**FILE AUDIT – Child’s Journey**

**Case holder:**

**Team:**

**Child/Young Person: ID No:**

**Age/DOB of child/young person:**

**File Auditor:**

**Date audit carried out:**

Guidance:

* Only answer the relevant sections as some sections may not be relevant for every child. **Please comment on Section 12: Outcomes for all children.**
* The auditor should audit against the last I year of practice (For deep dive audits audit against 2 years), though some information pre-dating this may need to be read to understand the context of the case. **Judgements should be made based on the last 6 months.**
* Safeguarding must be addressed throughout all areas of the audit
* **In all sections please consider what difference does the work make for the child?**

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| **Case Profile (brief synopsis of case)** |

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| 1. **Help and Protection**

Guidance: Key evidence to identify in this section is that “risk is identified, responded to and reduced in a timely way.” | **Evidenced** | **Comments/Evidence** |
| **1a Early Help and Intervention:** | Yes | No |  |
| 1.1 Was a CAF completed with a clear reason and a timely response? Was a TAC approach taken or if not what other ways of partnership working were in place? |  |  |  |
| 1.2 Were any possible CP concerns recognised and discussed with an appropriate person within the organisation or the lead professional? Was appropriate action taken as an outcome of the concerns discussed? |  |  |  |
| 1.3 How effective were the early help services in reducing risk or identifying concerns and addressing them? |  |  |  |
| **Overall what is the quality of the Early Help and what was the quality of the child’s experience? (Please use Ofsted grade descriptors) Please give an analysis of why you have made this judgement.** |  |  |  |
| **1b. Children in Need** |  |  |  |
| 1.4 Was the decision to assess the child/young person based on a CIN (S17) basis appropriate? |  |  |  |
| 1.5 Was the case allocated promptly to an appropriately qualified worker? |  |  |  |
| 1.6 Does the child have a comprehensive SMART based CIN Plan that involves the child, their family and other professionals? |  |  |  |
| **Overall what is the quality of the CIN work and what was the quality of the child’s experience? (Please use Ofsted grade descriptors) Please give an analysis of why you have made this judgement.** |  |  |  |
| **1c. Child Protection** |  |  |  |
| 1.7 Is there evidence to suggest that risks to the child or young person have been appropriately identified?Has historic information been used as part of the risk assessment? |  |  |  |
| 1.8 Have protective factors been assessed against risks identified? And how? |  |  |  |
| 1.9 Were the actions timely and proportionate to the risks identified? |  |  |  |
| 1.10 Are the reasons for undertaking the S47 enquiries into actual or likely risk of significant harm clearly identified and evidenced? |  |  |  |
| **Overall what is the quality of the child protection work and what was the quality of the child’s experience? (Please give Ofsted descriptors) Please give an analysis of why you have made this judgement.** |  |  |  |
| 1. **Child, Young Person and Families Involvement:**
 |  |  |  |
| 2.1 Is there evidence of the impact of the involvement of the child and their family in assessment, planning and intervention? |  |  |  |
| 2.2 Are the views of significant males effectively gathered? |  |  |  |
| 2.3 Is there evidence that the child or young person has been seen and, where appropriate, seen alone? Does the file give the reader a sense of the child and their wishes and feelings? |  |  |  |
| 2.4 Does the child and parents/carers have an equal voice? |  |  |  |
| 2.5 Does the evidence suggest positive relationships between the social worker and child and family? Please note the number of lead professionals in the last 12 months. |  |  |  |
| 2.4 Have the professionals involved with the child ensured that the plans made for them are in line with their wishes and feelings where possible, and that the reasons for decisions have been explained and understood? |  |  |  |
| 2.5 Is there evidence in the file to show appropriate direct work (including life history work) being undertaken with the child or young person and their family? Is the direct work linked to the plan and the reduction of risk? |  |  |  |
| 2.6 Is there sufficient, clear information recorded within the file that would assist the child or young person to understand their history and experiences? Are there reasons for decisions taken apparent on the file? |  |  |  |
| **Overall what is the quality of the work and what is the quality of the child’s experience? Please use Ofsted grade descriptors) Please give an analysis of why you have made this judgement.** |  |  |  |
| 1. **Decision making & Management oversight**
 |  |  |  |
| 3.1 Are the reasons for decisions detailed within the file, including senior management decision such as step up, agreement to accommodate, initiative of proceedings, nominated officer forms? Please detail any omissions. |  |  |  |
| 3.2 Is there evidence of reflective supervision on the file? |  |  |  |
| 3.3 Is there evidence of regular management oversight with clearly recorded rationale for decisions being made? |  |  |  |
| 3.4 Has there been any drift in the case? If there is evidence of drift how was this addressed? |  |  |  |
| **Overall what is the quality of the work and what is the quality of the child’s experience? Please use Ofsted grade descriptors) Please give an analysis of why you have made this judgement.** |  |  |  |
| **4. Assessment** |  |  |  |
| 4.1 Does the assessment incorporate historical factors? Please comment on how it was used. Was information from the CAF and other agencies incorporated into the assessment? Has a full social history of parents been taken? |  |  |  |
| 4.2 Is there evidence that an up to date chronology is being used to inform assessments and plans? Is it succinct and does it give a clear sense of over-arching or emerging themes/issues? |  |  |  |
| 4.3 Does the assessment provide a clear picture of the child’s daily life experience and needs including the child’s stages of emotional and physical development? |  |  |  |
| 4.4 Does the assessment triangulate the information from the child or young person, their family and other agencies? |  |  |  |
| 4.5 Were issues relating to substance or alcohol misuse, mental ill-health, domestic violence, missing episodes or sexual exploitation by the child, young person or their parents considered and used to assess present and future risks? |  |  |  |
| 4.6 Is there evidence that assessments have been updated within timescales, when circumstances changed or additional information was received? |  |  |  |
| 4.7 Are the views/wishes of the child/young person accurately reflected in the assessment? |  |  |  |
| 4.8 Are the views of significant males effectively gathered? |  |  |  |
| **Overall what is the quality of the assessment? (Please use Ofsted grade descriptors) Please give an analysis of why you have made this judgement.** |  |  |  |
| 1. **Information Sharing & Partnership working**
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| 5.1 Is there evidence of how partnership working, including with adult services, supported the child and family?Were issues relating to domestic violence, parental mental ill health, substance misuse, CSE or missing episodes addressed? |  |  |  |
| **Overall what is the quality of information sharing and partnership working and the quality of the child’s experience? (Please use Ofsted grade descriptors) Please give an analysis of why you have made this judgement.** |  |  |  |
| 1. **Understanding & Practice in relation to Diversity and Culture**
 |  |  |  |
| 6.1 Is there evidence that issues of diversity and culture are being positively addressed throughout the child’s journey (for LAC please ensures the matching process is looked at). |  |  |  |
| 6.2 Are there any gaps throughout the child’s journey where issues of ethnicity and culture were not identified and address (for LAC please ensure the matching process is looked at). Please identify the gaps. |  |  |  |
| 6.3 Is there evidence of any active work and support being put in place to now address these gaps? |  |  |  |
| **Overall what is the quality of this work and the quality of the child’s experience? (Please use Ofsted grade descriptors) Please give an analysis of why you have made this judgement**. |  |  |  |
| 1. **Plans**
 |  |  |  |
| 7.1 Does the child or young person have an appropriate, outcomes based plan that addresses all their identified needs, including SMART targets? Is the plan up to date? |  |  |  |
| 7.2 Is there evidence that the wishes and feelings of parents, carers and children have been taken into account in the development of the plan? |  |  |  |
| 7.3 Is there evidence of plans being altered to take account of changes in circumstances, updated assessments or additional information? |  |  |  |
| **Overall what is the quality of this work and the quality of the child’s experience? (Please use Ofsted grade descriptors) Please give an analysis of why you have made this judgement**. |  |  |  |
| 1. **Permanency**
 |  |  |  |
| 8.1 Is there evidence of the effective use of the PLO, including letters before proceedings, family group conferences and parallel planning where proceedings were instigated in the previous 18 months? |  |  |  |
| 8.2 Were permanency options, including return to birth parents, explored with the child or young person and why was the final option chosen? |  |  |  |
| 8.4 Was there good quality preparation for placement completed? |  |  |  |
| 8.5 Where the plan is for the child or young person to return home is there work being completed with the family to prepare for this? |  |  |  |
| **Overall what is the quality of this work and the quality of the child’s experience? (Please use Ofsted grade descriptors) Please give an analysis of why you have made this judgement**. |  |  |  |
| 1. **Reviews**
 |  |  |  |
| 9.4 Do reviews of plans ensure that actions are completed and decisions are taken in a timely way?  |  |  |  |
| 9.5 Is there evidence of challenge to prevent drift in plans? |  |  |  |
| 9.6 Is there a clear and individualised contingency plan? |  |  |  |
| **Overall what is the quality of the reviews and what was the quality of the child’s experience? (Please use the Ofsted grade descriptors). Please give an analysis of why you have made this judgement.** |  |  |  |
| 1. **Placement Planning**
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| 10.1 is there evidence that the child or young person is well matched with their current carers, including decision making by panel? How were the child or young person’s wishes and feelings taken into account in the decision making? |  |  |  |
| 10.2 Where the child or young person has moved placement what was the reason for the move(s), was this in line with their care plan? |  |  |  |
| 10.3 Where the child or young person is placed outside of B&NES is there evidence that the receiving authority has been informed and that the appropriate resources available to the child or young person are available to them? |  |  |  |
| **Overall what is the quality of the planning focus and what is the quality of the child’s experience? (Please use the Ofsted grade descriptors). Please give an analysis of why you have made this judgement.** |  |  |  |
| 1. **Independence**
 |  |  |  |
| 11.1 Is there evidence that the young person was adequately prepared for independence when they left care? What work around independence had been undertaken with them? |  |  |  |
| 11.2 Where there is evidence of risk taking behaviours, is the lead professional supporting the young person to understand how their life choices will affect their safety and well-being? Are Care leavers being supported to take responsibility for their behaviours? |  |  |  |
| 11.3 Does the file show that the young person lives in accommodation appropriate to their needs? How are they being supported to ensure that their tenancy does not break down? |  |  |  |
| **Overall, what is the quality of this work and what is the quality of the young person’s experience? (Please use Ofsted grade descriptors) Please give an analysis of why you have made this judgement.** |  |  |  |
| 1. **Outcomes (all children)**
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| 12.1 Is the child or young person’s health, both physical and mental, being promoted? |  |  |  |
| 12.2 Is the child or young person being helped to achieve their educational or employment potential, including attendance issues? Please consider for children under statutory school age and young people who are no longer in education? |  |  |  |
| 12.3 Is the child or young person involved in social and recreational activities? Are their achievements celebrated and how? |  |  |  |
| 12.4 Is the child safe? |  |  |  |
| **Overall what is the quality of the outcomes for the child and the quality of the child’s experience? (Please use Ofsted grade descriptors) Please give an analysis of why you have made this judgement.** |  |  |  |
| **Conclusion:****What is the overall quality of the case and the overall quality of the child/young person’s experience?** **(Please use Ofsted grade descriptors)** **Please give an analysis of why you have made this judgement.** |  |  |  |

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| **Service user feedback**Summarise any service user feedback obtained.Was this from parent, carer, young person?How does the feedback correlate/conflict with the information obtained from auditing the record? |  |  |  |

**File checklist**

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| --- | --- | --- | --- |
| **Requirement** | **Yes** | **No** |  |
| Case notes up to date |  |  |  |
| Chronology up to date |  |  |  |
| Genogram on file |  |  |  |
| Appropriate Assessment |  |  |  |
| Relevant plan and review documents complete and up to date |  |  |  |
| Child or young person seen alone where appropriate |  |  |  |
| Referrals open on siblings |  |  |  |
| Documents relating to S47 Enquiry |  |  |  |
| Minimum visiting requirements adhered to |  |  |  |
| **Looked After Children:** |  |  |  |
| Placement Plan |  |  |  |
| Personal Education Plan |  |  |  |
| Health Assessment |  |  |  |

**Actions following Audit:**

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| --- | --- | --- | --- |
| **Are there any urgent/immediate Child Protection actions that need to be taken?** |  |  |  |
| **Summary and outstanding tasks** to be completed in what timeframe? **Enter dates** |  |  |  |
| * **Enter date audit feedback was given to social worker**
* **Identify the Responsible person/s for ensuring any outstanding actions are completed.**
* **Enter date for review within three months to ensure that relevant remedial actions have taken place.**
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Signed………………………………………………….Date……………………..

Designation……………………………………………