our process

Note

- Record all relevant information at each stage of the process
- Interaction/engagement with child and whānau across entire process

STEP 1

- 1.1 Receive referral[1] (parent caregiver knows about this)
- 1.2 Contact parent/ guardian
- 1.3 Record the details
- 1.4 Receive consent and confirm level of need (initial assessment)
- 1.5 Decide whether to take further action
- 1.6 Notify referrer and parent/ guardian of next steps

STEP 2

- 2.1 Prepare for the Strengths and Needs Assessment - include SDQ in this process
- 2.2 Identify strengths
- 2.3 Identify needs
- 2.4 Determine intervention goals

STEP 3

This is an iterative process: monitor, review, assess plan(s)

- 3.1 Use the intervention goals to develop a plan with the family/ whānau
- 3.2 Implement the plan
- 3.3 Close the case if

STEP 4

- 4.1 The goals are achieved
- 4.2 Complete closure (Use the SDQ follow-up exit to track intervention progress to reinforce decision to close)
- 4.3 Assess outcomes/ evaluate service

Decision points:

- 1.3 A: Parent/guardian doesn't consent to further action
- 1.5 A: No further action required
- 1.5 B: Some assistance required
- 1.5 C: Onward referral to another provider/ other services
- 3.1 A: Onward referral to another service
- 3.3 A: The family/ whānau leaves
- 3.3 B: The parent/guardian withdraws consent
- 3.3 C: By mutual agreement it is decided to close the case

Social Workers in Schools
Te Hunga Tauwhiro i te Kura