

Guidelines for Assessment Reports

Introduction

These guidelines suggest the topics and the issues that should be covered in an assessment report on a child. They should be used for Prevention, Re-integration and Fostering cases but adapted as required to suit the particular circumstances. The social worker can vary the suggested headings and sections and add any other relevant information not covered by the guidelines.

Avoid using technical or psychological jargon. Where a person's version of events or their opinion is being quoted, clearly indicate who is the source of the information.

Front Page

The front page of the report should indicate: -

- the name of the child, or children who are the subject of the report.
- the type of case, eg., Prevention, Re-integration or Fostering.
- the name of the social worker preparing the report.
- the date when the report was prepared.

Basic Information

For each child who is the subject of the report, give the following information: -

- Name – first name and last name
- Date and place of birth
- Address – indicate home address
- Name of the Children's Institution, if appropriate
- Father's name
- Nationality
- Religion
- Date of application to Commission of Minors(Children's) Affairs (if a Prevention case) or date of admission to Children's Institution

Family Composition

Show in a list or table format, the names of the members of the child's family, their relationship to the child, their date of birth and their address. Indicate any significant information such as the death of a family member, or that a family member is serving a prison sentence.

Indicate if any siblings of the child are resident in a children's institution.

Genogram

Provide a genogram of the family. Use a dotted line to enclose the family members who live in the household of the child. Shade the symbol of the child or children who are the subject of the report.

Profile of the Child

Provide a profile for each child that is subject of the report. The profile should cover the following headings: -

Health

Report on the general health of the child.

Any medical conditions the child has that require treatment or monitoring.

Any disabilities that limit the child or which require special attention.

Report on the child's attitude to his or her medical condition or disability.

Indicate the medical prognosis for the condition.

Report on the height and weight of the child and indicate whether the size of the child is above or below average for his or her age.

If it is appropriate for the age of the child, report on the child's knowledge and understanding about sex and reproduction, contraception, prevention of pregnancy, protection from HIV and STDs, etc.

General development

Report on the general development of the child and indicate if it is normal for the age of the child. Comment on any developmental delay that the child has.

Education

Indicate which school or kindergarten the child attends. Report on the attendance of the child and comment on the reasons for significant absences from school. Report on the Grade of the child. Report on the grades the child is given for his or her work. Report on the child's attitude to school. Report on the teachers' view of the child.

Report on examinations sat by the child. Report on any subject with which the child has difficulties. Report on any subjects that the child enjoys and is good at.

Religion

Indicate whether the child is practising a religion and if so, how frequently the child goes to mosque or church. Particularly if the plan for the child includes fostering, indicate the views of the parents towards the child's religious upbringing. What is the view of the child towards his or her religion?

Personality, temperament & behaviour

Indicate the predominant behaviour of the child. Give details of particular situations that make the child happy, angry, afraid, frustrated, etc. How does the child react to stress and change? Indicate if the behaviour of the child is appropriate to his or her age. Provide detailed information about the child's reactions to discipline.

Comment on the eating habits and preferences of the child, sleeping patterns and behaviour, personal hygiene, attitudes to clothes, ability to care for him or herself.

Leisure

Indicate how the child spends his or her leisure time. What interests, hobbies, clubs or sports does the child have?

Relationships with family members

Provide information about the significant relationships the child has with family members. Comment on the quality of the attachment that the child has with family members. If the child is in the Children's Institution, report on the frequency and quality of contact that the child has with family members. How often does the parent visit the child? How often does the child go home?

Comment on the child's views about his or her family members. Does the child's opinions and views accord with the social worker's observations. Does the child's opinions and views accord with the opinion of the teacher or care worker? Comment of the parent or parents view of the child. Does it accord with observed behaviour of the parent towards the child?

Relationships with other persons

If the child is resident in the Children's Institution, comment on the child's relationships with the staff and other child. What is the view of the child about leaving friends and staff? To whom is the child especially attached?

Family & Household Profile

Provide basic information about mother, father and each member of the child's family and household: -

- Name
- Date and place of birth
- Address
- Citizenship status
- Nationality
- Religion
- First language
- Passport number

Provide brief details of the person's education, employment history and current situation and health.

If the parents are or were married, indicate if the marriage was registered. If the parents are separated or divorced, indicate if the divorce has been registered.

Other relatives

Provide very brief details of other relatives of the child; name, date of birth, relationship to the child and address.

Family background

Provide information about the significant events that have happened to the family and

the child, or that have affected him or her. Clearly indicate the source of information about the events. Indicate if it has been possible to corroborate the background or events with another person.

Clearly indicate the explanation the parent or parent's gives for placing the child in the children's institution, or for applying for the admission of the child.

Financial situation

Indicate the source, or sources of income of the family. Indicate if the income is regular, or irregular, whether any income is owed to the family, ie. unpaid pensions, etc. Indicate the frequency and amount of income.

Indicate any additional help that the family receives, eg. assistance from local administration with food or fuel.

Indicate details of any debts the family has.

Living situation

Provide the following details: -

- Type of accommodation – rented or owned
- Number and type of rooms
- Space available for the child
- Furniture
- Method of cooking
- Water supply
- Source of heating
- Electricity supply
- Canalisation/sewage condition
- Hygiene and sanitary conditions
- Pets
- Availability of a plot

Report on any problems or difficulties the family have that relate to residence registration.

Conclusion

This section should not contain any new factual information that is not in the main body of the report. It should be a summary of the situation of the child and its family as understood by the social worker.

It should contain the social worker's opinions about key issues in the case, for example, the social worker's opinion about the reasons why the child was placed in the institution, or why the parent has applied for admission. The social worker should indicate her opinion about the quality of the relationship and commitment the child and the parents have towards each other.

The social worker should indicate her opinion of the stresses on the family. The

social worker should indicate the reasons for the failure of the family to cope with difficulties and stress. What are the coping mechanisms that could be available to the family?

The social worker should indicate the general aim of the social work plan for the family.

Proposed work plan

The social work plan should relate to the general aim as indicated in the conclusion above. It should be a series of numbered objectives. The objectives should be specific and observable. The objectives should be reasonable and achievable. The plan is not a series of working methods.

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