

## **Suffolk Social Care**

### **Good Practice In Children's Services**

**Version Reference: GPGPRACTICETOOL**

**DATE : 04.07.03**

**Document Name : Filing Index and format for case files**

#### **Filing Index and format for case files**

Please ensure you check on information that may be included as an addendum to this section.

## Table of Contents

1	Heading One .....	<b>Error! Bookmark not defined.</b>
2	Heading Two .....	<b>Error! Bookmark not defined.</b>

**CHILD CARE FILING INDEX**

**How to file papers and reports in a Child Care File**

<b>Preface</b>	<ul style="list-style-type: none"> <li>* <b>Compass Front Sheet</b></li> <li>* <b>Blue Front Sheet</b></li> <li>* <b>Chronology</b></li> <li>* <b>Record of Supervision</b></li> <li>* <b>Case Summary Reports, including 'Transfer' Summaries and/or Compass 3 month Summaries.</b></li> </ul>	<ul style="list-style-type: none"> <li>* <b>Filing Index</b></li> <li>* <b>Case File Audit</b></li> <li>* <b>Genogram</b></li> </ul>
<b>Section 1</b>	<b>REFERRAL and to include:</b>	
	Initial Referrals Forms	
	Alert Forms/ Emergency Duty Standby forms	
	848 Forms from the Police	
	Written Agreements, Contact Agreements + Timetables (not written up for the purposes of Court) (Finance Agreements, see section 8).	
<b>Section 2</b>	<b>ASSESSMENT FRAMEWORK and to include:</b>	
	Initial Assessment Record ( <i>pink</i> ) or Compass generated Assessment Record	
	Framework for the Assessment of Children in Need and their Families Core Assessment Record Booklets ( <i>coloured booklets</i> )	
	Compass "Integrated Children's System Initial Assessment Record"	
	Planning Meeting or Strategy Meeting Minutes detailing outcome of Local Authority assessment.	
	Other agency Assessments i.e. Connexions	
<b>Sub-Section 2</b>	Correspondence with other Agencies acknowledging Core Assessment	
	Correspondence with other Agencies detailing outcome of any Local Authority Investigation.	
<b>Section 3</b>	<b>LOOKED AFTER CHILDREN and to include:</b>	
	Looked After Children Care Plan	
	Looked After Children Review of Arrangements	
	Pathway Plan ( <i>Leaving Care</i> )	
<b>Sub-Section 3</b>	Assessment and Action Record ( <i>colour-coded booklets relating to age</i> )	
<b>(Note::</b>	Essential Information Record Part 1	
<i>documents to</i>	Essential Information Record Part 2	
<i>be filed in this</i>	Placement Plan Part 1	
<i>Order)</i>	Placement Plan Part 2	
	Child's Consultation Booklets	
	Foster Carer's Consultation Booklets	
	Parent's Consultation Booklets	
	1.1 ( <i>Looked After Child Medical Record - FILE IN SECTION 4</i> )	
	1.2 Invitation Letters to LAC Review	
	Referrals to, and replies from The Accommodation Panel	
	1.3 County Panel Reports	
	Out of County Contracts/Placement Contracts	
	Completed "Children Looked After: Compass Placement and Legal Status Update Form – Suffolk Social Care Services"	

	Update from Fostering Agencies and Residential Units relating to the child
<b>Section 4</b>	<b><i>HEALTH and to include:</i></b>
	Health related documents such as letters, reports, referrals and parental consent.
	Hand-written or Computer Generated Care Plans – <i>to include details relating to personal care being provided to a child, within their home environment, by a Care Agency.</i>
	Copy of BD8 form (green) (not original)
	1.4 Copy of the “Spin ” Index
	Looked After Child Medical Record
	Minutes of Meetings (specific to Health matters)
<b>Section 5</b>	<b><i>EDUCATION and to include:</i></b>
	Personal Educational Plan (Green covered booklet)
	Education Review
	Agency Reports/Reviews (not produced for the Child Protection process) i.e. School Reports
	Educational Statement
	Minutes of Meetings (specific to Education matters)
	Correspondence relating to the education of the child
<b>Section 6</b>	<b><i>THE CHILD’S INFORMATION and to include:</i></b>
	Birth Certificates (Always on Top of this Section, stored in a Plastic Pocket)
	Photographs (stored in a Plastic Pocket)
	Child’s drawings/worksheets
	1.5 Direct Work
	Passport related paperwork – NOT THE ORIGINAL PASSPORT
<b>Section 7</b>	<b><i>CORRESPONDENCE and to include:</i></b>
	1.6 Non-specific Incoming Correspondence – to include Complaints & Compliments
	Non-specific Outgoing Correspondence – to include Complaints & Compliments
	Telephone Messages
	Hand-written notes by operational/administrative worker
	E-mail print outs
<b>Section 8</b>	<b><i>FINANCIAL and to include:</i></b>
	Financial Assessments – to include Leaving Care Grants and Payments
	Movement/Information Sheets
	Welfare Benefit advice
	Service Contracts
	<b><i>Financial Agreements</i></b>
	<b><i>Taxi Requests</i></b>
<b>Section 9</b>	<b>CHILD PROTECTION and to include</b>
	Invitation Letters to Child Protection Case Conferences, or Reviews
	Child Protection Case Conference Report by Social Services
	Child Protection Case Conference Minutes by Social Services (Initial or Review Conferences)
	Child Protection Case Conference Letters & Reports from other Agencies: i.e. Produced by Education/Schools, Produced by Health Visitor Produced by G.P, Produced by Probation etc.
	Invitation Letters to Core Group Meetings

	Core Group Meeting Minutes
	Joint Assessment Team Minutes
	Child Protection Case Conference Minutes/Reports from Other Agencies
	Protection Plan Updates
<b>Section 10</b>	<b>LEGAL &amp; COURT MATERIAL and to include</b>
	Application for Proceedings
	Notification of Interim Care Orders
	Notification of Care Orders
	Notification of Supervision Orders
	Court Statements written by Social Services
	Court Care Plans written by Social Services
	Children's Guardian's Report
	All Letters from the <b>Local Authority Solicitor</b>
	Letters from Legal Representatives of Parents/Relatives/Carer's/Guardian
	Expert Witness Reports i.e. Produced by Psychologists/Psychiatrists Produced by Therapists etc.
	Written Agreements drawn up for Court Purposes
	Attendance Notes written up by County Solicitor
	Supervised Contact Reports ( <i>written by Contact Supervisors</i> )
	Court Statements and Reports produced pertaining to the Parents/Relatives/Potential Carers or any Party
	Permanence Planning Meeting Minutes
	Reports by Residential Units for Court Proceedings
	Any other document prepared for Court.
<b>Admin Note:</b>	<b><i>(Court documents are not allowed to be disclosed to any person without leave of the Court)</i></b>
<b>Section 11</b>	<b>RESTRICTED INFORMATION and to include:</b>
	"Pre-Sentence Report"; produced by Probation
	Any information identified as being Restricted. ( <i>If in doubt consult with Case Holder or Manager</i> )
	Legal Advice pertinent to the Local Authority only, and letters, reports, or Attendance Notes containing legal advice pertinent to the Local Authority only.
	Information relating to Third-Parties.
<b>Section 12</b>	<b>OBSERVATION &amp; ACTIVITY PRINT OUTS</b>
	Any Observation or Activity Print out to be stored in this section. Note: Observations and Activity print outs should not ROUTINELY be filed. The exception to this rule is if these are needed by a Guardian, or County Solicitor, or for Co purposes.  Finally, if you find that these have had written notes on them, then they too must be filed.