The Social Work Planning and Assessment Flowchart

Day 1
Referral to Social Work Team

Team Manager allocates the referral for an assessment giving clear allocation instructions to the Social Worker as to how to progress the assessment and clearly records the timescales for when a child must be seen.

Day 1
S47 Concerns

Concerns substantiated. Child has or is likely to suffer harm.

Concerns unsubstantiated but child is in need of support/services. Team Manager Decision to progress Assessment.

Day 1
S47 Strategy Discussion/Meeting decision to progress to CPCC.

Day 1 to Day 10 – Initial Review checkpoint if assessment to progress.

Assessment completed. Outcome/assessment and/or CPCC report shared with family.

CIN Plan Review process to be followed to include independent review as appropriate, case close or may move to CAF or escalate as appropriate to plan.

Appendix 1
Day 15
Initial CPCC.

Day 25 - 2nd Review Point.

Decision, Child’s needs met, no CP concerns, further assessment/action required by Children’s Social Care.

Day 25 to 35 – 3rd Review.

Day 35 - Checkpoint 2 – All Single Assessments to be completed within 35 working days. Only with agreement from Manager will assessments progress to day 45. Team Manager to review all assessments at day 35 before agreeing if an extension is appropriate.

Management oversight through formal and informal supervision. A single assessment can be started anytime on open cases i.e. if a LAC care plan changes or S47 initiated on an open case.

CIN Meeting convened and plan agreed.

CIN plan authorised by Team Manager.

Plan reviewed.

NB – A Meeting can be convened at any stage of assessment as appropriate to identify and co ordinate services for a child / family.

A meeting may be convened to step up a case from Early Help to CSC or from CSC to Step down to Early help.