

Development Work on Practitioner Guides Invitation to practitioners to give SWIA their views

By September 2009 SWIA will have completed performance inspections and published reports on social work services in all 32 local authorities. We are in the process of drawing together an overview report on SWIA's performance inspection programme 2005-2009.

We also want to draw together what we have learned into a number of '**practitioner guides**'. Two are currently planned, one on chronologies, and one on scrutiny of case files. We want to make sure that the guides are useful to practitioners and so are keen to check this out with people currently in practice. The guides are intended for all sectors involved in delivering social work services and to cover all care groups, where relevant. We want these guides to be as relevant and useful to practitioners as possible and we have already invited Local Practitioners Forums to give us their views. We are keen to hear from practitioners across the spectrum and would like you to consider telling us about your views.

Practitioner Guide: Scrutinising files

SWIA has a lot of examples, gathered from across Scotland, on the way different social work services scrutinise case files. We want to know firstly whether a practice guide on 'scrutiny of files' would be useful. If so;

- What would the most useful format be for the guide?
- What information would you like to be included in the guide?
- How should file be scrutinised, e.g. by a peer, a manager, a senior manager, all of these?
- How does supervision fit with scrutiny of files?
- What are the key issues arising for practitioners in recording and maintaining good case files?
- You may have examples and we would be keen to hear about them.

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Practitioner Guide: Chronologies

We have found that staff in social work services with children and adults are making increasing use of chronologies to contribute to assessment and case management. Different approaches are being adopted and we would like your views on whether a practice guide would be helpful. If so;

- What are the key areas which should be included?

- Should the approach in adult and children's' services be similar?
- If not, what are they key aspects of the different approaches?
- Are there any issues about electronic files which are helpful or unhelpful to compiling chronologies?
- How should a chronology be reviewed, e.g. by a peer, a manager,
- Do you have any feedback from Reporters about their views on chronologies for Children's Hearing reports?
- What are the key issues which have come up for you in practice e.g. time to complete, updating, how far back should they go?

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Unfortunately our time for developing these initial practitioner guides is limited and we plan to have our first draft of the guide in July.

Please do get in touch with us if you have any other suggestions, as we are keen to hear your views. Please ensure that any material you send to us clearly identifies your organisation's name together with a contact name, email address and telephone number.

If you wish to discuss the practitioner guides, want us to attend a meeting or wish to send any material please contact:

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