

DEFINITIONS OF ALLOCATED/UNALLOCATED CASES OF CHILDREN ON THE CHILD PROTECTION REGISTER

ALLOCATED

An allocated case is one where there is:

- *A named (qualified) social worker who is visiting regularly to a purposeful plan and overseen by a line manager.*

This includes;

- **An allocated Social Worker in the Long Term Team**
- **An allocated worker in the Referral and Assessment Team**
- **An allocated worker outside those 2 teams eg Family Centre, YCP, etc *PROVIDING* this is a qualified social worker**
- **A named duty worker in long term duty**

It is acknowledged that a named Duty Worker or worker outside the LTC teams may not be able to carry out all the tasks normally expected of an allocated worker. The minimum requirements must be met:

- **Minimum monthly visits to the family where the child must be seen,**
- **Reports produced for conferences,**
- **Attendance at Core Groups**
- **Liaison with other agencies**

Specific tasks including direct work with the child/family may be done by a Professional Assistant or Family Centre Worker but the named Worker will co ordinate the case and ensure the Child Protection Plan is followed and outcomes for children achieved.

The Duty Manager LTC will be responsible for ensuring these tasks are undertaken and will be reporting on these cases as part of the weekly return to the Board

UNALLOCATED

An unallocated case is where there is:

- *no named, qualified consistent worker visiting regularly to a purposeful plan overseen by a line manager*

This includes

- **A named worker who is not a qualified social worker**
- **Cases managed by duty where different workers may be visiting**

EXAMPLES

When does an allocated case become unallocated?

- **When a social worker leaves and their caseload cannot immediately be re allocated. The case becomes unallocated at the point of departure.**

What happens when a worker is off sick?

- **Judgements need to be made and cover is usually organised through Long Term Duty. The worker's name remains the allocated worker if the sick leave is short term**

As a rule of thumb - if the medical note indicates longer term sickness (eg longer than 6 weeks) then the case should be deemed unallocated and managed through Duty

When does a case become allocated?

- **Cases that are due to be allocated to a new worker starting within a 2 weeks should continue to be held by the allocated worker in R&A or the duty worker in LTC. The case may be allocated to a new worker at the Allocation meeting one week prior to starting work.**

REPORTING

A Weekly Report of all cases held in Long Term Duty is made to the AD Local Services and the Board.

This includes;

- **Unallocated cases (cases with no identified qualified social worker)**
- **Unallocated cases (cases allocated to an unqualified worker)**
- **Allocated (cases allocated to a qualified social worker outside Referral and Assessment or Long Term Social Work Teams eg Family Centres, YCP)**

The rationale for listing and monitoring all these cases is to ensure:

- **Safety**
- **Adherence to the child protection plan**
- **Regular visits**
- **Production of reports**
- **Core Groups are held**
- **Management overview**
- **The Child and Family receives a service**

The cases identified as Unallocated and, therefore reported, to SSI will include the first 2 categories.

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