During the home visit, the family were observed to follow traditional cultural values and patriarchy within their culture. With daddy looking to work and mummy running the house, caring for you girls and her Mother-in-Law. However, daddy has not yet found work and is therefore at home all day, meaning that everything mummy does is watched or queried by daddy and his mother. This leads to almost daily conflict in the home. You have raised concerns that you worry when you are at school, if mummy is safe.

Girls, when mummy and daddy rekindled their marriage, I was very clear that daddy needed to address his anger as without daddy seeking support for his anger I would be very concerned for your safety. Daddy was given the details of where to seek support from for his anger and abusive behaviours. Daddy you were signposted to Lime Project number or email a 1 to 1 interventions programme to understand your behaviour and stop it. A referral was made to work with the Family Centre, however, dad you told them you did not require their support on their first visit. This raises concerns about your lack of engagement and your lack of insight to how your anger impacts your wife and children. I am concerned that you still minimise your actions, deflect from talking about it and blame others. This implies that you have no intentions of changing your behaviours and that the domestic abuse will continue to escalate.

Mummy you have put your girls first and are keeping your girls safe with your actions, you would benefit from completing the 'Freedom Programme' so that you better understand how the behaviours have controlled you. The domestic abuse worker can support you with this and that has been included as part of the ongoing support.

Girls due to the evidence that you are clearly seeing and hearing ongoing domestic abuse on a regular basis, I am referring your family to see if ongoing support for your safety meets the child protection criteria, meaning that a worker would be appointed to support change in your home, working towards your wellbeing and safety. Supporting daddy to engage with domestic abuse services, and issues around his anger. Mummy would be supported to ensure she has someone with whom she can talk to and share hers and your lived experiences.

From the child's views within the "all about me" section on a C&F assessment -

Unborn Joe, at the time of writing you are 23 weeks gestation and your parents know that when you are born you will be a boy. Yesterday (08.07.2024) your dad felt you kick for the first time, before this it was only mum, Fiona and your dog Peanut who had felt you move. Your mum has shared that when she is calm at home in her safe space she can feel you move more but when she is stressed and anxious she doesn't feel you move as much.

Both your mum and your dad have shared an understanding that shouting and stress will be impacting you, even though you are not born yet. We have discussed how you will be feeling and how your mum's emotional and physical experiences are communicated to you in your mum's tummy. This means that if your mum is feeling frightened then her heartbeat may alter which could reduce oxygen flow to you, which would then speed up your heart rate. Similarly, if she was feeling threatened then stress hormones like cortisol and adrenalin will be released, these will flood mum's body and your own for a short time. The concern increases when there are repetitive fears or threats as this means that high levels of these hormones remain in your system which could impact your brain development, potentially making you become more reactive to similar experiences after birth and into childhood.

Currently both of your parents are trying to counter this and I have witnessed your mum stroking her tummy and talking about you to your older brother Fiona and your dad. Your mum has also shared that she talks to you and both of your parents are excited to meet you. We know that you and mum have been in some stressful situations recently which may have impacted how safe you feel at times but this has been balanced out with the love and support you will be feeling from both your parents and your older brother Fiona. Fiona is very excited for your arrival and currently thinks it's too far away and you should come sooner. Because of all of this it is my view that at the time of writing this assessment you feel safe and secure with both of your parents prioritising your growth and development whilst in utero.

From a “pathway planning surgery” management oversight on a case note -

Attendees

Emily (Social Worker SAT), Joe (Team Manager, SAT), Mike (System Support), Hannah (Service Manager, CLS/CLA).

Olive, the professionals above from Children's Services met today to discuss your Pathway Plan. A Pathway Plan is an assessment and plan which is completed for looked after children when they reach 16 years of age and sets out all the things that professionals and family members around the child need to do to support the children to progress to adulthood at 18.

ICS Check –

We checked our computer system to see what reports were needing to be completed to allow the social worker to complete your Pathway Plan before it is due.

Review outcomes to be completed prior to care plan 1 and 2, prior to Pathway Planning Confirm Pathway Plan due date?

Your Pathway Plan is due on 27.09.2024

Where is the child's record showing now in the review cycle?

Olive is showing mid-review cycle.

Do any parts of the review cycle need to be completed prior to the Pathway Plan being started, if so, what needs to be resolved?

Yes, according to the system, your Independent Reviewing Officer needs to complete their "review outcomes" prior to the social worker update you care plan (part 1 and 2) before they can start your Pathway Plan.

Are all care plans up to date and finalised?

No

What date will the Pathway Plan Part 1 and 2 be completed and with the Team Manager for sign off?

27.09.2024

Accommodation

What is the child's current placement?

Olive you are currently living in New with your paternal grandparents. Although this arrangement has not been agreed by Children's Services and a semi-independent placement is available for you in Limeland. Your social worker has told me they are exploring other placements for you, as you wish to live close to your family in Postland. Another option may be that you stay with your family, if it is felt that that is the right thing for you and that you are safe there.

What are the child's views regarding to where they want to live now, in the next year (up to 18) and post 18?

Olive you have said that you do not want to be in "placement" but with your paternal grandparents. However you are going to speak to an advocate to explore your options.

Where is the child's local connection?

Olive, your local connection is determined from where your family live and where you lived when you came into care. You have 2 local connections, one through your maternal grandparents in Sapphire City and one from your mother and father's family in Dragonland. This means as a looked after children and a future care leaver, you can apply for priority housing in either of these boroughs.

Has the Housing Register been completed?

Olive your social worker will support you to register at your preferred local housing authority by the end of July.

Has the child/carer/SW completed all information requests from the Local District and Borough?

When will the child have to update their application (usually a year and every year after first applying?)

N/A

When will the child need to be discussed at 17+ accommodation panel (usually around 17.5 years)?

Olive, if you remain in care, your future housing status will be discussed with the local housing authorities in March 2025. At this meeting, we will make sure you are on the housing register and that you and your social worker have done everything they need to do that you can apply for housing at 18.

Education/Training/Employment

What is the child's current ETE status?

Olive you are not currently engaging in any form of education, employment or training, the vulnerable learners team has supported you to apply for a course at Star College in Beauty.

What is the child's views/plans about their future ETE status in the next year (up to 18) and post 18?

Olive, we have heard you want to study hair and beauty

If the child is NEET or likely to be NEET – When will they attend the NEET DROP IN?

Olive, I will send the details of the NEET clinics to your social worker so they can support you to attend to explore other education, employment or training opportunities.

Transitions/EHCP/CHC/Health

Does the child have a disability/additional need whereby they have an EHCP?

Olive, you do not have an EHCP

If so, what support does the EHCP outline?

N/A

Does the child have a disability/additional need whereby a Continuing Health Care Referral is needed?

Olive, your record show you may have ASD, however we are unclear whether that is an official diagnosis or whether this is something that has been said and repeated on your file and must be clarified before you turn 17 and a half (September 25)

If so, when will this be completed?

September 2025

Does the child have a disability/additional need whereby a Transitions Referral is needed? If so, when will this be completed?

Olive, your social worker and the professionals around you do not assess that you would need a social worker when you turn 18

If a Transitions Pathway is likely when will you attend the Transitions Consultations?

N/A

Does the child require an Adult Mental Health Locality team referral pre 18yrs?

Olive you have been prescribed medicine to manage your anxiety, however you have voiced that you do not wish to engage with CAMHS services for this medicine to be reviewed/continued.

If so, when this this be completed

N/A

Independence Pathway

What identity documents does the child have (birth certificate/passport)?

Olive you have a passport, however your mum may have this and we know that your paternal grandparents have your birth certificate.

Does the child know they can access their records before 18?

Olive you have been told that you can access your records before you turn 18.

If not, when will this be discussed with them?

N/A

What is the social workers views on the child achieving independence by 18?

Olive, your social worker has said it is difficult for us to understand how you will manage independence, as you did not stay at your placement for long enough for us to understand what independent skills you have and what you still need to learn.

What barriers are there to independence?

Olive for us to feel that you were ready for independence we would want to meet with you and review your independent skills so we can help you into adulthood.

What progress has been made to complete the Independence Pack?

Olive, as you have not been in placement long enough, you have not started on your independence pack.

UASC Children only

What is the triple track plan for the child depending on outcome of asylum claim?
N/A

Links

Information Governance Process - Accessing your information - website (website)

Pathway plan menu of Useful contacts and information for contingencies – Given to worker

Independence Pack - Given to worker

Good examples - Given to worker

ACTIONS (with Dates)

- IRO to complete review outcomes by 19.07.2024
- SW to update care plan (part 1 and 2) by 26.07.2024
- SW to complete Pathway Plan by 27.09.2024
- SW to complete housing registration forms by end of July.
- SM to send NEET clinic details to be shared with Olive
- SW to review file on ASD diagnosis by September 2025
- SW to start independence pack with Olive

From the auditors and moderators’ comments within the “overall judgement” section on a audit (the whole audit was written to the child and more can be provided if required) -

Remy, I have struggled over the rating I have to give your service delivery. We have to judge whether we assess, based on evidence we can see on your file, whether the service delivery is outstanding, good, requires improvement or inadequate. We use some guidance from how Ofsted assess and rate service delivery. There is evidence of good quality work, good multi-agency and interagency working, supporting you and your family in meeting your complex needs. The overall case recording is of good quality. From what I can read your professional network and parents respond timely and appropriately to your needs, ensuring you receive timely treatment if needed, you get to enjoy fun activities, and live life to the full.

Reflecting on our processes and practice expectations of timescales, there are some areas where improvement can be made. Such as timely visiting and supervision, updating your case summary

every 3 months and reviewing the key summary explanations within your chronology, for key events that have been captured within your chronology. Some consideration should be given as to how the manager can record, to evidence the reflective discussion he is having with Laura, in their supervision notes. Also, if direct work is done by Laura with you, this should be saved and evidenced within your electronic record, as I could not find this.

I feel satisfied that your outcomes have improved due to the intervention and support being offered by Laura and the social work team and the other professionals supporting you. The way Laura understands your needs and advocates for you to receive the appropriate level of intervention and support is outstanding. I know there is an anxiety when you move from the Lime Hospital, whether the new hospital will understand your needs and be as responsive as Lime has been. However, I am confident that with your parents strong advocacy, and that of the team around you, they will push for this to continue as you get older.

As I've stated there is evidence of good practice, good quality recording, good responsive intervention and support offered to you and your family. However there are practice expectations of timescales for visiting, supervision, etc. that unfortunately the team has fallen short of these practice expectations and therefore I'm rating the delivery as requirement improvement to be good. If the team make these improvements, by rechecking when Laura comes to visit you, to make sure it's within 3 months every time from the last visit, and the same for supervision, as well as updating your case summary when there are any significant changes or at least within every 3 months, the overall rating can improve to be consistently good or even outstanding.

Laura's pen profile is excellent and all social workers, in all teams, should have this for their children if they don't already have one.

(moderator comments)

Remy, as part of the audit process, I have reviewed and checked on what the auditor has identified throughout this assessment of your service experience in the past 6 months. This is done as it is always good to have a second pair of eyes where possible to ensure that we are not missing anything that might impact on your support and experience of CWD interventions.

Based on what has been identified by the auditor, and what has been seen by dip sampling your records Remy, the overall judgement is fair and balanced. What the auditor has identified would aid in ensuring your service experience is consistently Good, and moving towards Outstanding. It is clear that the foundation work is there, and that it is a matter of tightening up key areas that have been identified within the main body of this audit. If these areas are developed Remy, it is hoped that you will continue to go from strength to strength in the care you are provided and the opportunities that are available to you.

From the “detailed notes” section on management oversight case note -

Nicole, you were subject to a strategy discussion meeting discussion on the 5th of October 2023. This is a big meeting where your social worker and other professionals like police, health and education meet to discuss how best to keep you safe. This meeting was arranged following you reporting feeling uncomfortable when your foster carers father had rubbed your stomach and "spooned" you.

As a result of this meeting, your social worker came to visit you and completed a Section 47, Child Protection Investigation visit. During the visit, you repeated your worries and you voiced how you were worried about having to move as a result. Your Social Worker Tina reassured you that this

would happen. Tina also spoke to your foster carer who is going to make sure that in future you do not see her father unsupervised, which will make you safer in your home.

As a result, as the Service Manager for the team, I am happy that you are safe and that your carers are keeping you safe and therefore I am recommending that a further assessment is not needed, but that your progress will continue to be reviewed as part of your care plan.