**Form 4 - Case Action Plan**

**Instruction**s:A case action plan should be developed, usually *within two weeks of the protection risk assessment being completed*. This can take a number of sessions with your Person of Concern. However, action planning is done according to the urgency and complexity of the case.

**The case action plan** should be based on the comprehensive protection risk assessment and be consistent with the findings of the assessment, including the person of concern’s available strengths and resources. The case action plan should identify the agreed upon actions and steps to be taken to address identified risks and be documented. It should be regularly reviewed during follow up and updated accordingly.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date of Case plan** | | | DD/MM/YYYY {{case\_date}} | | |
| **Case Code** | | | {{case\_code}} | | |
| **Case worker Code** | | | {{case\_worker}} | | |
| 1. **Risk:** | | | | | |
| **Objective**  **الهدف** | **Actions**  **خطوات العمل** | **Responsible Party**  **الشخص/الجهة المسؤولة** | | **Timeframe**  **الإطار الزمني** | ***Status***  ***الحالة*** |
| {{odjective}} | {{actions}} | {{responsible\_party}} | | {{time\_frame}} | ☐ To start  ☐ Ongoing  ☐ Completed {{status\_completed\_date}}  ☐ Unmet (reasons/challenges/Mitigation measures) {{status\_unmet\_date}} |
|  |  |  | |  | ☐ To start  ☐ Ongoing  ☐ Completed (insert date)  ☐ Unmet (reasons/challenges/Mitigation measures) (insert date) |
|  |  |  | |  | ☐ To start  ☐ Ongoing  ☐ Completed (insert date)  ☐ Unmet (reasons/challenges/Mitigation measures) (insert date) |
|  |  |  | |  | ☐ To start  ☐ Ongoing  ☐ Completed (insert date)  ☐ Unmet (reasons/challenges/Mitigation measures) (insert date) |
| 1. **Risk:** | | | | | |
| **Objective**  **الهدف** | **Actions**  **خطوات العمل** | **Responsible Party**  **الشخص/الجهة المسؤولة** | | **Timeframe**  **الإطار الزمني** | ***Status***  ***الحالة*** |
|  | **1.**  **2.**  **3.**  **4.** |  | |  | ☐ To start  ☐ Ongoing  ☐ Completed (insert date)  ☐ Unmet (reasons/challenges/Mitigation measures) (insert date) |
|  |  |  | |  | ☐ To start  ☐ Ongoing  ☐ Completed (insert date)  ☐ Unmet (reasons/challenges/Mitigation measures) (insert date) |
|  |  |  | |  | ☐ To start  ☐ Ongoing  ☐ Completed (insert date)  ☐ Unmet (reasons/challenges/Mitigation measures) (insert date) |
|  |  |  | |  | ☐ To start  ☐ Ongoing  ☐ Completed (insert date)  ☐ Unmet (reasons/challenges/Mitigation measures) (insert date) |

PoC Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CW Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_