

## **Case Summary Guidance**

### **Purpose of a Case Summary**

A case summary should provide the reader of the case record a short overview about the foster carer, any relevant information including information as to children placed with them and contingency plan.

The case summary is especially useful for staff working out of hours on an emergency basis, and in the event, you may be off work i.e., annual leave.

### **When should Case Summaries be updated?**

Case Summaries should be updated every 3 months usually December, March, July and September or if there is a significant event i.e., change of plan/placement.

### **What should be included in a Case Summary?**

Each Case Summary should have 5 headings:

1. Pen Picture of the Foster carer
2. Foster carer's family Circumstances / Contact
3. CSC Involvement
4. Safety & Contingency Plans
5. Key involvements

### **Guidance for each heading as follows:**

#### **1. Pen Picture of the Foster Carer**

- *Each foster carer should have their own pen picture on their case summary*
- *Include things like:*
  - *Names the foster would like to be known as.*
  - *Any relevant information as to the foster carer's interests, personality that would be considered useful*
- *You don't need to use colours when you write the pen picture.*

#### **2. Foster Carers Circumstances**

- *Write who else lives with the foster carer and summarise their family composition.*
- *Consider who else is in the foster carers support network*
- *Is there anything relevant to consider in terms of the foster carer's family that is relevant when considering a placement i.e., their own children's needs (if relevant)*

### **3. CSC Involvement**

- *Briefly summarise the status of the placement for the child placed with the foster carer (short term, long, respite, emergency). Write the impact that this may have for any new placements they may accept in a planned way or in an emergency.*
- *Write down what the foster carer is approved to take (number of children, ages, bedrooms etc)*
- *Write down the ICS of the child/ren currently placed and what may need to be considered and to signpost to the CP/CLA SW that can be contacted to discuss any additional information*
- *Are there any risks that anyone needs to be aware of? Consider that this may also be in relation to the child/ren placed with the foster carer.*
- *Does joint visits need to be undertaken to the foster carers home – if so, elaborate on the reasons for this?*
- *If no risks, it may be helpful to state this so that people are confident visiting*

### **4. Safety & Contingency Plans**

- *Summarise any current complaints, allegations, practice issues. What action taken and any agreed safety planning around this*
- *What is the contingency plan?*
  - *Who can support the foster carer in an emergency?*
  - *Any other relevant contingency plan for the child placed*

### **5. Key involvements**

- *List the professionals involved with the family*
  - *Name – Agency / Role – Contact details*
  - *List any key family members in the support network (relationship, contact number and address)*