Appendix IV

Research Tools

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Interview schedule for the young person aged 10 years or more

Explanation
We are writing a book about the ways social workers help young people and their families. Because you have recently had contact with a social worker, we thought you might like to help us and tell us what happened to you. We hope the book will help social workers understand what it like for young people when social workers come into their lives.

- I’ve already spoken to your mum (mother figure, etc.) and she has said it’s all right for us to talk about this if you want to.
- The sorts of things I want to find out are, for example, whether you were able to have your say, and if you felt social workers listened to what you wanted.
- Everything you tell me will be kept secret; I won’t be telling your family or social worker anything you tell me. Although it is a secret for me, you are quite free to tell anyone you want about what we have talked about. For example, if you want to tell your mum or a friend what you told me, it’s quite OK.
- If you agree to help us write this book, I will want to talk to you today for about an hour.
- When we talk I will ask you some questions. If you don’t want to answer any of them that’s OK; just say ‘I don’t want to talk about that,’ and we will go on to the next question. The questions are not a test, like at school, and there are no right and wrong answers. I just want to find out what you think or feel about things.
- When we write the book your real name will not be used so no-one will know what you have told me.

1. Local Authority
2. Name of young person
3. Age of young person
4. Gender of young person
   1. Female
   2. Male
5. With whom does the young person live (circle all relevant people)?
   1. Mother
   2. Stepmother
3. Father’s cohabitee
4. Other female carer (please state relationship) _______________________________
5. Father
6. Stepfather
7. Mother’s cohabitee
8. Other male carer (please state relationship) ________________________________

I’D LIKE TO START OFF BY ASKING YOU ABOUT ANY PREVIOUS EXPERIENCE YOU HAVE OF SOCIAL WORKERS

6. Have you ever had contact with social workers before ______________________ (month)?
   1. No
   2. Yes – within the past year
   3. Yes – over a year ago
      *If No, skip to Q.15*

7. Did the social worker explain why they were having contact with you?
   1. Yes
   2. No
   3. Not sure/don’t know
      *If Yes, what did they say?*

---

**EXPLAIN WHAT AN ASSESSMENT IS:**
When young people and their families are in contact with social workers it is because they want help or because someone outside the family is concerned about them. To make sure they provide the help they need, social workers should carry out an assessment. To do this they need to ask the family a lot of questions.

8. When you came in contact with social workers, were you given any written information that told you what was going to happen?
   1. Yes
   2. No
   3. Not sure/don’t know
9. Did the social worker talk to you about what was going to happen?
   1. Not at all
   2. Somewhat
   3. Definitely
   4. Not sure/don’t know

10. What do you think the social worker was trying to do at that time?
    Use child/young person’s own words

11. Did the social worker ask you what you wanted at the time?
    1. Yes
    2. No
    3. Not sure/don’t know

12. Did you think the social worker listened to what you said?
    1. Not at all
    2. Somewhat
    3. Definitely
    4. Not sure/don’t know

13. Did the contact with the social worker lead to anything happening?
    1. Yes
    2. No
    3. Not sure/don’t know

    If Yes, what happened?
    Use child/young person’s own words

    __________________________
    __________________________
    __________________________
    __________________________
14. Did you think your wishes and feelings influenced what happened?

   Use child/young person's own words and code answer below

   1. Not at all
   2. Somewhat
   3. Definitely
   4. Not sure/don’t know

NOW I WOULD LIKE TO MOVE ON TO TALK ABOUT HOW YOU CAME INTO CONTACT WITH SOCIAL SERVICES IN ____________________________ (month)

15. Can you tell me how the social worker came to be in contact with you and your family?

   1. I asked the social worker for help
   2. Parent asked the social worker for help
   3. Someone referred the family to social services
   4. Other (specify) ____________________________

16. Can you tell me a bit about the difficulties you and your family were facing at that time?

   Use child/young person’s own words. Then tick the relevant difficulties in the box on p.9.
### Difficulties

<table>
<thead>
<tr>
<th>Difficulty</th>
<th>Yes</th>
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<tbody>
<tr>
<td>Suspected abuse/neglect</td>
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<td>Parent with mental health problems</td>
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<td>Parent with drug or alcohol problems</td>
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<td>Domestic violence</td>
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<td>Financial problems</td>
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<tr>
<td>Teenage pregnancy/parenthood</td>
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<td>Control issues in relation to the child/young person</td>
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<tr>
<td>Unaccompanied asylum-seeker</td>
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<tr>
<td>Disabled child</td>
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<tr>
<td>Environmental issues (housing, racial abuse, etc.)</td>
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<tr>
<td>Not known</td>
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<tr>
<td>Other (note reason)</td>
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</tbody>
</table>

17. How did these difficulties affect you?

*Use child/young person's own words*

---

18. What sort of help did you want?

*Use child/young person's own words*

---
19. Did anyone explain to you that an assessment would be carried out?
   1. Yes
   2. No
   3. Not sure/don’t know
   If Yes, who? ____________________________________________________________

20. Were you given any information on what the assessment was about?
   1. Yes
   2. No
   3. Not sure/don’t know
   If Yes, what?

21. Were you shown a copy of the assessment record before the assessment started?
   1. Yes
   2. No
   3. Not sure/don’t know
   Note if given a copy _______________________________________________________

I NOW WANT TO ASK YOU SOME QUESTIONS ABOUT YOUR EXPERIENCE OF HOW THE ASSESSMENT WAS DONE

22. Why do you think the social worker carried out this assessment?
   Use child/young person’s own words

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
23. Did you agree with these reasons?
   1. Not at all
   2. Somewhat
   3. Definitely
   4. Not sure/don’t know

24. What help did you want?
   Use child/young person's own words

25. Did the social worker ask you what help you wanted?
   1. Yes
   2. No
   3. Not sure/don’t know

26. Did you know the social worker would collect information about you and your family?
   1. Yes
   2. No
   3. Not sure/don’t know

27. Who in your family did the social worker talk to during the assessment? For example, did your mother or father, brothers or sisters or other relatives talk to the social worker?
   List all
28. During the assessment was there anybody else in your family who you think that the social worker should have talked to?
   1. Yes
   2. No
   3. Not sure/don’t know
   *If Yes, list who it was*

29. During the assessment did the social worker talk to anyone in your family who you did not want them to talk to?
   1. Yes
   2. No
   3. Not sure/don’t know
   *If Yes, list who it was*

30. Do you know whether the social worker contacted anyone else about you (for example teachers, doctors)?
   1. Yes
   2. No
   3. Not sure/don’t know
31. Do you know who it was they contacted?
   1. Yes
   2. No
   3. Not sure/don’t know
   *If Yes, list in box below*

32. Did the social worker ask you before contacting the agency/professional?
   *Note the answer next to the agency/professional in the box below*

33. How did you feel about the social worker making contact with the agency/professional?
   *Note feelings in the table below*

<table>
<thead>
<tr>
<th>Agency/professional</th>
<th>Asked before contacted</th>
<th>Feelings about contact</th>
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34. Did the assessment cover what you thought was important?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

35. What did you feel about giving information to the social worker?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
36. Was there anything in particular that made you uneasy about sharing information about yourself and your family with the social worker?

**PROMPT:** Was it the way he or she went about gathering the information? Was it because things weren’t clearly explained to you? What else?

*Use child/young person’s own words*

37. Did the social worker involve you in what was going on during the assessment?
   1. Yes
   2. No
   3. Not sure/don’t know
   If Yes, how?

38. Did you think the social worker understood the problems you and your family were having?
   1. Not at all
   2. Somewhat
   3. Definitely
   4. Not sure/don’t know

39. Did the social worker discuss with you what they thought might help you and your family?
   1. Not at all
   2. Somewhat
   3. Definitely
   4. Not sure/don’t know
40. What did you think about what they thought?

41. What did you think about the plans for you and your family?

42. Did the social worker ask you your views about the plans?
   1. Yes
   2. No
   3. Not sure/don’t know

43. Were your views written down?
   1. Yes
   2. No
   3. Not sure/don’t know

44. Did the social worker show you what was written in the assessment record?
   1. Yes
   2. No
   3. Not sure/don’t know

45. After the assessment, were you or a member of your family given a copy of the assessment record?
   1. Yes
   2. No
   3. Not sure/don’t know
   4. Offered but didn’t want it
46. After the assessment were you given or sent a copy of the plan?
   1. Yes
   2. No
   3. Not sure/don’t know
   4. Offered but didn’t want it

47. Did the plans lead to anything happening?
   1. Not at all
   2. Somewhat
   3. Definitely
   4. Not sure/don’t know

48. What happened?
   Use child/young person’s own words

49. What would you like to have happened?
   Use child/young person’s own words

50. Knowing what you do now, do you think the way the assessment was done could have been improved?
   1. Not at all
   2. Somewhat
   3. Definitely
   4. Not sure/don’t know
If Somewhat or Definitely, how?
Use child/young person’s own words

FINALLY I WANT YOU TO TALK ABOUT WHAT THINGS ARE LIKE FOR YOU NOW

51. Are you satisfied with your contact with social workers since _______________ (month)?
   1. Not at all
   2. Somewhat
   3. Definitely
   4. Not sure/don’t know

52. What would you like social workers to do now?
   Use child/young person’s own words

53. Do you have any general comments you want to make about assessments or social work services?
   Use child/young person’s own words
Interview schedule for parents/carers

Explanation
I’m very glad that you agreed to see me, because we need the help of parents like yourself. But before we start, I would like to tell you something about the study, and explain who it is we will want to talk to.

Your name was passed on to us by social services because you recently had contact with a social worker. We are concerned that families in your position don’t always get the help they need. We would like to learn about your experiences. For example, we want to find out whether social workers understood the difficulties you were having, and whether you were involved in the decisions that were made. To do this we will need to talk to you today for about an hour.

Because we believe it is important to find out what children and young people think and feel, we would like your permission to talk to [child’s name]. These are the questions we will be asking. [Show Child Interview Schedule and go through main areas. If they are not willing, explain that it will not be possible to continue and thank them for their time.]

We would also like your permission to read the file social services keep on your family, and to talk to your social worker. This will allow us to find out who said what at the various meetings.

Everything you or your child tell me, and everything I find out from the social work file, will be totally confidential. I am sure you will agree, however, that if something came to light that raised serious concerns about your child’s safety the social services would have to be told.

In order to increase the help offered to families and children we will be writing a book, but your real name will not be used in it and we wouldn’t say anything that could identify you.

1. Local Authority ____________________________________________________________

2. Name of study child _____________________________________________________

3. Gender of study child
   1. Female
   2. Male

4. Interviewee’s relationship to study child
   1. Mother
   2. Stepmother
   3. Father’s cohabitee
   4. Other female carer (please state relationship) _____________________________
   5. Father
   6. Stepfather
   7. Mother’s cohabitee
   8. Other male carer (please state relationship) _____________________________
I'D LIKE TO START OFF BY ASKING YOU ABOUT ANY PREVIOUS EXPERIENCE YOU HAVE OF SOCIAL WORK SERVICES WHICH CONCERNED ONE OF YOUR CHILDREN

5. Before ______________ (month) have you ever previously had contact with social services and social workers about one of your children?
   1. Yes
   2. No
   
   If No, skip to Q.14
   If Yes, note when the last contact occurred
   1. Within the past year
   2. Over a year ago
   3. Not sure/don’t know

6. Did the social worker carry out an assessment with your family?
   1. Yes
   2. No
   3. Not sure/don’t know
   
   If No, skip to Q.14

EXPLAIN WHAT AN ASSESSMENT IS:
When families like your own are in contact with social workers it is because they want help or because someone outside the family is concerned about them. To make sure they provide children and families with the help they need, social workers should carry out an assessment. To do this they need to ask questions about your family.

If Yes, did anyone explain to you how the assessment would be carried out?
   1. Yes
   2. No
   3. Not sure/don’t know
   
   If Yes, who?

7. Were you given any information on what the assessment was about?
   1. Yes
   2. No
   3. Not sure/don’t know
   
   If Yes, what were you given?
8. Did the social worker carrying out the assessment ask you what you wanted?
   1. Yes
   2. No
   3. Not sure/don’t know

9. How did the social worker go about doing the assessment?
   Use parent’s own words

10. Do you think the social worker’s assessment found out what help your child needed?
    1. Yes
    2. No
    3. Not sure/don’t know

11. Do you think the social worker’s assessment found out what help you needed?
    1. Yes
    2. No
    3. Not sure/don’t know

12. What happened after the assessment?
    Use parent’s own words
13. Do you think what happened helped your family?
   1. Yes
   2. No
   3. Not sure/don’t know

   If Yes, how?
   *Use parent’s own words*

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NOW I WOULD LIKE TO MOVE ON TO TALK ABOUT HOW YOU CAME INTO CONTACT WITH SOCIAL SERVICES IN ___________________________ (month)

14. Was it your own decision to go to the social services department?

<table>
<thead>
<tr>
<th>Yes, self-referral, my own idea</th>
<th>No, someone referred me, without my agreement (say who)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, self-referral, but someone suggested it (say who)</td>
<td>Someone referred me without my knowledge (say who)</td>
</tr>
<tr>
<td>Yes, someone referred me, and I agreed with it (say who)</td>
<td>Other (specify)</td>
</tr>
</tbody>
</table>

15. Can you tell me a bit about the difficulties your family was facing at that time?
   *Use parent’s own words*

   *Note family difficulties in the box below*

<table>
<thead>
<tr>
<th>Difficulties</th>
<th>Yes</th>
</tr>
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<tbody>
<tr>
<td>Suspected abuse/neglect</td>
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<tr>
<td>Not known</td>
<td></td>
</tr>
<tr>
<td>Other (note reason)</td>
<td></td>
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</table>

16. How long had you been experiencing these difficulties?
   1. Up to a week
   2. A week up to a month
   3. A month up to a year
   4. A year or more
   5. Not known

17. What effect were these difficulties having on your family?
   *Use parent's own words*

18. Which do you think was the main difficulty you were facing at the time?
   *Use parent's own words*

19. What sort of help did you want from social services?
   *Use parent's own words*
EXPLAIN WHAT AN ASSESSMENT IS (UNLESS EXPLAINED AFTER Q.6):
When families like your own are in contact with social workers it is because they want help or because someone outside the family is concerned about them. To make sure they provide children and families with the help they need, social workers should carry out an assessment. To do this they need to ask questions about your family.

20. Did anyone explain to you how the assessment would be carried out?
   1. Yes
   2. No
   3. Not sure/don’t know
   If Yes, who?

21. Were you given any information on what the assessment was about?
   1. Yes
   2. No
   3. Not sure/don’t know
   If Yes, what were you given?

22. Were you shown a copy of the assessment record before the assessment started?
   1. Yes
   2. No
   3. Not sure/don’t know
   Note if family had been given a copy
I NOW WANT TO ASK YOU SOME QUESTIONS ABOUT YOUR EXPERIENCE OF HOW THE ASSESSMENT WAS DONE

23. Why do you think the social worker carried out the assessment?
   
   *Use parent's own words*

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

24. Did you agree with these reasons?
   
   1. Not at all
   2. Somewhat
   3. Definitely
   4. Not sure/don’t know

25. Did the social worker ask you what help you wanted?
   
   1. Yes
   2. No
   3. Not sure/don’t know

26. What help did you want?
   
   *Use parent's own words*

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

27. Did you understand that the social worker would be collecting information about you and your family?
   
   1. Not at all
   2. Somewhat
   3. Definitely
   4. Not sure/don’t know
28. Who else in your family did the social worker talk to during the assessment? For example, did your partner or children have contact with the social worker?

List all

29. During the assessment was there anybody else in your family who you think that the social worker should have talked to?

1. Yes
2. No
3. Not sure/don’t know

If Yes, list who

30. During the assessment did the social worker talk to anyone in your family who you did not want them to talk to?

1. Yes
2. No
3. Not sure/don’t know

If Yes, list who it was
31. Did the social worker contact other agencies to get information about yourself, your child or other members of your family (for example teachers, doctors, health visitors)?
   1. Yes
   2. No
   3. Not sure/don’t know
   *If Yes, list in box below
   *If No, skip to Q.34

32. Did the social worker ask you before making contact with these people?
   *Tick if consulted before contact was made*

<table>
<thead>
<tr>
<th>Agency/professional</th>
<th>Consulted</th>
<th>Agency/professional</th>
<th>Consulted</th>
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<tbody>
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33. How did you feel about the social worker talking to these agencies/professionals?
   *Note feelings in the box below*

<table>
<thead>
<tr>
<th>Agency/professional</th>
<th>Asked before contacted</th>
<th>Feelings about contact</th>
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</table>
34. Did the assessment cover the issues you thought were important?
   1. Not at all
   2. Somewhat
   3. Definitely
   4. Not sure/don’t know

35. What did you think about the amount of information being collected during the assessment?
   1. Too little
   2. Right amount
   3. Too much
   4. Not sure/don’t know

36. Was there anything in particular that made you uneasy about sharing information about your family with the social worker?

   PROMPT: Was it the way he or she went about gathering the information?
   Was it because things weren’t clearly explained to you?
   What else?
   Use parent’s own words

37. Did the social worker understand what you thought was happening in your family?
38. Did the social worker discuss with you what actions or services might help your family?
   1. Not at all
   2. Somewhat
   3. Definitely
   4. Not sure/don’t know

39. Did you agree with your social worker about the actions that needed to be taken to help your family?
   1. Not at all
   2. Somewhat
   3. Definitely
   4. Not sure/don’t know

   *If there were disagreements between the family and the social worker explore what happened*

40. During the assessment were your views written down?
   1. Not at all
   2. Somewhat
   3. Definitely
   4. Not sure/don’t know

41. At the end of the assessment, were there plans for your family?
   1. Yes
   2. No
   3. Not sure/don’t know

   *If Yes, what were they?*

   *Use parent’s own words*
42. What did you think of these plans?
   *Use parent’s own words*

43. What has happened as a result of these plans?
   *Use parent’s own words*

44. Do you think what happened as a result of the plan is helping or will help your family?
   1. Not at all
   2. Somewhat
   3. Definitely
   4. Not sure/don’t know

45. What would you like to have happened?
   *Use parent’s own words*

46. Did the social worker show you what was written in the assessment record?
   1. Not at all
   2. Somewhat
   3. Definitely
   4. Not sure/don’t know
47. After the assessment were you given a copy of the assessment record?
   1. Yes
   2. No
   3. Not sure/don’t know
   4. I was offered, but didn’t want a copy

48. After the assessment were you sent or given a copy of the plan?
   1. Yes
   2. No
   3. Not sure/don’t know
   4. I was offered, but didn’t want a copy

49. Knowing what you do now, do you think the way the assessment was done could have been improved?
   1. Yes
   2. No
   3. Not sure/don’t know
   If Yes, how?
   Use parent’s own words
FINALLY I WANT YOU TO TALK ABOUT WHAT THINGS ARE LIKE FOR YOUR FAMILY NOW

50. How satisfied are you with your family’s contact with social services since ____________ (month)?
   1. Not at all
   2. Somewhat
   3. Definitely
   4. Not sure/don’t know

51. What would you like social services to do now?
   Use parent’s own words

52. Do you have any general comments you want to make about assessments or social work services?
   Use parent’s own words
Interview schedule for social workers

BACKGROUND

1. Name of study child ______________________________________________________
2. Name of social worker being interviewed ______________________________________
3. Local Authority __________________________________________________________
4. Team _________________________________________________________________
5. Position in team _________________________________________________________

CURRENT DETAILS OF THE CASE

6. How did the family come into contact with the social services department in 
   _____________ (month)?

<table>
<thead>
<tr>
<th>Yes, self-referral, my own idea</th>
<th>No, someone referred me, without my agreement (say who)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, self-referral, but someone suggested it (say who)</td>
<td>Someone referred me without my knowledge (say who)</td>
</tr>
<tr>
<td>Yes, someone referred me, and I agreed with it (say who)</td>
<td>Other (specify)</td>
</tr>
</tbody>
</table>

*If a self-referral, skip to Q.8*

7. Who referred the family to social services?

8. What were the reasons for the referral/request for services?

   List reasons for referral/request for services, using social worker's own words

   For each one ask: How long has this been going on? Note time
9. Which do you think was the main reason for referral/request for services?

10. How serious were the difficulties facing this family?
   - 1. No problem
   - 2. Not very serious
   - 3. Quite serious but family were coping
   - 4. Serious, family could not cope without help
   - 5. Very serious, even with help the family found it difficult to cope

11. At the time of the referral/request for services, to your knowledge, did the family receive any written information or guidance on assessments?
   - 1. Yes
   - 2. No
   - 3. Not known

12. Did anyone explain the purpose of the assessment to the family?
   If Yes, who?

13. Did anyone explain the process of assessment to the family?
   If Yes, who?

   *If this was not done by the social worker being interviewed skip to Q.17*

14. How did you do this?

15. What issues did you cover in this explanation?
   *Tick issues covered and record others mentioned*
### Confidentiality | Child’s needs
---|---
How long it would take | Parenting capacity
Who would be involved | Family and environmental issues
How parents would be involved | Outcome
How child/young person would be involved | Other (note what)
Other (note what) | Other (note what)

16. Approximately how long did you spend on this task?

---

**THE INITIAL ASSESSMENT**

17. Which members of the family were involved in the initial assessment?

---

18. How did you involve the different members of the family?

   *Identify family member and how this was done*

---

19. What difficulties did you experience in involving family members in the initial assessment?

   *Identify family member and the difficulties encountered*

---

20. Which agencies/professionals did you consult in carrying out the initial assessment? Note if parental consent was gained

   *Tick all agencies consulted and tick if parental consent gained*
<table>
<thead>
<tr>
<th>Agency</th>
<th>Consulted</th>
<th>Parental consent</th>
<th>Agency</th>
<th>Consulted</th>
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</tr>
</thead>
<tbody>
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<td></td>
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<tr>
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<td></td>
<td></td>
<td>Child psychiatrist</td>
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<tr>
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<td></td>
<td></td>
<td>Speech therapist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health visitor</td>
<td></td>
<td></td>
<td>Drug/alcohol services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GP</td>
<td></td>
<td></td>
<td>Police</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community paediatrician</td>
<td></td>
<td></td>
<td>Youth offending team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dentist</td>
<td></td>
<td></td>
<td>Housing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local education authority</td>
<td></td>
<td></td>
<td>Other (note what)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If any agency was consulted without parental consent ask Q.21; otherwise skip to Q.22*

21. What were the reasons why parental consent was not sought?

*Note agencies for which this applied*

22. Did you experience any difficulties in consulting an agency/professional during the initial assessment?

1. Yes
2. No

If Yes, which ones?

*If No, skip to Q.24*
23. What happened?

24. Did the layout of the Initial Assessment record enable all the relevant information gathered during the initial assessment to be recorded in this case?
   1. Yes
   2. No
   If Yes, skip to Q.26

25. Which issues required more space to record the relevant information?

26. Did you experience difficulties in completing the initial assessment within the required time?
   1. Yes
   2. No
   If No, skip to Q.28

27. What prevented the initial assessment being completed on time? Explore all reasons
28. Did you discuss the findings from the initial assessment with anyone?
   1. Supervisor/line manager
   2. Social work colleague
   3. Other professional (note whom) ________________________________
   4. Other (note whom) ________________________________
   5. No-one
   *If No-one, skip to Q.32*

29. Explore with the social worker: How, Where and When did you discuss the initial assessment (i.e. in supervision, informally, etc.)?

30. Did the Initial Assessment record help to structure the discussions you had?
   1. Yes
   2. To some extent
   3. No

31. In what ways did it help?

32. What led to the decision to move to a core assessment?
33. Which members of the family were involved in the core assessment?
   
   *List all*

34. How did you involve the different members of the family?
   
   *Identify family member and how this was done*

35. What difficulties did you experience in involving family members in the core assessment?
   
   *Identify family member and the difficulties encountered*

36. Which agencies/professionals did you consult in carrying out the core assessment?
   
   *Tick all agencies consulted and tick if parental consent gained*
### Agency Consulted Parental consent

<table>
<thead>
<tr>
<th>Agency</th>
<th>Consulted</th>
<th>Parental consent</th>
<th>Agency</th>
<th>Consulted</th>
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<td>Local education authority</td>
<td></td>
<td></td>
<td>Other (note what)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*If any agency was consulted without parental consent ask Q.37*

37. What were the reasons why parental consent was not sought?

*Note agencies for which this applied*

38. Did you experience any difficulties in involving a particular agency/professional in the core assessment?

1. Yes
2. No

*If No, skip to Q.40*

39. What hampered or prevented the involvement of a particular agency in the core assessment?

*Continued on the next page...*
40. In this case was the information on the left-hand side of the Core Assessment record useful?
   Explore how the information helped

41. Did you use any ‘Questionnaires and Scales’ during this core assessment?
   Note which ones and why

42. When carrying out the core assessment, were you able to gather all the required information about:
   the child’s needs? 1. Yes 2. No
   parenting capacity? 1. Yes 2. No
   family and environmental issues? 1. Yes 2. No
   If all aspects answered Yes, skip to Q 44

43. What prevented you from gathering the information?
   Explore which domain and why
44. Did the Core Assessment record help in identifying the family strengths as well as the family needs?
   1. Yes
   2. Somewhat
   3. No
   
   Explore how

45. Did you experience any difficulties in analysing the information gathered during the core assessment?
   1. Yes
   2. Somewhat
   3. No
   
   Explore any difficulties

46. Did you discuss the analysis with anyone, if so with whom?
   1. No-one
   2. Colleagues
   3. Supervisor/line manager
   4. Professional from another agency
   5. Other (note title) ____________________________________________________________________
   
   If No-one, skip to Q.50

47. Explore with the social worker: How, Where and When did you discuss the core assessment (i.e. in supervision, informally, etc)?
48. Did the Core Assessment record help to structure your discussions?
   1. Yes
   2. To some extent
   3. No

49. In what ways did it help?

THE CHILD IN NEED PLAN

50. Did the Core Assessment record help you in developing objectives and plans for this child and family?
   1. Yes
   2. To some extent
   3. No

      Explore how

51. Who was party to the plan?

      Note both professionals and family members
52. Was any relevant member of the family not party to the plan?
   1. Yes
   2. No
   *If Yes, note who and why*

53. Did you experience difficulties in completing the core assessment within the required time?
   1. Yes
   2. No
   *If No, skip to Q.55*

54. What prevented the core assessment being completed on time? *Explore all reasons*

55. Is there anything else you would like to say about the carrying out an assessment on this family using the Assessment Framework and the assessment records?
Interview schedule for the professional who made the referral

BACKGROUND

1. Name of study child ______________________________________________________
   Date core assessment started ____________________________________________

2. Name of professional being interviewed ____________________________________

3. Agency ________________________________________________________________

4. Position in agency ______________________________________________________

5. Are you familiar with the Assessment Framework?
   1. Yes
   2. No

6. Are you familiar with the assessment recording forms used by social workers to assess children in need?
   1. Yes
   2. No

7. Have you attended any training on the Assessment Framework?
   1. Yes
   2. No

8. Have you attended any training on the assessment recording forms?
   1. Yes
   2. No

PRIOR KNOWLEDGE OF THE FAMILY

9. How long have you known this family?
   _______________ (months)
10. Have you previously referred this child and family to social services for assessment?
   1. Yes
   2. No
   *If No, skip to Q.17*

11. What were the reasons for this earlier referral?
   *Note details of the referral and code in box below*

<table>
<thead>
<tr>
<th>Reason for previous assessment</th>
<th>Yes</th>
<th>Reason for previous assessment</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suspected abuse/neglect</td>
<td></td>
<td>Teenage pregnancy/parenthood</td>
<td></td>
</tr>
<tr>
<td>Parent with mental health problems</td>
<td></td>
<td>Control issues in relation to the child/young person</td>
<td></td>
</tr>
<tr>
<td>Parent with drug or alcohol problems</td>
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<td>Unaccompanied asylum-seeker</td>
<td></td>
</tr>
<tr>
<td>Domestic violence</td>
<td></td>
<td>Disabled child</td>
<td></td>
</tr>
<tr>
<td>Financial problems</td>
<td></td>
<td>Environmental issues (housing, racial abuse, etc.)</td>
<td></td>
</tr>
<tr>
<td>Other (note reason)</td>
<td></td>
<td>Not known</td>
<td></td>
</tr>
</tbody>
</table>

12. How appropriate was the social services’ response?
   1. Very appropriate
   2. Appropriate
   3. Not very appropriate
   4. Not at all appropriate

13. Were you consulted in relation to the social worker’s assessment of the child’s needs?
   *Use professional’s own words*
14. Were you party to the plan for the child?
   1. Yes
   2. No

15. In what ways did this earlier plan meet the needs of the child?
    Use professional's own words

16. In what ways did this earlier plan fail to meet the needs of the child?
    Use professional's own words

CURRENT DETAILS OF THE CASE

17. Did you refer the child and family to social services in _________________ (month)?
   1. Yes
   2. No
   If No, skip to Q.23

18. What were the reasons for this referral?
    Note details of the referral and code in box below
<table>
<thead>
<tr>
<th>Reason for previous assessment</th>
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</tr>
</tbody>
</table>

19. What form did your referral take?

   1. Standardised form
   2. Letter
   3. Telephone conversation
   4. Face-to-face conversation
   5. Other (please describe)

20. Was your referral structured to give information on each of the three domains of the Assessment Framework?

   1. Children needs
   2. Parenting capacity
   3. Family and environmental factors

   Explore
21. Did you discuss your referral to social services with the family/young person prior to referring them?
   1. Yes
   2. No
   
   *If Yes, skip to Q.23*

22. What were the reasons why you did not discuss your referral with the family/young person before referring to social services?

23. Did the social worker consult you when carrying out their assessment of the child’s needs?
   1. Yes
   2. No
   
   *If No, skip to Q.27*

24. What form did this consultation, with regard to the assessment of the child’s needs, take?

   *Circle all relevant forms*
   1. Standardised form
   2. Letters
   3. Telephone conversations
   4. Face-to-face conversations
   5. Joint visits to the family
   6. Formal meetings
   7. Submission of a report
   8. Other (please describe)
25. Did you experience difficulties in supplying the requested information to social services within the required time?
   1. Yes
   2. No
   If No, skip to Q.27

26. What difficulties did you experience in supplying the requested information on time?
   Explore all reasons

27. Do you think that the level of consultation over the assessment was adequate?
   1. Yes
   2. No

28. To what extent were you involved in the plans for this child?
   Circle all relevant forms
   1. Joint planning
   2. Consulted
   3. Informed
   4. Not at all
   5. Other (please explain)

29. Did you receive a copy of the plan?
   1. Yes
   2. No
30. Were you responsible for carrying out any part of the plan?
   1. Yes
   2. No

31. Did you think the identified persons/agencies responsible for carrying out the plan the most appropriate ones?
   *Use professional's own words*

32. Were the dates set for the plan to be achieved realistic?
   1. Yes
   2. For most issues
   3. No
   4. No dates identified

33. How well did the plans meet the child's needs?
   *Use professional's own words*

34. Do you think that social services adequately took advantage of your knowledge of the family?
   1. Yes
   2. No

35. Do you think that social services adequately took advantage of your professional expertise in this case?
   1. Yes
   2. No
36. In what ways do you think the process of consultation could be improved?

   *Use professional's own words*

37. Is there anything else you would like to say about the inter-agency work with regard to this family?

   *Use professional's own words*
Questionnaire for social workers

When completing this questionnaire please either write in the information in the spaces provided or circle the answer(s) you wish to make.

GENERAL BACKGROUND INFORMATION

1. Local Authority

2. Team

3. Approximately how many years have you been qualified?
   ______________ (years)

4. Approximately how many years practice experience have you in children and families work?
   ______________ (years)

5. What type of team are you currently working in?
   1. Specialist referral and assessment team
   2. Area, district or locality team
   3. Long-term children and families team
   4. Disabled children’s team
   5. CAMHS
   6. Family centre
   7. Other (please state)

6. In carrying out assessments using the assessment records which formats have you used?
   1. Paper versions of the records
   2. Royal Holloway electronic versions
   3. Departmental electronic version
   4. Templates on the computer

PREPARATION AND TRAINING ON THE ASSESSMENT FRAMEWORK AND THE ASSESSMENT RECORDS

7. How many formal training days on the Assessment Framework did you attend?
   ______________ (days)
8. Who conducted the training? *Circle numbers next to all relevant agencies*
   
   1. The training section of the authority
   2. An independent training agency
   3. The NSPCC
   4. The Royal Holloway research group
   5. Other
   Identify other __________________________________________________________

9. With regard to the training on the Assessment Framework, please note the name of the agency alongside the statement that best describes your views. If more than one agency was involved in conducting the training, enter the name of each agency alongside the appropriate statement.

<table>
<thead>
<tr>
<th>Score – tick relevant box</th>
<th>Note identity of training agencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Excellent, it covered all the issues</td>
<td></td>
</tr>
<tr>
<td>2 Good, most issues were adequately covered</td>
<td></td>
</tr>
<tr>
<td>3 Could have been better, I would have liked more information and guidance on certain aspects</td>
<td></td>
</tr>
<tr>
<td>4 Poor, many key issues were skimped and there was a general lack of clear guidance</td>
<td></td>
</tr>
<tr>
<td>5 I did not attend any training</td>
<td></td>
</tr>
</tbody>
</table>

10. Which issues with regard to training on the Assessment Framework do you think needed to be covered more fully?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

11. With regard to using the *assessment recording forms*, how much training did you attend?

____________________ (days)
12. Who ran this training?

*Circle all relevant agencies*

1. The training section of the authority
2. An independent training agency
3. The NSPCC
4. The Royal Holloway research group
5. Other

Identify other __________________________________________________________

13. With regard to the training on the Assessment Framework, please note the name of the agency alongside the statement that best describes your views. If more than one agency was involved in conducting the training, enter the name of each agency alongside the appropriate statement.

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<tr>
<td>5</td>
<td>I did not attend any training</td>
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</tbody>
</table>

14. What, if any, issues about using the assessment recording forms would you have liked more training on?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

15. Was training on the Assessment Framework multi-disciplinary?

Content multi-disciplinary

1. Yes
2. No
Participants came from a range of disciplines

1. Yes
2. No

16. How useful was the training when using the assessment recording forms in practice?
   Please rate on a scale from 1 to 10, where 1 represents 'not at all useful' and 10 'extremely useful'.

   1  2  3  4  5  6  7  8  9  10
   Not at all  Extremely

THE IMPACT OF THE ASSESSMENT FRAMEWORK ON PRACTICE

17. How has using the assessment recording forms impacted on your workload?

   1. It has increased my workload substantially
   2. It has increased my workload to some extent
   3. It has had very little effect on my workload
   4. It has decreased my workload to some extent
   5. It has decreased my workload substantially

18. With regard to the impact of using the assessment recording forms on the quality of your assessments, please circle the statement which best describes your views.

   1. It has improved substantially the quality of my assessments
   2. It has improved to some extent the quality of my assessments
   3. It has had little or no impact on the quality of my assessments
   4. It has impaired to some extent the quality of my assessments
   5. It has impaired substantially the quality of my assessments

THE REFERRAL AND INITIAL INFORMATION RECORD

19. Are you currently using the Department of Health's Referral and Initial Information record?

   1. Yes
   2. Yes, with additional questions
   3. No, but I have used it
   4. No, I have never used it

   If 4, skip to Q.26
20. Have you had a case where you have had to complete a Referral and Initial Information record on several children within one family?
   1. Yes
   2. No
   *If No, skip to Q.22*

21. Below are a number of statements about completing individual referral forms on several children within one family. Please indicate how much you agree or disagree with each statement, by circling the appropriate numbers from 1 to 5.

<table>
<thead>
<tr>
<th>Statements</th>
<th>1 = Strongly disagree</th>
<th>2 = Strongly agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completing separate referral forms did not take any longer</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>2. Completing separate referral forms provided a clear focus on the needs of individual children</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>3. Completing separate referral forms led to unnecessary duplication of information</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
</tbody>
</table>

22. With regard to the sequence of the issues covered in the Referral and Initial Information record, please circle the statement which best describes your views
   1. Logical, easy to follow
   2. Reasonably logical, quickly learnt the sequence of issues
   3. Not very logical, took considerable time to learn the sequence of issues
   4. Illogical, difficult to follow, requires substantial revisions

23. With regard to the spacing of the Referral and Initial Information record, please circle the statement which best describes your views
   1. Adequate space, I was generally able to write all that was needed on the record
   2. Space rather restricted, I occasionally had to use additional sheets of paper
   3. Space very restricted, I was generally having to use additional sheets of paper

24. With regard to the issues covered by the Referral and Initial Information record, please circle the statement which best describes your views
   1. Excellent, the referral record captured all the information relevant at this stage
   2. Adequate, the referral record captured most of the information relevant at this stage
   3. Inadequate, the referral record captured only some of the information relevant at this stage
25. Please record any changes to the Referral and Initial Information record that you think would improve its usefulness

THE INITIAL ASSESSMENT RECORD

26. Are you currently using the Department of Health’s Initial Assessment record?
   1. Yes
   2. Yes, but with additional questions
   3. No, but I have used it
   4. No, I have never used it

   If 4, skip to Q.45

27. If you were involved in making child protection enquires (s47) how did you use the Initial Assessment record?
   1. To identify child protection issues
   2. The Initial Assessment record was used alongside departmental forms (i.e. check lists)
   3. I did not use the Initial Assessment record (please explain why not)
   4. Other (please explain)

28. How useful was the Initial Assessment record when making child protection enquires?
29. Have you had a case where you have had to complete an Initial Assessment record on several children within the one family?

1. Yes
2. No

If No, skip to Q 31

30. Below are a number of statements about completing individual Initial Assessment records on several children within one family. Please indicate how much you agree or disagree with each statement, by circling the appropriate numbers from 1 to 5.

<table>
<thead>
<tr>
<th>Statements</th>
<th>1 = Strongly disagree</th>
<th>5 = Strongly agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Completing separate Initial Assessment records impaired the quality of the assessment</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>2 Completing separate Initial Assessment records provided a clear focus on the needs of individual children</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>3 Completing separate Initial Assessment records led to unnecessary duplication of information</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
</tbody>
</table>

31. Below are a number of statements about the Initial Assessment record. Please indicate how much you agree or disagree with each statement, by circling the appropriate numbers from 1 to 5.

<table>
<thead>
<tr>
<th>Statements</th>
<th>1 = Strongly disagree</th>
<th>5 = Strongly agree</th>
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</thead>
<tbody>
<tr>
<td>1 The Initial Assessment record helped me decide whether the child was ‘in need’</td>
<td>1 2 3 4 5</td>
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<tr>
<td>2 Completing the Initial Assessment record was an unnecessary part of the assessment process</td>
<td>1 2 3 4 5</td>
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<tr>
<td>3 The Initial Assessment record was too detailed</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>4 There was too much overlap between the Initial Assessment record and the Core Assessment record</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>5 I did not need to complete the Initial Assessment record to know the child was ‘in need’</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>6 The Initial Assessment record helped me identify what immediate action the child and family needed</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>7 The Initial Assessment record is a useful tool to know if a core assessment is appropriate</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
</tbody>
</table>
32. With regard to the sequence of the issues covered in the Initial Assessment record, please circle the statement which best describes your views
   1. Logical, easy to follow
   2. Reasonably logical, quickly learnt the sequence
   3. Not very logical, took considerable time to learn the sequence
   4. Illogical, difficult to follow, requires substantial revisions

33. With regard to the spacing of the Initial Assessment record, please circle the statement which best describes your views
   1. Adequate space, I was generally able to write all that was needed on the record
   2. Space rather restricted, I occasionally had to use additional sheets of paper
   3. Space very restricted, I was generally having to use additional sheets of paper

34. With regard to the issues covered by the Initial Assessment record, please circle the statement which best describes your views
   1. Excellent, the Initial Assessment record captured all the information relevant at this stage
   2. Adequate, the Initial Assessment record captured most of the information relevant at this stage
   3. Inadequate, the Initial Assessment record captured little of the information relevant at this stage

35. Please record the ways, if any, the Initial Assessment record affected decisions and plans for families

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36. Please rate presentation and content of the Initial Assessment record as a tool for assessment and planning, by circling the appropriate number where 1 = poor and 10 = excellent

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<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
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<tbody>
<tr>
<td>Poor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Excellent</td>
</tr>
</tbody>
</table>
37. Generally, what, if any, effect did the Initial Assessment records have on the involvement of families in the initial assessment? Please circle the statement which best describes your views

1. Greatly increased family involvement
2. Increased family involvement to some extent
3. Little or no change in family involvement
4. Reduced family involvement to some extent
5. Greatly reduced family involvement

*If 3, skip to Q.39*

38. Please describe how using the Initial Assessment record affected family involvement

________________________________________

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39. What effect did the Initial Assessment records have on the involvement of other agencies in the initial assessment? Please circle the statement which best describes your views

1. Greatly increased the involvement of other agencies
2. Increased the involvement of other agencies to some extent
3. Little or no change in the involvement of other agencies
4. Reduced the involvement of other agencies to some extent
5. Greatly reduced the involvement of other agencies

40. Were you able to carry out most initial assessments within 7 days?

1. Yes
2. No
3. Don’t know

41. Did the timescales impact on you ability to undertake assessments in any way?

1. Not at all
2. Occasionally, but not significantly
3. Occasionally, but significantly
4. Frequently

*If 1 or 2, skip to Q.43*
42. Please explain how the timescales impacted on your ability to undertake assessments

__________________________________________________________________________

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43. Please record any changes to the layout or content of the Initial Assessment record that you think would improve its usefulness

__________________________________________________________________________

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44. Please record the advantages and/or disadvantages of using the Initial Assessment record compared with previous assessment records you have used

Please identify what type of assessment record you are referring to

__________________________________________________________________________

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THE CORE ASSESSMENT RECORD

45. Are you currently using the Department of Health’s Core Assessment recording form?
   1. Yes
   2. No, but I have used it
   3. No, I have never used it

   *If 3, You have now finished this questionnaire – Thank you*

46. Have you had a case where you have had to complete a Core Assessment record on several children within the one family?
   1. Yes
   2. No

   *If No, skip to Q.48*
47. Below are a number of statements about completing individual core assessment records on several children within one family. Please indicate how much you agree or disagree with each statement, by circling the appropriate numbers from 1 to 5.

<table>
<thead>
<tr>
<th>Statements</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completing separate Core Assessment records impaired the quality of the assessment</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Completing separate Core Assessment records provided a clear focus on the needs of individual children</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Completing separate Core Assessment records led to unnecessary duplication of information</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

48. Please circle the statement which best describes your views of the sequence of the issues covered in the Core Assessment record.

1. Logical, easy to follow
2. Reasonably logical, quickly learnt the sequence
3. Not very logical, took considerable time to learn the sequence
4. Illogical, difficult to follow, requires substantial revisions

49. Please circle the statement which best describes your views of the spacing of the Core Assessment record.

1. Adequate space, I was generally able to write all that was needed on the record
2. Space rather restricted, I occasionally had to use additional sheets of paper
3. Space very restricted, I was generally having to use additional sheets of paper

50. Please identify any sections that you think need more space to record information

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
51. Please write down 'statements' included on the Core Assessment record, in relation to the child's needs, parenting capacity and family and environmental factors which are repetitive, redundant or not useful (please give page and statement number)

52. Please circle the statement which best describes your views of the issues covered by the Core Assessment record.
   1. Excellent, the Core Assessment record captured all the relevant information
   2. Adequate, the Core Assessment record captured most of the relevant information
   3. Inadequate, the Core Assessment record captured little of the relevant information

If Excellent or Adequate, skip to Q.54

53. Please record which issues the Core Assessment record failed to cover adequately

54. Is the information on the left-hand side of the Core Assessment record helpful? Please explain.
55. What impact did the use of the Core Assessment records have on the involvement of young people or families in the assessment? Please explain.

56. What changes to the Core Assessment record would encourage the views and wishes of young people and families to be consistently sought and recorded?

57. The Assessment Framework recommends that, wherever possible, a copy of the assessment should be given to families. Please describe any difficulties or advantages you experienced from giving families a copy of the Core Assessment record. Note if this was not generally the practice of your authority.

58. What impact has using the Core Assessment records had on the involvement of other agencies in the assessment? Please explain.
59. What changes to the Core Assessment record would encourage inter-agency co-operation on assessments?

60. What impact has the use of the Core Assessment records had on decision-making during meetings held to discuss a particular case?

61. What ways are the Core Assessment records of use when preparing court reports?

62. How would you describe the impact of the Core Assessment records on the quality of assessments?
   1. Has greatly improved my work in undertaking assessments
   2. Has somewhat improved my work in undertaking assessments
   3. Has had no effect on my work in undertaking assessments
   4. Has somewhat hindered my work in undertaking assessments
   5. Has greatly hindered my work in undertaking assessments
63. In what ways does the 35-day time limit affect your practice in carrying out core assessments?

64. Please describe what impact the use of the assessment records has had on services provision for children and families?

**LINKING THE ASSESSMENT RECORDS WITH THE LOOKING AFTER CHILDREN MATERIALS**

65. Have you completed any assessment records for a child who was subsequently looked after?

   1. Yes
   2. No

   *If No, You have now finished this questionnaire – Thank you*

66. Which forms did you complete?

   1. Referral
   2. Initial Assessment record
   3. Core Assessment record
67. Did the information on the assessment records assist you in completing the Looking After Children materials?
   1. Yes, greatly
   2. Yes, to some extent
   3. Not at all
   Please explain

68. Below are a number of statements about the use of the core assessment in relation to accommodating a child. Please indicate how much you agree or disagree with each statement, by circling the appropriate numbers from 1 to 5.

<table>
<thead>
<tr>
<th>Statements</th>
<th>1 = Strongly disagree</th>
<th>5 = Strongly agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 The core assessment is a useful tool to know if a child needs to be accommodated</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>2 The core assessment helps to identify the needs of the child</td>
<td>1 2 3 4 5</td>
<td></td>
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<tr>
<td>3 The core assessment helps to identify the type of placement the child needs</td>
<td>1 2 3 4 5</td>
<td></td>
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<tr>
<td>4 The core assessment allows contact issues to be identified</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>5 The core assessment enables the identification of the actions needed to allow the child to return home</td>
<td>1 2 3 4 5</td>
<td></td>
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</table>

69. Please record the areas of overlap that exist between the core assessment and the Looking After Children materials

________________________________________________________________________

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________________________________________________________________________
Questionnaire for managers

GENERAL BACKGROUND INFORMATION

1. Local Authority

2. Team

3. Job position

4. What type of team are you currently working in?
   1. Specialist referral and assessment team
   2. Area, district or locality team
   3. Long-term children and families team
   4. Disabled children’s team
   5. CAMHS
   5. Family centre
   7. Other (please state)

USE OF THE ASSESSMENT RECORDS

5. What were the main issues for you as a manager in implementing the Assessment Framework?
6. How has the implementation of the Assessment Framework affected your workload?
   1. It has increased my workload substantially
   2. It has increased my workload to some extent
   3. It has had very little effect on my workload
   4. It has decreased my workload to some extent
   5. It has decreased my workload substantially

7. Is your team using the following? (please mark appropriately)

<table>
<thead>
<tr>
<th>The Department of Health’s Referral and Initial Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Yes</td>
</tr>
<tr>
<td>2. No</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>The Department of Health’s Initial Assessment record</th>
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</thead>
<tbody>
<tr>
<td>1. Yes</td>
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<tr>
<td>2. No</td>
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<table>
<thead>
<tr>
<th>The Department of Health’s Core Assessment record</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Yes</td>
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<td>2. No</td>
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If you are not using all three, please explain the reasons

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8. How consistently are the assessment records used within your team?
   1. Very consistently, all staff routinely use the records
   2. Fairly consistently, most staff routinely use the records
   3. Not consistently, only a few staff routinely use the records
   4. Extremely inconsistently, few staff ever use them
9. How useful are the assessment records in gathering key management information?
   1. Very useful
   2. Fairly useful
   3. Of little or no use

10. How has the use of the assessment recording forms affected your workload?
   1. It has increased my workload substantially
   2. It has increased my workload to some extent
   3. It has had very little effect on my workload
   4. It has decreased my workload to some extent
   5. It has decreased my workload substantially

11. Please explain.

STAFF SUPERVISION

12. How has the introduction of the assessment records affected practitioner workloads?
   1. Substantially increased
   2. Increased to some extent
   3. Little or no difference
   4. Decreased to some extent
   5. Substantially decreased

13. How has the introduction of the assessment records enabled you to monitor the workloads of individual social workers?
   1. Substantially improved
   2. Improved to some extent
   3. Little or no difference
   4. Hampered to some extent
   5. Substantially hampered
14. To what extent has the use of the assessment records helped you to identify gaps in the practice of individual social workers?
   1. Extremely useful in identifying gaps in practice
   2. Fairly useful in identifying gaps in practice
   3. Not very useful in identifying gaps in practice

15. To what extent has the use of the assessment records enabled you to identify gaps in the training of individual social workers?
   1. Extremely useful in identifying gaps in training
   2. Fairly useful in identifying gaps in training
   3. Not very useful in identifying gaps in training

16. Please suggest any improvements to the records that would facilitate the identification of gaps in the training and/or practice of individual social workers

MONITORING THE PROGRESS OF CASES

17. To what extent has the use of the assessment records affected your understanding of the needs of child in individual cases?
   1. Greatly improves my understanding of the needs of the child
   2. Improves somewhat my understanding of the needs of the child
   3. Makes no difference to my understanding of the needs of the child

18. To what extent has the use of the assessment records enabled you to monitor progress of the assessment in individual cases?
   1. Extremely useful in monitoring progress
   2. Fairly useful in monitoring progress
   3. Not very useful in monitoring progress
19. To what extent has the use of the assessment records enabled you to monitor social work practice in individual cases after assessment have been completed?

1. Extremely useful in monitoring practice
2. Fairly useful in monitoring practice
3. Not very useful in monitoring practice

ASSESSMENT

20. How has the use of the assessment records impacted on the quality of assessments?

1. Substantially improved
2. Improved to some extent
3. Little or no difference
4. Deteriorated to some extent
5. Substantially deteriorated

21. Please record any statements or sections included in the Core Assessment records which are repetitive/redundant or unnecessary. Please give page number and statement number.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

22. Please suggest any other improvements to the records that would enhance the quality of assessments

________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________

23. How has the use of the assessment records impacted on plans for individual children?

1. Plans more focused on needs of child
2. Little or no change, plans have always been well focused
3. Little or no change, plans remain poorly focused
4. Plans less focused on needs of child
24. How has the use of the assessment records affected service provision for children in need?
   1. Greatly improved
   2. Improved to some extent
   3. Made little or no difference
   4. Had a negative impact
   Please explain how

25. In what ways have the assessment records impacted on subsequent social work intervention in relation to the child and family?
   1. Greatly improved social work interventions
   2. Improved to some extent social work intervention
   3. Made little or no difference
   4. Had a negative impact on social work intervention
   Please explain how

26. In what ways have the assessment records affected the confidence with which you are able to make decisions about children in need?
   1. Greatly improved
   2. Improved to some extent
   3. Made little or no difference
   4. Had a negative impact
   Please explain how
27. Please record your views on the quantity and quality of the ‘bits’ of information down the left-hand side of the Core Assessment record

28. Please rate presentation and content of the Initial Assessment record as a tool for assessment and planning, by circling the appropriate number where 1 = poor and 10 = excellent

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29. Please rate presentation and content of the Core Assessment record as a tool for assessment and planning, by circling the appropriate number where 1 = poor and 10 = excellent

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30. How has the use of the assessment records impacted on the amount of recording?

1. Amount of recording reduced
2. No change to amount of recording
3. Amount of recording increased

31. How has the use of the assessment records impacted on the quality of recording?

1. Quality of recording improved
2. No change to quality of recording
3. Quality of recording deteriorated

32. How has the use of the assessment records enabled you to locate information on individual files?

1. Extremely useful for locating information
2. Fairly useful for locating information
3. Not very useful for locating information
4. A hindrance for locating information

33. Please suggest any improvements to the records that would enhance the quality of social work records

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**CO-OPERATION WITH OTHER AGENCIES**

34. What impact has the use of the assessment records had on the involvement of other agencies in the assessment of children?
   1. Greatly encouraged the involvement of other agencies
   2. Encouraged the involvement of other agencies to some extent
   3. Little or no effect on the involvement of other agencies
   4. Discouraged the involvement of other agencies to some extent
   5. Greatly discouraged the involvement of other agencies

35. What impact has the use of the assessment records had on the involvement of other agencies in plans for children in need?
   1. Greatly encouraged the involvement of other agencies
   2. Encouraged the involvement of other agencies to some extent
   3. Little or no effect on the involvement of other agencies
   4. Discouraged the involvement of other agencies to some extent
   5. Greatly discouraged the involvement of other agencies

36. What impact has the use of the assessment records had on the involvement of other agencies in the delivery of services for children in need?
   1. Greatly encouraged the involvement of other agencies
   2. Encouraged the involvement of other agencies to some extent
   3. Little or no effect on the involvement of other agencies
   4. Discouraged the involvement of other agencies to some extent
   5. Greatly discouraged the involvement of other agencies
37. What changes to the assessment records would encourage inter-agency co-operation on assessment, planning and service delivery?

38. How useful are the assessment records when preparing court reports?
   1. Very useful
   2. Of some use
   3. Of little or no use
   Please explain or give examples

39. What changes to the assessment records would make them a more useful tool for the preparation of court reports?
IN INVOLVEMENT OF YOUNG PEOPLE AND FAMILIES

40. What impact have the assessment records had on the involvement of young people in the assessment?
   1. Greatly encouraged involvement
   2. Encouraged involvement to some extent
   3. Little or no effect on involvement
   4. Discouraged involvement to some extent
   5. Greatly discouraged involvement

41. What impact have the assessment records had on the involvement of families in the assessment?
   1. Greatly encouraged family involvement
   2. Encouraged family involvement to some extent
   3. Little or no effect on family involvement
   4. Discouraged family involvement to some extent
   5. Greatly discouraged family involvement

42. Please describe how using the assessment records affected the involvement of young people and their families in assessments

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43. What changes to the assessment records would encourage the involvement of young people and their families in the assessment process?

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__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
44. Are there any other changes to the assessment records which would make them more useful?

45. Have you had any experience of accommodating a child where a core assessment has been completed?
   1. Yes
   2. No

46. Below are a number of statements about the use of the core assessment in relation to accommodating a child. Please indicate how much you agree or disagree with each statement, by circling the appropriate numbers from 1 to 5.

<table>
<thead>
<tr>
<th>Statements</th>
<th>1 = Strongly disagree</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5 = Strongly agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The core assessment is a useful tool to know if a child needs to be accommodated</td>
<td>1  2  3  4  5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. The core assessment helps to identify the needs of the child</td>
<td>1  2  3  4  5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. The core assessment helps to identify the type of placement the child needs</td>
<td>1  2  3  4  5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. The core assessment allows contact issues to be identified</td>
<td>1  2  3  4  5</td>
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<td></td>
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</tr>
<tr>
<td>5. The core assessment enables the identification of the actions needed to allow the child to return home</td>
<td>1  2  3  4  5</td>
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</tbody>
</table>

47. Please record the areas of overlap that exist between the core assessment and the Looking After Children materials
Questionnaire for professionals involved in referring or the assessment of children in need

GENERAL BACKGROUND INFORMATION

1. Agency ________________________________________________________________

2. Job position ____________________________________________________________

3. Approximately how long have you held this position?_________________________(_years_)

4. Are you familiar with the Department of Health’s assessment recording forms which social workers use to assess children’s needs?
   1. Yes
   2. No

5. Have you been involved in a case with a social worker where the Department of Health’s assessment recording forms were used?
   1. Yes
   2. No

6. Has the introduction of the Assessment Framework affected the way you record information about vulnerable children and their families?
   1. Yes
   2. No
   If No, skip to Q.8

7. Please explain how the way you record information about vulnerable children has changed

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________

79
8. Has the implementation of the Assessment Framework affected your understanding of social services thresholds for the provision of services?
   1. Greatly improved my understanding
   2. Improved my understanding to some degree
   3. Little or no improvement – I have always had a good understanding of their thresholds
   4. Little or no improvement – I have little understanding of their thresholds
   5. Increased my confusion over thresholds

9. Has the implementation of the Assessment Framework affected your understanding of the roles and responsibilities of social services?
   1. Greatly improved my understanding
   2. Improved my understanding to some degree
   3. Little or no improvement – always good
   4. Little or no improvement – always poor
   5. Increased my confusion over roles and responsibilities

10. Has the implementation of the Assessment Framework and social workers’ adoption of the assessment recording forms affected the level of communication between you and social workers, about the needs of vulnerable children?
    1. Greatly increased the level of communication
    2. Increased the level of communication to some degree
    3. Little or no change in the level of communication – was always high
    4. Little or no improvement in the level of communication – was always low
    5. Level of communication decreased

11. Has the implementation of the Assessment Framework and social workers’ adoption of the assessment recording forms affected the quality of communication between you and social workers, about the needs of vulnerable children?
    1. Greatly increased the quality of communication
    2. Increased the quality of communication to some degree
    3. Little or no change in the quality of communication – was always good
    4. Little or no change in the quality of communication – was always poor
    5. Quality of communication has fallen
12. What impact has the Assessment Framework and social workers’ adoption of the assessment recording forms had on inter-agency co-operation in the assessment of children in need?
   1. Generally increased my involvement
   2. Increased my involvement to some extent
   3. Little or no difference
   4. Discouraged my involvement

13. What impact has the Assessment Framework and social workers’ adoption of the assessment recording forms had on inter-agency co-operation in the plans for children in need?
   1. Generally increased my involvement
   2. Increased my involvement to some extent
   3. Little or no difference
   4. Discouraged my involvement

14. What impact has the Assessment Framework and social workers’ adoption of the assessment recording forms had on inter-agency co-operation in the delivery of services for children in need?
   1. Generally increased my involvement
   2. Increased my involvement to some extent
   3. Little or no difference
   4. Discouraged my involvement

15. If your level or quality of co-operative work with social services in relation to working with vulnerable children and families has been affected, please explain what has changed and why

16. What impact has the Assessment Framework and social workers’ adoption of the assessment recording forms had on your ability to work with vulnerable children and their families?
   1. Has had a positive impact
   2. No or little impact
   3. Has had a negative impact
17. If your level or quality of your work with children and families has been affected, please explain what has changed and why

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

18. Have you been involved in inter-agency assessments?
   1. Yes
   2. No

If Yes, please explain the impact of the Assessment Framework and the use of the assessment recording forms

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

19. Has the Assessment Framework and social workers' adoption of the assessment recording forms affected your work with agencies other than social services?
   1. Yes
   2. No

Please identify the agency to which your comments refer

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

20. Please record any other comments you have on the use of the Assessment Framework and the assessment recording forms

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
ESTIMATE OF TIME USED IN UNDERTAKING CORE ASSESSMENT

<table>
<thead>
<tr>
<th>Local authority</th>
<th>Assessment completed by</th>
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<tbody>
<tr>
<td>Age of child/young person</td>
<td>0–2 3–4 5–9 10–14 15 and over</td>
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</tbody>
</table>

HOW TO COMPLETE THE FORM OVERLEAF

This form will be used to estimate how long it takes to undertake the assessment of a child or young person’s needs and to draw up a plan. This information will contribute to the overall evaluation of the assessment instrument.

- Please record the time taken in HOURS and MINUTES for liaison with other agencies, children/young people and the family as well as with colleagues within social services. Estimates to the nearest 10 minutes are acceptable. Indicate by a tick the issues you focused on during this time. For example, you may talk to the health visitor about the child’s health and the family and environmental factors, whereas when consulting the school the focus may be primarily on education and emotional and behavioural development.

- Please ensure that all the relevant boxes in the INFORMATION GATHERING, CHILD IN NEED PLAN and TOTALS sections are completed and you indicate by ticking the boxes which issues were covered.

ADDITIONAL INFORMATION

If you use scales or questionnaires to help you to produce the assessment please indicate how long they took you in the box below.

<table>
<thead>
<tr>
<th>Scale or Questionnaire</th>
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<tbody>
<tr>
<td>Home circumstances</td>
<td></td>
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<tr>
<td>Family activity</td>
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<tr>
<td>Parenting daily hassles</td>
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<tr>
<td>Strengths and difficulties</td>
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<tr>
<td>Adolescent wellbeing</td>
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<td>Recent life events</td>
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<td>Genogram</td>
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<tr>
<td>Eco map</td>
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<tr>
<td>Adult wellbeing</td>
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<tr>
<td>Alcohol</td>
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<tr>
<td>Other (please state)</td>
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<tr>
<td>ELEMENT OF ASSESSMENT</td>
<td>Liaison with other agencies</td>
<td>Liaison within social services</td>
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<tr>
<td></td>
<td>School</td>
<td>GP</td>
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<tr>
<td>Information gathering</td>
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<tr>
<td>Details</td>
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</tr>
<tr>
<td>Background</td>
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<td>Health</td>
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<td>Education</td>
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<td>Emotional and behavioural</td>
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<tr>
<td>Identity</td>
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<tr>
<td>Family/social relationships</td>
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<td>Social presentation</td>
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<td>Self-care</td>
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<td>Family and environmental</td>
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<tr>
<td>Child in need plan</td>
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<tr>
<td>Agency totals</td>
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<td></td>
</tr>
<tr>
<td>(Details, background, assessment and plan)</td>
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</tbody>
</table>

- Liaison with other agencies includes School, GP, Health visitor, Other health professional, Police, Housing, Other, Supervisor, Go/Leaves.
- Liaison within social services includes Young person, Parent, Meetings.
- Liaison with young person and family includes Consulting files, Assessing evidence, Completing forms.
- Other activities include Information gathering, Details, Background, Health, Education, Emotional and behavioural, Identity, Family/social relationships, Social presentation, Self-care, Family and environmental.
- Child in need plan includes Summary, Young person’s/parent’s contribution, Analyse assessment, Draw up objectives, Agree with other agencies, Agree with supervisor, Agree with service user.
- Agency totals include (Details, background, assessment and plan).