

Policy Circular (Procedure)

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To: All Staff

From: Strategic Policy Directorate

Version: 2 of 2

Next Review Date: December 2010

Subject: Special Allocation Guidance (Operations)

1.0 Background

Information is sometimes presented to the ILF, either by the user, a third party or by the ILFA, that suggests future visits should be approached in a manner that is different to normal.

These cases require the attachment of a special allocation marker.

2.0 Procedure

It is the responsibility of the Social Work team to decide whether the attachment of such a marker is appropriate.

The information that indicates a special allocation should be considered will often come to light as part of operational casework. Therefore it is the responsibility of the operational caseworker to identify potential issue and refer the case to the social work team for consideration.

Examples of the types of situations that may alert a caseworker to the need for a social work referral are:

- Presentation of unusually challenging/inappropriate behaviour by user or other involved individual.
- Visit to take place in a high-risk area.
- Specific request/need for a male/female ILFA.
- Specific request/need for language requirements.
- Cultural considerations need to be taken into account.
- Previous false allegations made against another professional.
- Potentially violent (PV) user or other involved individual.

Where information is presented to the ILF as described above the case should be referred to the Social Work team.

It will be the responsibility of the Social Work Director or a Social Work Co-ordinator to make a decision as to whether a special allocation should be noted on the case. A case that is given special allocation status will have a control code 'A' attached to the electronic file and a star placed on the paper file.

A special allocation marker may result in the following approach being taken to the visit.

- Insisting on the Local Authority Social Worker being present (for group 2 candidates)
- Insisting on two ILF Assessors being present at the visit.
- Requesting a specific location for the visit.
- ILFA contacting Nottingham to discuss case details prior to arranging the visit.

When a special allocation case is selected for a revisit, the case should be directed to the social work team to establish the appropriate measures to take prior to the visit.

Attaching a special allocation to a case involves the processing of personal and sensitive personal data and therefore must be done in compliance with the Data Protection Act 1998.

Any requests to discuss why a special allocation marker has been attached to a particular case should be referred to the Social work team who have further specific guidance of the action that should be taken.

3.0 Cross References

Special Allocations policy dated 5 October 2005-Archived

Information management policy-Special allocations on user files

4.0 Date Reviewed

29 October 2008