***De-allocation checklist***

Use this check list to assist in identifying a case or cases for de-allocation that will have the least impact on the child’s best interests or impact on progressing the case toward the permanency objective. Consider the current risk assessment, case plan review cycle, and the key principles for case allocation.

It is not suitable to apply this checklist to infants requiring an infant intensive response, children assessed as high risk or having complex needs (including complex medical needs) or young people on the high risk schedule.

Decisions regarding allocation and prioritisation can be complex and need not be made in isolation. Consultation can occur with a senior practitioner, practice leader or principal practitioner, another team manager, and in supervision with a line manager.

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|  | Yes, No, N/A | Evidence/comment |
| Investigation plan has been prepared and recorded |  |  |
| First home visit has been completed in line with KPIs and outcome recorded |  |  |
| Substantiation decision has been made and recorded |  |  |
| Permanency objective is clear |  |  |
| Case plan and actions table documented, endorsed and agreed with the family and professionals |  |  |
| Referrals made and parents engaged with support services |  |  |
| Case plan goals and tasks are being progressed (role and task clarity) |  |  |
| A care team or support network is established |  |  |
| Sufficient appropriate professionals are seeing **the child** between child protection visits (at a minimum fortnightly) and will advise if they are concerned |  |  |
| The care arrangement is stable |  |  |
| Case settled, escalation to ‘high risk’ not anticipated during de-allocation (for example, child may be under two, but not assessed at high risk) |  |  |
| A protection order (rather than an interim order) is in place |  |  |
| The care team is communicating well, has capacity to monitor the care arrangement, and is willing to alert the team manager if there is a significant change for the child |  |  |
| Progress towards addressing the protective concerns means it would be valid to test arrangements prior to the order lapsing at term or applying to revoke the order at Court |  |  |
| The case is prepared for and awaiting contracting |  |  |
| The children reside interstate on a Victorian protection order, and case tasks are being completed by interstate colleagues. |  |  |