

Appendix 1

**Allocations Record Checklist**

All workers have info from first column; column two is additional info for Level 1 workers/Students/PS discretion (i.e. capability)

	Depends on referral	All Workers	Additional for Level 1/Student/PS discretion
Pre-visit		Reason for referral	Referrer wishes to remain anonymous?
		Staff safety – is joint visit required?	
		Read history and case note when done	Include minimum of case notes, assessments, contacts, CP info, legal events, and historic paper files (if been open pre-ICS).
		If not opening Siblings – separate case note with reasons for decision.	
	Y	Consider contacting other Local Authority if have come from another area.	
	Y	Speak to referrer / Lead Professional (TAC) prior to visit	
Visit		Complete visit – announced, unannounced	If unannounced do not inform parent/carer in advance
	Y	Timescale for initial visit	
		Complete Expectations leaflet and include your name and contact number	
		Gain signed consent using Expectations leaflet	For assessment, agency checks, speak to child on own, Police checks if needed
		Complete policy checks	Children's sleeping area, kitchen, living areas, bathroom
		Discuss concerns from referral with parent/care – consider use of SoS 3 columns	
	Y	Complete a DASH Toolkit/referral to MARAC	
	Y	Complete LSCB Child Sexual Exploitation risk assessment	
	Y	Any other person in the home or parent outside of home	Obtain DOB and address, consider absent father
		Complete genogram and Child and Family Progress Plan with family	
		Speak to child on own about allegations and their views/observe interactions (age dependant) – use 3 Houses tool or other age dependant SoS tools	With consent, consider venue, consider age/capacity
		Explain next steps in assessment process	Explain about levels of case, multi-agency meetings, speaking to other agencies

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Post-visit		Liaise with agencies (health and education as minimum) to gather information with consent	
	Y	Police disclosure (DV/Sexual Abuse/offences against the Person/Substance crimes)	
		Complete initial enquiries including but not limited to speaking to the child, parents and agencies by day 15. A discussion will take place with PS on day 15 to establish case progression.	
		Focus of assessment is...	Within assessment consider impact of allegations on child .... Include agency information and history of family including Children's Services referrals
		Estimated duration of the SCA is...working days	
		Case progression may be *TAC/CIN/CP/proceedings. Contingency plan is... (*delete as required)	
		If Sibling Group assessment will be on one sibling, once completed copy and make child specific before sending to PS for authorisation	
		Discuss with allocating PS if unsure, speak to own PS immediately if consent refused or safeguarding issues identified, progress case in supervision	