

Case planning – what you need to know

Information for child protection practitioners

Planning is essential and we do it everyday

- As part of the case planning process, practitioners need to meet with families to discuss protective concerns and the actions that need to be taken to address them.
- Meetings with families to prepare the case plan need not be formal meetings and can include meetings with the family during home visits.
- Aboriginal Family-Led Decision-Making or Family-Led Decision-Making meetings are a great way of case planning with families and have many benefits for the child and their family.
- Team managers do not have to be present during case plan development and can endorse it at a later stage.
- The case plan must be completed, endorsed and a copy provided to the child and parents within 21 days of substantiation.

Developing the case plan with families empowers families and leads to better outcomes for children

- The case plan is for the child – use simple, clear language and be child-centric.
- Be forward-focussed and balance the protective concerns with the family's strengths.
- All sections of the case plan need to be considered and sections relevant to the child require completion.
- Fill out blank templates with families and really involve them in generating solutions.
- Use the BICPM child and family snapshot tool with families to identify the issues and generate discussion.

Tip! Keep blank templates in outreach kits or take your Ultrabook to home visits and type it straight in.

Using the actions table

- Outline specific tasks for parents and young people to achieve.
- Use the SMART principles – Specific, Measureable, Achievable, Realistic and Timely.
- Tick off tasks as they are completed.
- Update the actions and tasks regularly as parents make progress and achieve the goals.

Example item from an actions table

The mother, Ms Jones is required to participate in assessment and/or treatment for alcohol and drug dependence with Turning Point. Child protection has completed a referral to Turning Point and Ms Jones is required to call Turning Point on 9999 9999 to make an intake appointment within the next two weeks.

More information

See your practice leader or permanency team for more information or to obtain examples of case plans.