



**ISLE *of***  
**WIGHT**  
C O U N C I L

## **Isle of Wight Children's Services**

**SOCIAL SERVICES & HOUSING DIRECTORATE**

**PROTOCOL FOR  
CASE ALLOCATION & ASSESSING / HOLDING CASES PENDING  
ALLOCATION**

**For an interim period of 6 months**

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Signature:

DATE OF ISSUE

FEBRUARY 2002

REVIEWED

## **ISLE OF WIGHT CHILDRENS SERVICES**

### **PROTOCOL FOR CASE ALLOCATION & ASSESSING / HOLDING CASES PENDING ALLOCATION**

#### **1. Allocation Rules**

- a) All Child Protection cases are allocated
- b) All Looked After Children cases are allocated to a SW, or when assessed as straightforward (see 3) to a SWA with a named qualified worker/Manager

#### **2. Caseloads & Housekeeping**

- a) The Team Manager decides caseloads per worker, in conjunction with that worker and also the priority of tasks/duties on the caseload
- b) The Team Manager ensures that all cases that are inactive are closed and the family / relevant agencies informed

#### **3. Criteria for deciding Straightforward LAC Cases**

A straight forward LAC case is defined by:

- a) Where there are no plans for rehabilitation
- b) It is not in the Court arena/process
- c) The child/ren has stable education
- d) There are stable contact plans

#### **4. Who acts as named qualified worker for Straightforward LAC cases allocated to SWA**

- a) For the Duty & Initial Assessment and the Core Assessment Teams the named worker is the Senior Practitioner, in the first instance, with supervising responsibility with the Team Manager as second.
- b) For the Children's Services Teams East & West the named worker is the Team Manager

#### **5. Arrangements regarding Family Solutions cases**

- a) Duty & Initial Assessment Team holds, in name, those cases which, in the initial instance prior to deciding on the need for a core assessment, cases referred to Family Solutions. Duty & Initial Assessment Team pick up a social work or funding issues.
- b) Core Assessment Team holds, in name, those cases which they refer to Family Solutions. Core Assessment Team pick up social work or funding issues.
- c) According to agreed criteria (see 6) the Family Solutions Senior qualified workers become the allocated SW for an agreed number of cases

#### **6. Criteria for allocating cases to Family Solutions Senior Workers**

Each of the Senior Workers will hold casework responsibility for up to 4 allocated /transferred cases, undertaking all the SW tasks with the FS Team input using brief therapy approach for cases where:

- a) A LAC in a permanent placement with indications of placement breakdown and where they have a fragile relationship with their current allocated worker, and therefore a change of SW could be seen to be in their best interests
- b) Case/s where the child/ren have care orders and have been placed at home, with parents for over 6 months with a view to rescinding the Order/s  
Each Senior Worker can take up to 3 cases under these criteria

- c) Undertake a core assessment where the child/YP is not known/or specifically worked with by the Directorate, where parents/relatives have abandoned their responsibility to care for this child/YP  
Each Senior Worker can take 1 case under this criteria

**7. Criteria for deciding which Family Support cases are considered for pending allocation**

- a) For all new or allocated Family Support cases – where the case:
  - (i) can not be closed
  - (ii) can not be allocated
  - (iii) is of a lesser priority than a new case referred or transferred
- b) Although there are risk elements to this case there are other services which this case could be referred to for work / monitoring - referral has been made but has been refused
- c) Although there are risk elements to this case there are other services, which this case could be referred to for work / monitoring – no referral has been made. Get SWA to make and pursue referral, if this proves unsuccessful take up through senior management if necessary  
Keep record of b & c and pass to SM
- d) Currently this case is visited or has action less than once every 2 months, but can not be closed due to risk elements
- e) The prime issue in this case is offending, although the child/YP is at risk due to this - there are no serious CP or child care concerns - negotiation with YOT re pending status through senior management if necessary

**8. Pending Allocation Procedure**

- a) Family Support Sec 17 cases are reviewed under the above criteria. Cases that qualify:
- b) Paper risk analysis is undertaken using the risk analysis form (appendix 1) and agreed in supervision with SM. HCS is informed on a monthly basis
- c) Pending allocation cases to remain pending through being reviewed on a weekly basis dependent on allocation decisions of new cases coming in
- d) Each team has maximum of 10 pending allocation cases
- e) TM's or acting TM's decide if action is necessary on pending cases depending on information received and request appropriate worker to undertake
- f) After action reconsider pending allocation status
- g) No case shall remain pending for more than 2 months after which it is either allocated or closed with family / other agencies informed

**9. Vacancy number that prevents transfer**

- a) A Team that falls under 50% staffing can not take transfers. Service Manager is informed and the situation is monitored and discussed corporately in Fieldwork Managers Team Meetings.
- b) Transfer are re-instated as soon as staffing exceeds 50%

THIS PROTOCOL TO BE REVIEWED EVERY 3 MONTHS IN THE LIGHT OF STAFFING SITUATION & OPERATIONAL ISSUES

**APPENDIX 1**

**RISK ANALYSIS FORM**

**ISLE OF WIGHT CHILDREN SERVICES RISK ANALYSIS FORM**

PAPER RISK ANALYSIS

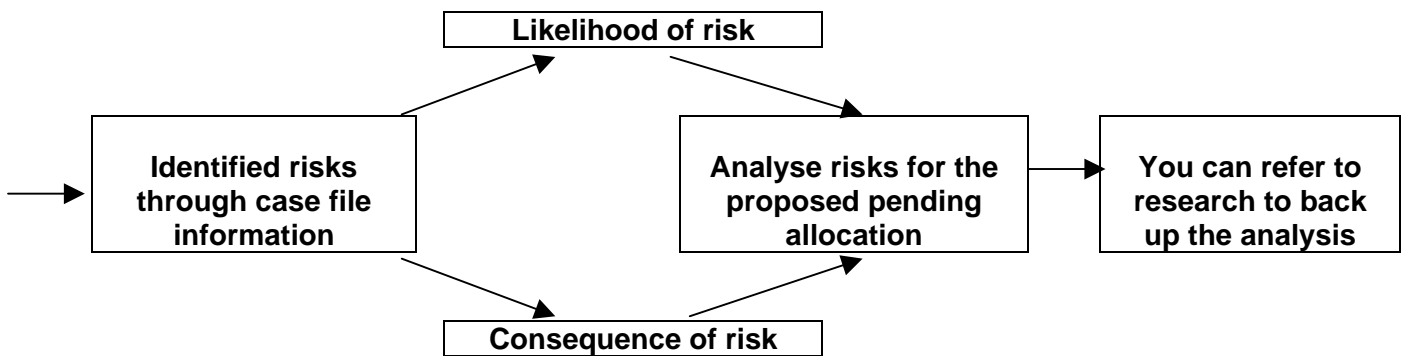
1. This case qualifies as a Family Support case to be considered for pending allocation due to:
    - (i) it can not be allocated
    - (ii) it is of a lesser priority than a new case referred or transferred
    - (i) it can not be closed   
because, one or more of the following apply:
  - a) Although there are risk elements to this case there are other services which this case could be referred to for work / monitoring - referral has been made but has been refused
  - b) Although there are risk elements to this case there are other services, which this case could be referred to for work / monitoring – no referral has been made. Get SWA to make and pursue referral, if no joy to refer up the line.   
Keep record of a & b and pass to SM
  - c) Currently this case is visited or has action less than once every 2 months, but can not be closed due to risk elements
  - d) The prime issue in this case is offending, although the child/YP is at risk due to this - there are no serious CP or child care concerns - negotiation with YOT re pending status through senior management if necessary
2. Using information from the case file: e.g. initial assessment, core assessment, outcomes of plans, patterns over time:
  3. This is then subject to the following process undertaken by the Team Manager

NAME OF FAMILY \_\_\_\_\_ ACCISS No \_\_\_\_\_

IDENTIFIED RISKS:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Continue if necessary



**Measures of likelihood of occurrence of child protection incident:**

<b>Most certain</b>	<b>Expected to occur in most circumstances</b>
<b>Likely</b>	<b>Will probably occur in most circumstances</b>
<b>Moderate</b>	<b>Could occur at some time and may be difficult to control due to some external influences</b>
<b>Unlikely</b>	<b>Not expected to occur</b>
<b>Remote</b>	<b>May occur only in exceptional circumstances</b>

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Known Research to back up analysis:**

## Measures of consequence or impact

(It is important not to overstate consequences)

<b>Extreme</b>	<b>Would threaten the survival of a child/ren OR the professional future of the individual worker/ Manager/ Team/ Children's Services OR Significantly impact on Directorate's objectives OR Of extreme political and/or community sensitivity</b>
<b>Very high</b>	<b>Would threaten the survival or continued effective functioning of the child/family OR significant impact on the Worker/Manager/Team or Children's Services objectives OR of significant political and/or community sensitivity</b>
<b>Medium</b>	<b>Would threaten the child/rens' future development OR, would not threaten the team but may mean that the practice could be subject to significant review OR changed ways of operating OR moderate impact on strategic and/or operational objectives OR moderate political and/or community sensitivity</b>
<b>Low</b>	<b>Would threaten the child/rens' future development OR the efficiency or effectiveness of some aspect of practice , but would be dealt with internally OR minimal impact on Childrens Services objectives OR low political and/or community sensitivity</b>
<b>Negligible</b>	<b>The consequences are dealt with by routine work</b>

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Risk matrix** The relationship between likelihood and consequences produces a level of risk according to the following matrix:

RISK:	CONSEQUENCES				
LIKELIHOOD	Extreme	Very High	Medium	Low	Negligible
Almost certain	H	H	H	S	M
Likely	H	H	S	S	M
Moderate	H	H	S	M	L
Unlikely	H	S	M	L	L
Remote	S	S	M	L	L

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### DECISION MAKING

**All H (High) or S (Significant)  
Or a combination of both** = Can not be put in pending allocation

**All M (Moderate)** = Can be considered for pending allocation

**All L (Low) or with a minority of M** = Can be put in pending allocation

### Pending Allocation Status

**Recommended by Team Manager or Acting Team Manager**

\_\_\_\_\_ Signed/Date

**Agreed by SM** \_\_\_\_\_ Signed/Date