

Practitioner Self Assessment Checklist

Step 1 Identify Needs Early		YES	NO
Valid	Is there a clear reason for undertaking the team around the child/family assessment concerns about the child's or young person's progress without additional services?		
Inclusive	Have you had a discussion with child/young person and/or parent carer about your concerns?		
Efficient	Have you checked to see whether a team around the child/family assessment already exists?		
Transparent	Do the child/young person and/or parent/carer understand the purpose of the team around the child/family assessment process, why and how their information will be recorded, what it will be used for and who else will see it?		
Voluntary	Do you have agreement/consent from child/young person and/or parent/carer to undertake a team around the child/family assessment?		
Equal opportunity	Are any special arrangements needed for the assessment e.g. interpreter, access etc		
Step 2 Assess those needs		YES	NO
Complete	Have you completed all mandatory fields?		
Valid	Have you assessed both the strengths and needs of the child/young person and family and explore these holistically?		
Accurate	Have you provided an accurate representation of the discussion and highlighted what is fact and what is judgement or opinion (including whose judgement /opinion)		
Solution focused	Does the assessment focus on what the child/young person and their parents/carers want to achieve?		
Clear	Is the assessment clear concise and understandable by all those involved and any practitioners who may get involved or take responsibility for the child/young person case at a later stage?		
Inclusive	Have you represented the views and options of the child/young person and/or parent/carer?		
	Have the child/young person and/or parent/carer had their comments included on the form?		
	Do they understand/agree with who the form be shared with and have they signed the consent statement		
Equal opportunity	Have you ensured the assessment is not biased and gives positive expression to the options and experiences of the child/young person and/or their parents/carers without prejudice or discrimination?		
Professional	Is the assessment non judgemental and does it follow your organisational code of practice for recording/writing public documents.		

Step 3 Deliver integrated services		YES	NO
Complete	Are the mandatory fields on the delivery plan complete and accurate, and have actions from the team around the child/family assessment action plan have been brought forward?		
Voluntary	Where a multi-agency/disciplinary response is required, has consent been gained from the child/young person and/or parent/carer to share information?		
Inclusive	Where a multi-agency/disciplinary response is required, have you organised a Team around the Family (TaF)		
	Where a multi-agency/disciplinary response is required, have you agreed and recorded who the lead professional will be?		
	Are the child/young person and/or their parent/carer part of the TAC, have you sought and recorded their views, and used them to inform next steps in delivery?		
	Are you involving the child/young person, their parent/carer (and others affected by the plan) in the decisions taken, and encouraging them to take on actions themselves where appropriate?		
Efficient	Have you/the TAC taken into account value for money (in terms of time and resource) in developing a support package?		
Comprehensive	Have you considered all significant options and impacts?		
Solution focused	Do all the short term decisions taken support long-term goals?		
Logical	Does each step lead to the next within a broad strategic framework of SMART objectives and solution-focused outcomes?		
Informative	Were the decisions taken understood by all the people involved?		
Transparent	Does everybody involved understand how the process works?		
Step 4: Review Progress		YES	NO
Timely	Are reviews taking place at appropriate intervals based on the child/young person's needs (every 3 months as a minimum)		
Complete	Are the mandatory fields on the review form complete and accurate?		
	Have existing actions been reviewed and closed or updated, and where appropriate have new actions been agreed and recorded?		
Holistic	Have you discussed and recorded the child/young person's progress against the original aims?		

Inclusive	Were the child/young person and/or parent carer present at the review and were their views sought and utilised in planning the next steps and their comments recorded?		
	Have you recorded any newly identified needs and strengths and used them to inform the next steps in delivery?		
Progressive	Is progress being made between reviews? Have outcomes (as opposed to outputs) been met?		
	Have you recorded and escalated any difficulties in engaging/commissioning a service, or in services not delivering on agreed actions?		