

Case Summary Guidance and Top Tips

Scope

Case summaries are an important overview of a child or young person's (CYP's) life, status and journey. All CYP open to Children's Social Care should have a case summary on their file, which is updated at least every 3 months or after a significant event. Use the four headings and guidance set out below when completing a case summary. Bullet points below headings are included for guidance.

This guidance was added to the procedures in April 2020.

Headings to Use

1. Child or young person's view on their current situation:

- *Describe the CYP's presentation and identity in one line using the name and terms they use and then concisely give their views;*
- *Use direct quotes and the CYP's own words and phrases;*
- *For pre-verbal children and those less able to communicate use your own observations and professional insight as to their likely views.*

2. Family background and key current issues:

- *Succinctly set out (can be bullet points):*
 - *key historical events for the CYP*
 - *significant past professional involvement*
 - *why we are currently involved*
 - *your hypothesis why the CYP is in this situation*
 - *central risks/concerns*
 - *key strengths/protective factors for the CYP*
- *Where the CYP is living and who they are living with*
- *Legal status and who has parental responsibility*
- *Any communication needs or key medical issues*

3. Current plan, safety plan and contingency plan:

- *Concisely set out (can be bullet points):*
 - *the main aim(s) of the current plan*
 - *current work/services involved with the CYP and family*
 - *expectations for family members/CYP*
 - *progress/success of work to date*
- *Detail any safety or contingency plan for the CYP*

4. Key contacts and essential information:

- *What information would EDT need to know e.g. carer details, mobile number for CYP*
- *Key professionals/family members/friends and contact details*

3) Case summary top tips

- Do not just copy and paste into the summary; read it to ensure any previous information is deleted/amended/updated where it is no longer relevant;
- Keep it to essential information, a short paragraph for each heading, aiming for a no more than half of the visible screen (or page of A4), i.e. possible to read in two minutes;
- This is not a full chronology or genogram and both of these should be up to date;
- Add an up-to-date photo (with consent) of the CYP to their record;
- Check the summary is accurate/current after any significant event;
- Consider what important information a duty social worker would need to know if picking up an urgent matter (e.g. paternal uncle is a sexual risk to children; the doorbell doesn't work and access is gained via knocking on the ground floor window etc).