

Children Families and Community Health Directorate

Children's Social Care

Social Worker Leaving Checklist

It is important for Children and their Families that endings are properly planned and communicated and that they know who they can contact once you leave the authority. It is also essential that any information that you hold is on the child's record, so it is not lost when you leave. To this end, all Children's Social workers and Children's practitioners when leaving the authority, are required to ensure the following steps are taken:

Action

- | | |
|---|--|
| 1. Notify each family/young person/ child that you are leaving | Evidence
Record in Visit record (or Workbook) |
| 2. Send written notice to the family setting out the date that you are leaving and the arrangements for ongoing support | Letter/email/text |
| 3. Write to all professionals to notify them of your leaving and indicate the name of the next worker or cover arrangements. | Email |
| 4. Wherever possible, meet the worker that will pick up your work with the family and provide a comprehensive handover. In the event that no worker is identified – undertake this session with your manager. | Meeting – record in case note |
| 5. Wherever possible, undertake a joint visit to the family with the new worker. | Care Director - Record visit via a visit record or in the Workbook |

6. Update the Case Summary to reflect the current position in relation to the family. Ensure this includes all dates of significant meetings i.e. Reviews, CPCs ,PEPS, Health Reviews etc	Care Director - Case Summary
7. Update the Chronology – ensuring all significant events are noted. Ensure there is a three generational genogram uploaded and wherever possible this should be cultural.	Care Director – Chronology and genogram
8. Ensure all recording is up to date in Care Director. Complete any outstanding C&F assessments, CIN/Conference reports, S47's, CIN reviews, home visits etc, as agreed with line manager that is reasonable and expected before last working date.	Care Director – relevant records
	Care Director – relevant records
	Email
	Face to Face or Microsoft Teams Meeting
9. Upload to Care Director all evidence of direct work and meeting minutes including CIN plans/reviews and core groups.	Care Director – relevant records
	Office Visit)

- | | |
|--|---------|
| 10. Confirm with your manager that points 1 to 9 have been completed. | E Mail |
| 11. Consider undertaking an Exit Interview with Practice & Development Team member . | Meeting |
| 12. Return laptop, phone and ID badge (and any other equipment) | Office |