

CONFIDENTIAL REPORT Guidance / Template for Report Writing

PURPOSE OF REPORT

Put here the details of the planning meeting, case conference, children's panel or review for which you have written the report. OR write "to monitor concerns" if, for example, the report is simply to update others e.g. child protection advisor, social worker

SUBJECTS

The children to be discussed include Names, dates of birth and CHI.

OTHER FAMILY MEMBERS

Usually the rest of the household, even if not biologically related, plus family members out with the home known to be of significance.

HOME ADDRESS

G.P.

SOCIAL WORKER

CHRONOLOGY OF SIGNIFICANT EVENTS ATTACHED YES / NO

Report prepared by: Signature and print name

Date:

INTRODUCTION

Include recent developments that have given rise to, or increased, level of concern. Include period of time covered by the report Give resume of your pattern of contact with the family.

BACKGROUND INFORMATION

Briefly summarise the concerns prior to the period covered by the report.

PROFILE OF FAMILY MEMBERS

Explain any relationships that are not clear from the information on the front page. Give any information necessary about factors that influence well being of children (be aware of any use of third party information and confidentiality issues- remember the interests of the child are paramount).

(CHILD) HEALTH ASSESSMENTS

Insert the name of each child in turn and comment on the following, wherever applicable.

GENERAL HEALTH – Include immunisation status, attendance for appointments, hospital admissions etc.

GROWTH AND DEVELOPMENT – Always use centile charts and refer to naked weight when reporting concerns on growth. Enclose copies of centile charts if this would help- but remember many people do not understand them.

BEHAVIOUR, PHYSICAL AND EMOTIONAL CARE – For each child give factual information to back up professional assessment-avoid giving subjective opinions.

List concerns with specific dates if possible.

ANY OTHER RELEVANT INFORMATION

Comment on parenting capacity giving factual information, and record any observations of parental behaviour which back up your professional assessment. Avoid judgemental statements. Include ability to provide basic care along with any learning disability, relevant physical or mental illness, substance/alcohol misuse, domestic violence, childhood abuse. List concerns with specific dates if possible.

Comment on family strengths. Even if these are few it is helpful for future work with the family if you can identify something positive.

PROFESSIONAL ASSESSMENT (INCLUDE SUMMARY OF CONCERNS/CONCLUSION)

Be clear and concise. Others you are sharing this information with may only have time to read this part. If you have recommendations for action, include these here, as well as your own plan for further input with the family. Please highlight your assessment of the level of risk there may be to the child/young person.

RESTRICTED INFORMATION (WRITE ON SEPARATE SHEET)

This is information you do not want to share with parents at a case conference. The chair of the conference must be informed if you have such information.

Mark it "**FOR THE ATTENTION OF PROFESSIONAL WORKERS ONLY**" and state name of child it relates to.

RESTRICTED INFORMATION - You may be in possession of confidential information, relating to a third party, which increases your concerns about the child under review. It may be important to share your knowledge with other professionals. Remember that parents normally have copies of reports submitted by you to conferences and Children's Hearings. Be aware therefore where it could be a breach of confidentiality to include such information in these reports (for example if it could contain confidential details about the health of another person) and use this sheet where such disclosure is necessary for the welfare of the child.