

## **Case Summary Guidance**

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

A case summary should provide the reader of the case record a short overview about the child, the child's background and plan 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 Child
2. CSC Involvement
3. Family Circumstances / Contact
4. Safety & Contingency Plans
5. Professionals

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

#### **1. Pen Picture of the Child**

- *Each child should have their own pen picture on their case summary this should include ethnicity/nationality*
- *Include things like:*
  - *the child's nickname or what they like to be known as.*
  - *any distinguishing features.*
  - *things they like / dislike (toys, activities, tv shows etc).*
  - *behavioural information – purposeful that will help a duty worker engage the child*
- *You don't need to record their age as this easily goes out of date and is on the front of the ICS record.*

- *You don't need to use colours when you write the pen picture.*

## **2. CSC Involvement**

- *Briefly summarise any previous involvement / plans that they children have had.*
- *Summarise the reason for the current involvement and where the case is up to – part way through Single Assessment / S47 /CIN/CP plan etc.*
- *Are there any risks that anyone needs to be aware of? People /dogs etc?*
- *Do joint visits need to be undertaken?*
- *If no risks, it may be helpful to state this so that people are confident visiting the family.*

## **3. Family Circumstances / Contact**

- *Write who the child lives with and summarise their family composition.*
- *Include any contact arrangements – being clear if these are informal or via a Court Order.*
- *Ensure it is clear if there is anyone the child/adults shouldn't have contact with – why? What circumstances? How long for?*
- *Are there any Court Orders in place for anything? What is the child's legal status?*

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

- *Is there a safety plan in place at present?*
- *What is the contingency plan?*
  - *Assessed family / friends and their contact details – acknowledge that some family members may be suitable short term and whilst not being appropriate long term could provide support in an emergency*
- *Are you looking to step the case down/up/close etc?*

## **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*