

Children Leeds

COMMON INTERNAL RECORD

This form is intended to gather information about a child/young person's current situation. It is to be completed in partnership with the child or young person/parents or carers.

With consent, the information **may** support the completion of a common assessment on the Children Leeds database in order to access further support.

Any relevant details eg. Name, Gender, Date of birth and reference details of the baby, child or young person	
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Name, Address, of those with parental responsibility and relationship to the child	
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Names of other household members and relationship to the child / young person. Please state children's ages.	
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Name professional role and contact details of the person completing this form	
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Agencies who are or have recently been, involved with this child/young person	
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Focus on evidence of the strengths and needs of the family which are relevant to the current situation. You do not have to fill boxes, but comment in each one with factual details rather than opinions and give practical examples that support the information recorded.

General health Record information on general health/wellbeing. Examples for babies, children and young people will be different. Consider vision, speech, hearing, hospital visits, diet, general fitness, drug use, sexual health,	
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<p>pregnancy and dental health.</p>	
<p>Personal development Relationships with adults and peers, feeling of well being, confidence, hope, motivation, behaviour, sense of belonging, positive image of own race, culture and gender. Growing independence, and abilities to deal with decision-making challenge disappointment and conflict.</p>	
<p>Enjoying / achieving Ability opportunity to learn new skills, make progress with basic skills, build on skills and interests, be self confident, motivated and overcome barriers, attend school, continue to work at difficulties, problem solve, and opportunity to play/relax</p>	
<p>Parenting Basic care, Safety, Security, Stability, guidance, clear boundaries, Encouragement and praise, role model for relationships, Discipline, Self control, Positive behaviour, Dealing with conflict, Dealing with challenge, disagreements and disappointments</p>	
<p>Family / Environment Family health, size, make up, relationships, bereavement, relationship breakdown, domestic or community violence, criminal activity, drug use, housing conditions such</p>	

as overcrowding, heating cooking facilities or sanitation. Employment, income. Access to facilities eg youth club nursery.	
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How does the situation recorded impact on the health , of the child or young person.	
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How does the situation recorded impact on the, safety , of the child or young person.	
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How does the situation recorded impact on the enjoyment/achievement , of the child or young person.	
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How does the situation recorded impact on the, positive contribution of the child or young person.	
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How does the situation recorded impact on the, economic wellbeing of the child or young person.	
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Work together to name WHAT changes people may want to see. Be practical and specific about tasks to undertake.	
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Record ideas on HOW to make this happen. Include major differences in opinion if there are any.	
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<p>GOALS What changes will we be looking for at our next meeting? Provide a statement of how things will look if good progress is made in the timescales.</p>	
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<p>PLANNED OUTCOME No additional needs N, Family actions FA, Single agency SA, Signpost local service LS, Common Assessment CA, Referral for specialist assessment RSA,</p>	
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If a common assessment or specialist assessment is required, request family consent and contact the CAF team 0113 2795261 to consider using the information on this form to begin the completion of a common assessment. Agreement is recorded by completion of the section below.

I understand the information that is recorded on this form. I have been given a leaflet on information sharing. I agree to the information recorded on this form being shared with the other people / services who may be able to help provide services to me / this baby, child or young person for whom I am parent / carer. (Delete as appropriate). Please make comments on the sharing of information here.

Signatures

Names

Date

RECORD OF ANY ACTION TAKEN

ACTIONS

DATES