

Wigan Council
Children and Young People's
Services

Doctor/GP

Wigan Council
Adult Services

Hospital Consultant

Wigan & Leigh Housing

Other hospital staff

Probation Service

Department of Work
and Pensions

School Health Service

Child and Adolescent
Mental Health Services

School

Police

Health Visitor

Voluntary
organisations (Please list)

Other (Please list) e.g. Relatives,
friends, neighbours

.....
.....
.....
.....

Consent

I / we agree to the sharing of relevant information, except those agencies that I have put a cross in the box, for the purpose of assessing our child / children's needs.

Print name

Print name

Signed

Signed

Date

Date

Parental responsibility

Yes No

Parental responsibility

Yes No

Tell us what you think?

Your comments (good or bad) help us to improve the quality of our services, so please let us know what you think by completing the 'How did we do' questionnaire that the Social Care Worker will give you.

If you are not happy with the services you get, you should try to sort it out with the Social Care Worker who has done the assessment, or their manager.

If you are still unhappy you can make a complaint by filling out the 'Customer Care' leaflet that the Social Care Worker will give you, or by contacting:

The Customer Relations Unit, Adult Services, Civic Centre, Millgate, Wigan WN1 1AZ

Tel: 01942 828085
E-Mail: ssdcru@wiganmbc.gov.uk

Further information

If you need further information about assessments for children in need and their families, contact the Children In Need Duty Team on 01942 828300.

Your Social Care Worker is

.....

They can be contacted by telephoning

.....

This leaflet is also available in other languages, in audio formats and in large print.

Contact us at:
The Customer Relations Unit, Wigan Social Services, Civic Centre, Millgate, Wigan WN1 1AZ.
Tel: 01942 828085. E-Mail: ssdcru@wiganmbc.gov.uk

www.wigan.gov.uk

Children and Young People's Services promotes equality and celebrates diversity.

Produced October 2006

Assessing children in need and their families



Information for parents or carers



Children and Young People's Services

Assessment for children in need and their families

What is an assessment?

Either you or someone else on your behalf has asked the Children and Young People's Services for help with some difficulty you are having which affects your child (or children).

Before we can help you, we need to know about you and your family. This will involve collecting information, talking this through with you, and agreeing with you what may be done to help solve your difficulties. This is called an assessment.

Why are assessments carried out?

Assessments are carried out to:-

- gain an idea of the strengths you and your family have got;
- find out if you and your child (or children) have got any problems or difficulties;
- work out the kind of help and support you may need and who could best provide that help.

You will get the chance to have your say and take full part in the assessment.

After the assessment has been done, we will work with you to decide what your child or children need and how best we and other services can work together to help them. This will be written up into a care plan.

You will be given a copy of the assessment and the care plan.

What will be expected of you?

We know that almost all parents and carers want to do the best for their children.

An assessment is an important part of working with you. In a very small number of cases, there are serious concerns about a child's safety and well-being. Making sure your child is safe will be our first concern.

Please ask your Social Care Worker to explain anything that is not clear to you. You have a right to know.

What you can expect from us?

We will listen carefully to what you have to say and will offer advice and support to help you overcome any difficulties you may have.

We will always keep you informed of what we are doing. We will keep a confidential record of any information you give us and will only share it with other people who are working with you from our department (Children and Young People's Services). You have a right to see this at any time. If we need to discuss this information with anyone else, you will normally have given your permission by completing the consent form on this leaflet. We will only share information without your permission if we believe that there may be a risk of harm or threat to the welfare of your child. If this happens, we will tell you and explain what your rights are.

What will happen?

As part of the assessment, the Social Care Worker will meet with you and members of your family, including your baby and / or child. If your child is of an age where they can take part in the assessment, the Social Care Worker will work with them and give them a chance to have their say.

The assessment will take into account factors such as your ethnic and cultural background and any difficulties or disabilities you may have. For example, we can provide help and information in different languages if needed.

If you don't agree with what the Social Care Worker says in the assessment, or you feel you wish to add other information, you will be given a chance to write your comments on the assessment record.

How long will it take?

A general assessment will be completed within 7 working days of us being made aware of your situation. If this first assessment does not go into enough detail, a more in-depth assessment (which is called a core assessment) will be done within 35 working days. The Social Care Worker will let you know which assessment is being done.

Sometimes, we will need to spend more time doing an assessment if things are complicated, or we need advice from other people. These are called specialist assessments.

If your needs are urgent and we haven't completed the assessment we will try to work with you and provide services as quickly as possible.



Children and Young People's Services Assessment Consent Form

Parent or carer's name

.....

Child or young person's name

.....

Service provider

Contact name

Telephone number

Date.....

To make sure that we offer you the best possible support service, we need to do an assessment of your child's needs and those of your family and agree a care plan with you. The Care Plan will tell you how you will be helped and who will help you.

To help us make our assessment, we need to gather as much information as we can about your child. Sometimes, we may need to check with your child and other people from various services who have been working with your child. This is to make sure we know what's been happening and have got the most up to date and accurate information. We will always ask your permission before doing so.

We may also need to contact anyone with parental responsibility unless there is a good reason not to do so.

On the next page are some examples of the people we may contact to find out information about your child. If you do not want us to contact any of these people or services, please put a cross in the box next to them. If you do not put a cross against a person or service, we will take it to mean that you are happy for us to request and share information to meet the needs of your child/children.