

# The coding sheet

## Part 1 Referral and background information

### Standard menu

1	yes
0	no
66	other
77	to be added
88	no information
99	not applicable

### X1 Who made the referral

1	child/young person
2	parent
3	relative, not parent
4	neighbour/resident
5	education
6	health
7	police
8	voluntary organisation
9	social services (local)
10	social services (other)

### X2 Ethnicity (child)

#### United Kingdom

1	White British
2	White Irish
3	White other
4	Mixed white and black Caribbean
5	Mixed white and black African
6	Mixed white and Asian
7	Mixed other
8	Indian
9	Pakistani
10	Bangladeshi
11	Other Asian
12	Black Caribbean
13	Black African
14	Black other

#### United States

1	White
2	Black
3	American Indian or Alaska Native
4	Asian Indian
5	Chinese
6	Filipino
7	Japanese
8	Korean
9	Vietnamese
10	Native Hawaiian
11	Guamanian or Chamorro
12	Samoan
13	Other Pacific Islander
14	Other Asian
15	Other

### X3 Legal status

1	adopted/in state care, not with relative
2	in state care, with relatives
3	placed voluntarily in substitute care
4	supported by children's services, at home

This coding sheet should be used with the guidance available from the same location. Please read the guidance carefully; it should address most queries that are likely to arise.

0	case identifier	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1	date of birth	dd <input type="checkbox"/> <input type="checkbox"/> mm <input type="checkbox"/> <input type="checkbox"/> yy <input type="checkbox"/> <input type="checkbox"/>
2	who made the referral	X1 <input type="checkbox"/>

3	gender 1=male 0=female	<input type="checkbox"/>
4	child's age (in years)	<input type="checkbox"/> <input type="checkbox"/>
5	unborn child	<input type="checkbox"/>
6	ethnicity	X2 <input type="checkbox"/>
7	legal status	X3 <input type="checkbox"/>
8	child currently on CPR (UK)	<input type="checkbox"/>
9	child ever been on CPR (UK)	<input type="checkbox"/>
10	family seeking asylum (UK)	30 <input type="checkbox"/>
11	family's first language is English	<input type="checkbox"/>
12	interpreter required	29 <input type="checkbox"/>

## Part 2 Risk and protective factors to build a picture of need

### A Living situation

A1	Child lives
1	at home with single parent
2	with two parents
3	with parent and step-parent
4	with other relative
5	with substitute carers
6	with adoptive parents
7	independently
8	homeless

A2	Do other relatives live in this house?
0	no
1	yes, siblings
2	yes grandparent, aunt etc.
3	yes, both 1 and 2

13	child lives with	A1	<input type="checkbox"/>
14	other relatives live in this home	A2	<input type="checkbox"/>
15	number of siblings		<input type="checkbox"/>
16	all siblings reside with child		<input type="checkbox"/>
17	child ever in state care		<input type="checkbox"/>

#### risk factors

18	overcrowded	1	<input type="checkbox"/>
19	accommodation in need of improvement	2	<input type="checkbox"/>
20	frequent movement of school/neighbourhood	31	<input type="checkbox"/>
21	family new to area		<input type="checkbox"/>
22	family in temporary accommodation (eg bed & breakfast or hostel)		<input type="checkbox"/>
23	child homeless at any stage (with friends, squat, sleeping rough)		<input type="checkbox"/>
24	family socially isolated		<input type="checkbox"/>
25	family has money problems	27	<input type="checkbox"/>
26	family is dependent on benefits/state assistance	26	<input type="checkbox"/>
27	family experience/fear crime or other anti-social behaviour	3	<input type="checkbox"/>
28	family live in a poor neighbourhood to bring up children	4	<input type="checkbox"/>
29	family live in a hazardous environment	5	<input type="checkbox"/>
30	family lack socially perceived necessities	28	<input type="checkbox"/>

#### potential protective factors

31	there is a place other than home where the child can stay	<input type="checkbox"/>
32	the child has always lived in one place	<input type="checkbox"/>
33	links have been maintained with the place where the child has lived	<input type="checkbox"/>
34	there are good social supports in the child's neighbourhood	<input type="checkbox"/>

B1 Child's relationship with family members

1	good
2	ordinary
3	poor
4	no contact
5	deceased

B2 Child ill-treated

1	yes, seriously
2	yes, but not seriously
3	yes, no detail
0	not at all

## B Family and social relationships

35	child's relationship with mother	B1	<input type="checkbox"/>
36	child's relationship with father	B1	<input type="checkbox"/>
37	child's relationship with siblings	B1	<input type="checkbox"/>
38	child's relationship with other relatives	B1	<input type="checkbox"/>
39	child recently ill-treated		<input type="checkbox"/>
40	ill-treatment to child by mother	B2	<input type="checkbox"/>
41	ill-treatment to child by father	B2	<input type="checkbox"/>
42	ill-treatment to child by sibling(s)	B2	<input type="checkbox"/>
43	ill-treatment to child by other relative(s)	B2	<input type="checkbox"/>
44	ill-treatment to child by non-relative(s)	B2	<input type="checkbox"/>

### nature of ill-treatment to child

45	sexual	11	<input type="checkbox"/>
46	emotional	11	<input type="checkbox"/>
47	low warmth/high criticism	11	<input type="checkbox"/>
48	physical	11	<input type="checkbox"/>
49	neglect	11	<input type="checkbox"/>

### risk factors

50	family discord	6	<input type="checkbox"/>
51	principal carer overburdened by parenting	12	<input type="checkbox"/>
52	family breakdown/divorce		<input type="checkbox"/>
53	domestic violence	7	<input type="checkbox"/>

### potential protective factors

56	someone in the family loves the child	<input type="checkbox"/>
57	significant adult other than the parent cares about the child	<input type="checkbox"/>
58	members of the family have skills to deal with problems faced by the child	<input type="checkbox"/>
59	child has some understanding of the family's problems	<input type="checkbox"/>

C1 Child's relationship with non-family

1	good
2	ordinary
3	poor
4	no contact

C Social and anti-social behaviour

Child's relations with non-family

61	peers	C1 8 + 9	<input type="checkbox"/>
62	professionals	C1	<input type="checkbox"/>

risk factors **child**

63	aggressive behaviour at home		<input type="checkbox"/>
64	aggressive behaviour at school		<input type="checkbox"/>
65	aggressive behaviour in the community		<input type="checkbox"/>
66	violence at home		<input type="checkbox"/>
67	violence at school		<input type="checkbox"/>
68	violence in the community		<input type="checkbox"/>
69	behaviour problems at home		<input type="checkbox"/>
70	behaviour problems at school		<input type="checkbox"/>
71	behaviour problems in the community		<input type="checkbox"/>
72	evidence of anti-social behaviour	13	<input type="checkbox"/>
73	convicted/cautioned for serious crime	13	<input type="checkbox"/>
74	convicted/cautioned for minor crime	13	<input type="checkbox"/>
75	evidence of anti-social behaviour since the child's earliest years		<input type="checkbox"/>
76	has run away from home		<input type="checkbox"/>
77	inappropriate sexual behaviour		<input type="checkbox"/>
78	poor social network		<input type="checkbox"/>

risk factors **adults**

79	aggressive behaviour at home	<input type="checkbox"/>
80	aggressive behaviour in the community	<input type="checkbox"/>
81	violence at home	<input type="checkbox"/>
82	violence in the community	<input type="checkbox"/>
83	inappropriate sexual behaviour	<input type="checkbox"/>
84	previously in trouble with police	<input type="checkbox"/>
85	convicted of minor crime	<input type="checkbox"/>
86	convicted of serious crime	<input type="checkbox"/>

potential protective factors **child**

87	friends or family say the child is pleasant to spend time with	<input type="checkbox"/>
88	teachers/neighbours describe the child as likeable	<input type="checkbox"/>
89	wants to improve his/her behaviour	<input type="checkbox"/>
90	has confidence to sort out problems	<input type="checkbox"/>
91	has social skills with people outside the family	<input type="checkbox"/>
92	has someone outside the family s/he can trust	<input type="checkbox"/>

## D Physical and psychological health

### risk factors **child**

93	chronic mental ill-health	16	<input type="checkbox"/>
94	temporary, acute mental ill-health		<input type="checkbox"/>
95	chronic physical ill-health	16	<input type="checkbox"/>
96	temporary, acute physical ill-health		<input type="checkbox"/>
97	learning disability	16	<input type="checkbox"/>
98	physical disability	16	<input type="checkbox"/>
99	history of self-harm		<input type="checkbox"/>
100	suicidal ideation		<input type="checkbox"/>
101	alcohol misuse		<input type="checkbox"/>
102	drug misuse		<input type="checkbox"/>
103	pregnant		<input type="checkbox"/>
104	stress and/or inability to cope	19	<input type="checkbox"/>
105	unhappy	19	<input type="checkbox"/>
106	bedwetting/soiling		<input type="checkbox"/>
107	nutrition/water problems	32	<input type="checkbox"/>
108	developmental delay		<input type="checkbox"/>
109	child has specified disorder of emotion or conduct	20	<input type="checkbox"/>

### risk factors **adults**

110	chronic mental ill-health	15	<input type="checkbox"/>
111	temporary, acute mental ill-health		<input type="checkbox"/>
112	chronic physical ill-health	15	<input type="checkbox"/>
113	temporary, acute physical ill-health		<input type="checkbox"/>
114	learning disability	15	<input type="checkbox"/>
115	physical disability	15	<input type="checkbox"/>
116	history of self-harm		<input type="checkbox"/>
117	suicidal ideation		<input type="checkbox"/>
118	alcohol misuse		<input type="checkbox"/>
119	drug misuse		<input type="checkbox"/>
120	stress and/or inability to cope		<input type="checkbox"/>
121	unhappy		<input type="checkbox"/>
122	isolated	18	<input type="checkbox"/>
123	depression	17	<input type="checkbox"/>

### potential protective factors

124	accurate diagnosis of child's mental health problem	<input type="checkbox"/>
125	adults have insight into ways of dealing with child's physical and mental health problems	<input type="checkbox"/>
126	child has insight into ways of dealing with adults' physical and mental health problems	<input type="checkbox"/>

E1 Placed in boarding school	
1	yes, ordinary
2	yes, special
3	yes, both
0	no

E2 Adult education/employment	
1	one carer
2	both carers
0	neither carer

## E Education and employment

### child's situation

127	under school age, not in pre-school		<input type="checkbox"/>
128	under school age in pre-school		<input type="checkbox"/>
129	school age, not in school		<input type="checkbox"/>
130	full-time education (special)		<input type="checkbox"/>
131	full-time education (mainstream)		<input type="checkbox"/>
132	part-time education (special)		<input type="checkbox"/>
133	part-time education (mainstream)		<input type="checkbox"/>
134	over school age, employed full-time		<input type="checkbox"/>
135	over school age, employed part-time		<input type="checkbox"/>
136	over school age, unemployed	25	<input type="checkbox"/>
137	before/after school facility		<input type="checkbox"/>
138	placed in boarding school	E1	<input type="checkbox"/>

### adults' situation

139	employed / wage-earner full-time	E2	<input type="checkbox"/>
140	employed / wage-earner part-time	E2	<input type="checkbox"/>
141	unemployed	E2 21	<input type="checkbox"/>
142	full-time education	E2	<input type="checkbox"/>
143	part-time education	E2	<input type="checkbox"/>

### risk factors child

144	special educational needs - serious	24	<input type="checkbox"/>
145	special educational needs - not serious	24	<input type="checkbox"/>
146	permanently excluded from school	24	<input type="checkbox"/>
147	temporarily excluded from school	24	<input type="checkbox"/>
148	previously excluded from school		<input type="checkbox"/>
149	frequent changes of school		<input type="checkbox"/>
150	regularly misses school	24	<input type="checkbox"/>
151	teachers say child is not achieving potential	23	<input type="checkbox"/>
152	poor relations with teacher/employer		<input type="checkbox"/>
153	isolated at school or work		<input type="checkbox"/>
154	bullied		<input type="checkbox"/>
155	experiencing racism		<input type="checkbox"/>
156	bullies other children		<input type="checkbox"/>
157	parents' expectations unrealistic		<input type="checkbox"/>

### potential protective factors child

158	above average intelligence		<input type="checkbox"/>
159	described as hard-working		<input type="checkbox"/>
160	liked by pupils		<input type="checkbox"/>
161	liked by teachers/employer		<input type="checkbox"/>
162	parents involved in child's education	22	<input type="checkbox"/>
163	described as being talented by some measure		<input type="checkbox"/>
164	likes school		<input type="checkbox"/>
165	has hobbies/interests	14	<input type="checkbox"/>

## F2 Qualitative Need Groups

1	Need for suitable accommodation to improve general well-being
2	Need for suitable accommodation combined with better management of finance and improved family health
3	Need for suitable accommodation and improved family health
4	Need for suitable accommodation and a reduction in family discord and/or child behaviour and education problems
5	Need for suitable accommodation combined with improved English of primary carer
6	Need for suitable accommodation combined with improved fabric and reduction of racial harassment
7	Need for suitable accommodation combined with better management of finance and reduction of racial harassment
8	Need for accommodation suitable for carers' mental health condition
9	Need for better quality accommodation and better management of finance
10	Need for reduced anxiety of carers about environment to improve child's engagement with neighbourhood
11	Need to address health problems of adults so that they can increase the amount of attention given to child's upbringing
12	Need for family members to cope with recent trauma, such as bereavement, combined with resolving family financial problems
13	Need for improved family health combined with resolving family financial problems
14	Need for negative effects of child's disability to be minimised
15	Need for carers to improve their behaviour in order for child's behaviour and sense of security to improve
16	Need for family members to be less socially isolated
17	Need for carers to establish a sense of security, identify support networks and manage on a subsistence level income, often with multiple health problems
18	Need for enrichment for children of isolated (often lone) parents
19	Need for child's behaviour to improve
20	Need for child's behaviour to improve in order that school performance does not suffer
21	Need for child's behaviour to improve in order to reduce stress on other family members
22	Need for family income to equal minimum expenditure for basic standards of living
23	Need to overcome barriers preventing family members from accessing education or employment opportunities
24	Children with negligible or no unmet needs

## F Needs summary

Needs identified in:	carer	child
166 living situation	<input type="checkbox"/>	<input type="checkbox"/>
172	<input type="checkbox"/>	<input type="checkbox"/>
167 family and social relationships	<input type="checkbox"/>	<input type="checkbox"/>
173	<input type="checkbox"/>	<input type="checkbox"/>
168 social and anti-social behaviour	<input type="checkbox"/>	<input type="checkbox"/>
174	<input type="checkbox"/>	<input type="checkbox"/>
169 physical and psychological health	<input type="checkbox"/>	<input type="checkbox"/>
175	<input type="checkbox"/>	<input type="checkbox"/>
170 education and employment	<input type="checkbox"/>	<input type="checkbox"/>
176	<input type="checkbox"/>	<input type="checkbox"/>
171 other needs	<input type="checkbox"/>	<input type="checkbox"/>
177	<input type="checkbox"/>	<input type="checkbox"/>
178 quantitative need group	F1	<input type="checkbox"/>
179 qualitative need group	F2	<input type="checkbox"/>

## F1 Quantitative Need Groups

1	Children whose needs stem from carers' chronic physical health problems exacerbated by financial problems
2	Children whose needs stem from carers' chronic physical health problems and consequent social stresses within family
3	Children whose families are characterised by multiple and complex problems that inhibit ordinary patterns of development
4	Children who need to live in adequate accommodation
5	Children whose needs are consequent upon family discord and financial hardship and a lack of care and attention from carer.
6	Children whose needs result from living in overcrowded households, financial hardship, the physical or mental health problems of carers and a fear of anti-social behaviour in the community.
7	Children who have multiple needs (for improved social contact as well as material and living conditions) consequent on their refugee- or asylum-seeking status.
8	Children with low level needs who are sociable and succeeding and have supportive and well-supported families
9	Children with needs for improved health or the capability to live with a chronic health condition or disability and who also live in a family where carers have chronic ill health
10	Children with needs for improved health or the capability to live with a chronic health condition or disability

## Part 3 Thresholds

180	Does the child have unmet needs?	<input type="checkbox"/>
181	Is the child's health or development actually impaired or is it likely to be impaired if the situation persists?	<input type="checkbox"/>

What is the nature of the impairment, actual or likely?

182	physical health	<input type="checkbox"/>
183	psychological health	<input type="checkbox"/>
184	physical development	<input type="checkbox"/>
185	behavioural development	<input type="checkbox"/>
186	emotional development	<input type="checkbox"/>
187	Is the impairment significant or is it likely to be significant if the situation persists?	<input type="checkbox"/>
188	Is the child disabled?	<input type="checkbox"/>
189	Are aspects of parenting capacity contributing to the child's needs or impairment?	<input type="checkbox"/>
190	Can the child be described as beyond parental control?	<input type="checkbox"/>

process thresholds

191	Was there a Child Protection enquiry/investigation?	<input type="checkbox"/>
192	Was a case conference of professionals convened?	<input type="checkbox"/>
193	Was the child's name placed on the Child Protection register?	<input type="checkbox"/>

## Part 4 Services

Who managed the case?		Who led the management?		Which agencies were involved?		Which agencies led?			
194	GP/doctor	<input type="checkbox"/>	210	<input type="checkbox"/>	226	housing	<input type="checkbox"/>	239	<input type="checkbox"/>
195	health visitor	<input type="checkbox"/>	211	<input type="checkbox"/>	227	adult mental health	<input type="checkbox"/>	240	<input type="checkbox"/>
196	psychiatrist	<input type="checkbox"/>	212	<input type="checkbox"/>	228	child mental health	<input type="checkbox"/>	241	<input type="checkbox"/>
197	psychologist	<input type="checkbox"/>	213	<input type="checkbox"/>	229	family mental health	<input type="checkbox"/>	242	<input type="checkbox"/>
198	other health professional	<input type="checkbox"/>	214	<input type="checkbox"/>	230	primary health care	<input type="checkbox"/>	243	<input type="checkbox"/>
199	teacher	<input type="checkbox"/>	215	<input type="checkbox"/>	231	other health	<input type="checkbox"/>	244	<input type="checkbox"/>
200	educational psychologist	<input type="checkbox"/>	216	<input type="checkbox"/>	232	mainstream education	<input type="checkbox"/>	245	<input type="checkbox"/>
201	education welfare officer	<input type="checkbox"/>	217	<input type="checkbox"/>	233	special education	<input type="checkbox"/>	246	<input type="checkbox"/>
202	other education professional	<input type="checkbox"/>	218	<input type="checkbox"/>	234	social services	<input type="checkbox"/>	247	<input type="checkbox"/>
203	social worker	<input type="checkbox"/>	219	<input type="checkbox"/>	235	probation services	<input type="checkbox"/>	248	<input type="checkbox"/>
204	probation officer	<input type="checkbox"/>	220	<input type="checkbox"/>	236	youth justice services	<input type="checkbox"/>	249	<input type="checkbox"/>
205	police officer	<input type="checkbox"/>	221	<input type="checkbox"/>	237	police services	<input type="checkbox"/>	250	<input type="checkbox"/>
206	housing officer	<input type="checkbox"/>	222	<input type="checkbox"/>	238	other agency	<input type="checkbox"/>	251	<input type="checkbox"/>
207	voluntary worker	<input type="checkbox"/>	223	<input type="checkbox"/>					
208	lawyer	<input type="checkbox"/>	224	<input type="checkbox"/>					
209	other professional	<input type="checkbox"/>	225	<input type="checkbox"/>					

H1 What was done

0	service not offered
1	service offered and rejected
2	service offered and accepted
3	service already being provided at time of referral
4	service already being provided but nature/dose changed

H2 Was child looked after away from home?

0	No
1	Yes, for entire period
2	Yes, for part of period

What was done

252	nothing		
253	further assessment	H1	<input type="checkbox"/>
254	direct work with child	H1	<input type="checkbox"/>
255	direct work with adults	H1	<input type="checkbox"/>
256	counselling with child	H1	<input type="checkbox"/>
257	counselling with adults	H1	<input type="checkbox"/>
258	group work	H1	<input type="checkbox"/>
259	respite for child	H1	<input type="checkbox"/>
260	respite for adults	H1	<input type="checkbox"/>
261	help with domestic tasks	H1	<input type="checkbox"/>
262	advice on welfare benefits	H1	<input type="checkbox"/>
263	specialist legal advice	H1	<input type="checkbox"/>
264	other advice	H1	<input type="checkbox"/>
265	advocacy	H1	<input type="checkbox"/>
266	childminder	H1	<input type="checkbox"/>
267	mediation	H1	<input type="checkbox"/>
268	financial support	H1	<input type="checkbox"/>
269	behaviour modification	H1	<input type="checkbox"/>
270	medication for child	H1	<input type="checkbox"/>
271	medication for adults	H1	<input type="checkbox"/>
272	extra education support	H1	<input type="checkbox"/>
273	special education support	H1	<input type="checkbox"/>
274	other	H1	<input type="checkbox"/>

Where was/were the service(s) offered?

275	at child's home	<input type="checkbox"/>
276	in a residential home	<input type="checkbox"/>
277	in the community	<input type="checkbox"/>
278	at an agency office	<input type="checkbox"/>
279	in a family centre	<input type="checkbox"/>
280	in other specialist community office	<input type="checkbox"/>

281	Was the child looked after away from home at any time?	H2	<input type="checkbox"/>
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## Part 5 Outcomes and outputs

I1	Child's needs met
1	yes, in full
2	yes, partially
0	no

I2	Child maltreated
0	not maltreated before or since referral
1	maltreated before referral, not since
2	not maltreated before referral, but maltreated since
3	child maltreated before and since referral

I3	Child returned home
0	child never separated
1	returned home
2	returned to other relatives
3	did not return home

I4	Subsequently looked after again
0	never separated
1	separated, returned and stayed
2	separated, returned, then separated again

If the child was looked after for any period, where did s/he live?

282	small residential placement	<input type="checkbox"/>
283	large residential placement	<input type="checkbox"/>
284	family foster home	<input type="checkbox"/>
285	school	<input type="checkbox"/>
286	mental health facility	<input type="checkbox"/>
287	other health facility	<input type="checkbox"/>
288	youth justice facility	<input type="checkbox"/>
289	other	<input type="checkbox"/>

290	How many placements?	<input type="checkbox"/>
291	How many premature moves?	<input type="checkbox"/>
292	Were any of the placements secure?	<input type="checkbox"/>

time and duration of service

293	How many days in total did the service last?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
294	How many days in total did the primary intervention last?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
295	How many separate sessions did the primary intervention comprise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
296	If the child was looked after at all, for how many weeks in total?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

other aspects the service

297	Did the service appear to meet the needs of the child?	<input type="checkbox"/>
298	Was a theory of change evident in the service design?	<input type="checkbox"/>
299	Were there any positive side-effects from the service?	<input type="checkbox"/>
300	Were there any negative side-effects from the service?	<input type="checkbox"/>
301	Did the service have prevention elements?	<input type="checkbox"/>
302	Did the service have early intervention elements?	<input type="checkbox"/>
303	Could the service be described as an intervention?	<input type="checkbox"/>
304	Did the service have social prevention elements?	<input type="checkbox"/>

305	Were the child's assessed needs met?	11	<input type="checkbox"/>
306	Does the child have unmet needs?		<input type="checkbox"/>
307	Is the child's health or development actually impaired or likely to be impaired if the situation persists?		<input type="checkbox"/>
308	Is the impairment significant or is it likely to be significant if the situation persists?		<input type="checkbox"/>
309	Has the child been maltreated since the original referral?	12	<input type="checkbox"/>
310	If the child was separated, did s/he return home to relatives?	13	<input type="checkbox"/>
311	If the child was returned, was s/he subsequently looked after again?	14	<input type="checkbox"/>
312	Is the case closed?		<input type="checkbox"/>