

Subject of Report:	Children's Social Worker – Leaving Checklist	Date:	10.08.22
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Purpose

All Children's Social workers when leaving the authority are required to comply with the following checklist:

ACTION	EVIDENCE
1. Notify each family/young person/child that you are leaving	Record in Visit record (or Workbook)
2. Back this up in a formal letter to the family setting out the date that you are leaving and the arrangements for ongoing support.	Letter
3. Write to all professionals to notify them of your leaving and indicate the name of the next worker or cover arrangements.	Letter
4. Meet the worker that will pick up your work with the family and provide comprehensive handover. In the event that no worker is identified – undertake this session with your manager.	Meeting – record in case note
5. Undertake a joint visit to the family with the new worker.	Care Director - Record visit via a visit record or in the Workbook
6. Update the Case Summary to reflect the current position in relation to the family. Ensure this includes all dates of significant meetings ie Reviews, CPCs ,PEPS, Health Reviews etc	Care Director - Case Summary
7. Update the Chronology – ensuring	Care Director – Chronology and

all significant events are noted. Ensure there is a three generational genogram uploaded and wherever possible this should be cultural.	Genogram
8. Ensure all recording is up to date in Care Director. Complete any outstanding C&F assessments, CIN/Conference reports, S47's, CIN reviews, home visits etc as agreed with line manager that is reasonable and expected before last working date.	Care Director – relevant records
9. Upload to Care Director all evidence of direct work and meeting minutes including CIN plans/reviews and core groups.	Care Director – relevant records
10. Confirm with your manager that points 1 to 9 have been completed.	E Mail
11. Consider undertaking an Exit Interview and schedule with Maria Kinga Olah.	Meeting
12. Return laptop, phone and ID badge (and any other equipment	Office Visit