



CHILDREN  
& FAMILY  
SUPPORT

# Statutory Child and Family Assessment

## A Guide for Parents



Warwickshire  
County Council



## Why are you having a Statutory Child and Family Assessment?

Either you, or someone else on your behalf, has asked for help with an issue which affects your child (children) or they may be worried about you and/or your child (children).

## What is a Statutory Child and Family Assessment?

To help us in our work with you, we need to know more about you and your family. The social worker, with help from you, your family and other agencies, will gather information on your situation.

This process of getting to understand the situation, needs and wishes of your child and family is called an 'assessment'.

An assessment helps to agree with you what help and support you and your family might need (if any) and who could best give this help.

The social worker will work with you to complete a Statutory Child and Family Assessment. The depth of the assessment will be determined by the level of need or concerns. For all assessments certain core information will be gathered and when there is enough information to make a decision, the social worker, with agreement from their manager will write the assessment and establish a plan of action which will be agreed to help you.



## How is the Child and Family Assessment carried out?

The social worker will usually meet with you and your family a number of times. With your written agreement they will also talk to other people and professionals to gather and share relevant information to complete the assessment. They will always do this in a way that helps you to have your say and encourages you to take part. Where children are old enough to take part in the assessment, the social worker will help and encourage them to do so.

Every effort will be made to take account of your ethnic and cultural heritage in the assessment. If you would like it, we can arrange help in your first language.

After the assessment has been written by the social worker and authorized by their manager, this will be sent to you in the post.

If you do not agree with what is written in the assessment when it is completed, you can record your point of view on the assessment document and return this to the Children's Team that completed the assessment and they will ensure your views on the assessment are clearly recorded.



### How long will it take?

A Statutory Child and Family Assessment ends when there is enough information to make a decision about what support may be needed. The length and depth of the assessment will be agreed by the social worker, with their manager. We aim to complete most Statutory Child and Family Assessments in 35 days. In exceptional circumstances, social workers can request an extension to 45 working days.

### How can you help us?

Most parents want to do their best for their child (children). Completing the assessment will help the social worker recognize the strengths you and your family have, as well as any areas of difficulty.

An assessment is an important part of our work with you. In a small number of cases, there are serious concerns about a child's safety. Making sure the child is safe is our first concern. Your social worker will discuss this with you. You have a right to know.

### What can you expect of us?

We will listen carefully to what you have to say, offer advice and, if appropriate, support to bring up your children and deal with any areas of difficulty. We will keep you informed about what we are doing and thinking. With a little help most families can sort out their difficulties and our aim is to help you do that.

## What if I do not agree to engage?

The social worker will do all they can to reassure and engage with you. If you choose not to engage the social worker with their manager will have to consider the concerns raised. Where the safety of a child is at risk social workers can if needed speak to other agencies. If we consider this is needed, we will tell you. We also always write a written record detailing the concerns and actions taken by the social worker and share this with you.

## What do you do with my information?

Warwickshire County Council and partners work together to provide you with public services, to do this, we may need to share information. We will do this in a way that protects your privacy and confidentiality. For more information please visit [www.warwickshire.gov.uk/privacy](http://www.warwickshire.gov.uk/privacy)

We treat any information you give us in confidence within the organisation, among those needing to know. If we need to discuss it with anyone else, we will usually ask your permission. The only exception is if we get information that suggests a serious threat to a child's welfare. Your social worker will discuss this with you.



## For further information

If you require further information about our services please contact Warwickshire County Council on 01926 410410 in the first instance.

## Comments and complaints

If you have any comments or complaints about our services, please let us know. Any member of staff will be pleased to help you, or you can contact the Customer Relations team at:

P.O. Box 9  
Shire Hall  
Warwick  
CV34 4RR

**Tel.** 01926 410410

**Fax.** 01926 476622

**Email.** [customerrelations@warwickshire.gov.uk](mailto:customerrelations@warwickshire.gov.uk)

## Leaflet information in other formats

If this information is difficult to understand, we can provide it in another format, for example, in large print. If you require this leaflet in another language, please contact the Interpreting and Translation Unit on 01926 410410.

## More Information

For more information please visit our website at:  
**[www.warwickshire.gov.uk](http://www.warwickshire.gov.uk)**





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