

Data Collection Spreadsheet

Section	Field	Description	Options	Stage of data collection (Home search or IPA)	Example	TYPE (string, category, free etc etc)
Identifying the child	Child ID	Please enter the unique ID used in your Case Management System.	ID no.	Home search	12345	string
	Local Member	Whatever ID you use to refer to the child (e.g. initials). This is not used in the data analysis.	Free text	Home search	1234	string
	Is this a planned or emergency home search?	Please specify whether or not this is an emergency search.	Planned/emergency	Home search	Planned	Boolean
	Latest date for placement to start by	What date does the child need to find a home for placement by? If you expect date specified, please add an approximate.	date	Home search	20/04/2024	date
	Number of siblings to place with	How many siblings does the child have to be placed together with? If child has no siblings, does not need to be placed with siblings then input 0	number	Home search	0	integer
Location(s) of search	Preferred location for home search	Which area do we want to find a placement in? Free text for data entry for now, we will explore how to structure without creating excess work.	Free text	Home search	2/Avonmouth	string
	Primary family location (postcode sector - e.g. GL7 1)	Which area does the child's primary family reside in? (leave blank if information unavailable/ conflicting)	postcode	Home search	GL7 1	string
	Is it recommended to find a home close to the primary family location?	Does the SWF deem it appropriate for the child to be close to their primary family? In case they are required to visit the family very often etc.	Yes/No	Home search	Yes	Boolean
	Does child go to school currently?	Does child currently attend school? If the child is not of school age, please select "not applicable".	Yes/No/Not applicable	Home search	Yes	Categorical
	School location (postcode sector - e.g. GL7 1)	Which area is the child's current school located at?	postcode	Home search	GL7 1	string
	Does the child need to continue to attend this school?	Is there a risk to the child if they are in certain locations or might they pose a risk to others by being in a certain location?	Yes/No	Home search	Yes	Boolean
	Are there other location(s) of importance for the child that the child needs to visit regularly?	Does the child have other locations such as extracurricular activities, grandparents house etc that they would require to visit regularly?	Yes/No	Home search	Yes	Boolean
	Please specify which location	If applicable, please enter the detail of the location of importance	Free text	Home search	Football training	string
	How often does the child need to go to other location of importance?	Please enter how often the child needs to be at the location of importance	Options : -daily -few times a week -weekly -every two weeks -monthly -other	Home search	weekly	Categorical
	Are there any locations to avoid?	Is there a risk to the child if they are in certain locations or might they pose a risk to others by being in a certain location?	Yes/No/Not applicable	Home search	No	Categorical
Provision requirement(s)	Location(s) to avoid (leave blank if not applicable)	If applicable, please enter the location to avoid	Free text	Home search		string
	Communication, language and learning needs	Does the child have any communication, language or learning needs?	Yes/No/Not applicable	Home search	Yes	Categorical
	Specific communication and language requirements	Please enter all that apply, or none if not applicable.	Options: -EFL -BSL -Makaton -other	Home search	BSL, Makaton	Categorical
	Adaptation to the home	Are there any adaptations required to the home to accommodate the child's needs?	Yes/No	Home search	Yes	Boolean
	Cultural needs (e.g. place of worship)	Any specific cultural needs that the home needs to be aware of such as importance of going to religious places or taking part in religious activities?	Options : -Required -Not required -other	Home search	Not required	Categorical
Provision recommendation	Who can the child be cared for alongside	Are there any restrictions on who else can live in the same home? Or, would it help to have them living with other young people? Please select the most appropriate option.	Options : -Sole placement recommended -With other children recommended -Only with other older -Only with other younger children -No preference	Home search	With other children recommended	Categorical
	Can child live with pets/animals?	Can the child live in a home with pets or animals?	Yes/No/Don't know	Home search	Yes	Categorical
	Foster care suitability	Is foster care the most preferred home for the child as deemed by the SWF? Please select the most appropriate response for foster care suitability.	Options : -Preferred -Suitable but not preferred -Unsuitable -Not specified	Home search	Preferred	Categorical
	Residential suitability	Is residential care the most preferred home for the child as deemed by the SWF? Please select the most appropriate response for residential care suitability.	Options : -Preferred -Suitable but not preferred -Unsuitable -Not specified	Home search	Suitable but not preferred	Categorical
	Supported home suitability	Is supported home care the most preferred home for the child as deemed by the SWF? Please select the most appropriate response for supported home suitability.	Options : -Preferred -Suitable but not preferred -Unsuitable -Not specified	Home search	Not specified	Categorical
	Minimum adult support ratio	Please specify the minimum adult support ratio. We assume anything at or above the minimum is acceptable. This may not be applicable to all types of care, if this does not apply please select "not applicable".	Options (adult:child ratio): 1:1 2:1 ≥2:1 - Standard ratio - Not specified - Not applicable	Home search	≥2:1	Categorical
Risk to child	Risk to child: Self-harm	Is the child known to be at risk of self-harm? If identified, please say whether this risk is low or high	Options: -No known risk -Low risk -High risk	Home search/IPA (can be done at either stage)	Low risk	Categorical
	Risk to child: Sexual exploitation	Is the child known to be at risk of sexual exploitation? If identified, please say whether this risk is low or high	Options: -No known risk -Low risk -High risk	Home search/IPA (can be done at either stage)	No known risks	Categorical
	Risk to child: Criminal exploitation	Is the child known to be at risk of criminal exploitation? If identified, please say whether this risk is low or high	Options: -No known risk -Low risk -High risk	Home search/IPA (can be done at either stage)	No known risks	Categorical
	Risk to child: Drug and alcohol use	Is the child known to be at risk of drug and alcohol use? If identified, please say whether this risk is low or high	Options: -No known risk -Low risk -High risk	Home search/IPA (can be done at either stage)	No known risks	Categorical
	Risk to child: Eating disorder	Is the child known to be at risk of an eating disorder? If identified, please say whether this risk is low or high	Options: -No known risk -Low risk -High risk	Home search/IPA (can be done at either stage)	Low risk	Categorical
	Risk to child: Going missing	Is the child known to be at risk of going missing? If identified, please say whether this risk is low or high	Options: -No known risk -Low risk -High risk	Home search/IPA (can be done at either stage)	Low risk	Categorical
	Risk to child: Other (please specify)	Please add a description of any other risks to the child identified	Free text	Home search/IPA (can be done at either stage)	Bulimia	string
Risk of harm to others or property	Risk to others or property: Physical harm	Is there a known risk of physical harm to others? If identified, please say whether this risk is low or high	Options: -No known risk -Low risk -High risk	Home search/IPA (can be done at either stage)	No known risks	Categorical
	Risk to others or property: Sexual harm	Is there a known risk of sexual harm to others? If identified, please say whether this risk is low or high	Options: -No known risk -Low risk -High risk	Home search/IPA (can be done at either stage)	No known risks	Categorical
	Risk to others or property: Fire-setting	Is there a known risk of fire-setting? If identified, please say whether this risk is low or high	Options: -No known risk -Low risk -High risk	Home search/IPA (can be done at either stage)	Low risk	Categorical
	Risk to others or property: Harm to animals	Is there a known risk of harm to animals? If identified, please say whether this risk is low or high	Options: -No known risk -Low risk -High risk	Home search/IPA (can be done at either stage)	No known risks	Categorical
	Risk to others or property: Criminal exploitation	Is there a known risk of criminal exploitation for others in the home? If identified, please say whether this risk is low or high	Options: -No known risk -Low risk -High risk	Home search/IPA (can be done at either stage)	No known risks	Categorical
	Risk to others or property: Other (please specify)	Please add a description of any other risks identified in terms of risks to others or property	Free text	Home search/IPA (can be done at either stage)		string
Additional support required	Was there any additional provision the home needed to provide to support the child?	Was there any additional provision put in place to support the child? e.g. therapeutic support	Yes/No	Home search/IPA (can be done at either stage)	No	Boolean
	Additional support (Please specify)	Please select any of the options of additional provision that apply or describe it "other".	Options: -additional supervision, -therapeutic support, -a worker for respite, -assist in school - other (please specify)	Home search/IPA (can be done at either stage)	Taxis to school	Categorical
Referral Form Information	Name of officer filling referral form	Please provide your first initials of officer filling form	Free text	Home Search	BM	string
Finance Information	Date of referral form filling	Date of when this form was completed	date	Home Search	20/04/2024	date
	Total agreed weekly cost	What is the agreed cost of placing a child? (this includes transport, therapy, education etc but excluding VAT)	number	IPA	£100	integer
Placement Form Information	Actual Weekly Cost	What is the actual cost of placing a child? (this includes transport, therapy, education etc but excluding VAT)	number	IPA	£100	integer
	Name of officer filling form	Please provide your first initials of officer filling form	Free text	IPA	BM	string
Placement Information	Date of form filling	Date of when this form was completed	date	IPA	20/04/2024	date
	Placement Location	Which area did we find a placement in? Free text for data entry for now, we will explore how to structure without creating excess work.	Free text	IPA	Avonmouth	string
	Provider ID (linked to Orsted)	Provider ID according to how Orsted categorises providers	Free text	IPA	200000000	string
	Whether Sibling Split Y/N	Record whether through this placement are we able to keep siblings together or if we are separating them.	Yes/No	IPA	Yes	Boolean
Placement Information	Placement Type	Record the type of placement the child received either foster, residential or supported accommodation.	Options: -Foster -Residential -Supported Accommodation	IPA	Residential	Categorical