**To be used on all statutory visits or other contact with a child**

**Headings to be included in the case notes are in bold. Please see exemplars and guidance for further details. Please remove guidance notes in italics when pasting the headings into your case note.**

**Remember to tick seen if child was seen and/or alone**

**Please write the visit note to the child.**

**Please remember your learning from Operation Lemur Alpha:**

1. **Prepare for your visit – see guidance here and follow it**
2. **Allow yourself time to complete planned and unannounced visits due to reviewing key documents and areas of interest for your child.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is this visit planned or unannounced?**

**Purpose of visit?** [e.g. Pathway Planning, Life Story Work, review prep, going through your report with the child, unannounced, there has been an incident or concerns raised re care]

**Who was present/spoken to?**

*Your foster carer was with you, we had some time together and some time alone without your carer when we went for a walk.*

**Was the child seen alone? If not why not?**

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

*We spoke about your review, and you said you did not want to have school attending, and would like your Father to come to part of the meeting. You did not want your mother there. You were not keen on being part of your review, and we talked about why that was, you told me………………*

**If Lifestory work is being completed, outline what was completed.**

*We spoke/did some drawings on your family/memories and this showed me…. Next time we will do……*

**Child’s views/what does the child understand about their care arrangements, why we are involved, and what life is like for them? What tools and techniques have you used during this visit to understand how they are experiencing their care and support:**

*Claire, you told me that you like living with your carer Emma, you know that you are a looked after child so have a social worker.*

*You described your daily life as………………..*

**Has anything significant happened since the last visit? [add to the event to the chronology, can be a positive or negative event]**

*Particularly for Unannounced Visits, please consider majority of the following. However, you are not limited to only unannounced visits to consider any of the key documents and areas of interest as it may increase your understanding of the child’s experiences between unannounced visits. Please use your professional discretion.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Documents and Areas of Interest:** | \*\*\*Note- not every question or area of interest must be covered, although information is below to guide the visit requirements. The most important areas to cover are ensuring incident reports match what is on our records, medication errors have been recorded and that both have had appropriate consideration for LADO referrals and analysis to ensure it does not happen again. Communication and behaviour management plan reviews are important to discuss to ensure the child’s voice is present and all attempts to avoid distressing incidents or restraints is put in place. | | |
|  |  | *Yes/No* | *Any further action needed to address, by whom and when?* |
| *Incident Reports* | Are they logged and shared in a timely manner with family and key professionals?  Where needed, are they thoroughly investigated, and referral made to the LADO accordingly?  Do they match what Children Services are previously notified of? (any related to privacy, liberty, and autonomy?) |  |  |
| *Medication* | Do they record in a logbook?  Is it secured in a safe and locked cabinet?  Is it administered when and as prescribed? |  |  |
| *Risk Assessment* | Date it was last reviewed and who reviewed it from the residence?  Is it reflective of the child known areas of support requirements? |  |  |
| *Behaviour Support/Management Plan* | Are staffing levels appropriate?  From your discussions, are staff using it support the child which avoids incidents? |  |  |
| *Communication Plan* | What are the appropriate communication aids and tools identified to support?  From your discussions, are staff utilising it support the child? |  |  |
| *Key information and contact details* | Do they have accurate basic information easily accessible for the child in case of an emergency? |  |  |
| *Education* | School attendance or any other concerns regarding education that is not being addressed, which require follow-up. |  |  |
| *Play and Leisure* | See play facilities – Are they safe, appropriate, accessible, well maintained? |  |  |
| *Staff Supervision, Meetings and Training*  *(SWs are not expected to directly ask about staff’s training and supervision, etc- but it is important to know where this does take place. Regulation 44 and Gateway to Resource QA visits)* | Reg 44s can be reviewed by staff in advance of visits. They are stored in Wisdom. IROs are also expected to read and address any concerns in CLA reviews.  Gateway to resource undertake QA visits to placements and review staff training, etc. These can also be utilised and are saved in Wisdom. |  |  |

**Part 2 Analysis**

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

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

**Is the Safety Plan on the Child’s Summary and meeting need?**

**What decisions/actions from the last review have been progressed through this visit?**

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

|  |  |
| --- | --- |
| Title | CWD CLA Visit template combined |
| Purpose |  |
| Updated by | Emily Hart |
| Approved by | Jenny Brickell |
| Date | 12/02/2025 |
| Version | V2 |
| Status | Final |
| Frequency | 12 Months |
| Next review date | February 2026 |