

**Guidance for completing Cause for Concern Forms.**

**Points to consider and example questions**

**Ensuring there is a clear understanding of the concern – both the risks and the strengths of the learner, is dependent on asking good questions. Gaining comprehensive information which enables us to fully assess and respond to the concern in an appropriate and timely way is important, below are a points for you to consider and possible questions you may ask when having discussions with the learner and completing the form. For learners who are also parents, particularly of children under 18 years old, it is important that we have some understanding of how the worry or concern maybe impacting on their children and wider family members and so some of the points reflect this.**

What are we worried About?	What's working well?
<ul style="list-style-type: none"> <li>• What are you worried about?</li> <li>• What have you seen/ heard that worries you?</li> <li>• How do you know? What evidence do you have?</li> <li>• What harm has happened to the learner?</li> <li>• What do you think most worried the learner?</li> <li>• How do they feel about this?</li> <li>• Does the learner feel safe, are they living in a safe environment at home/work /in the community?</li> <li>• Is there anyone you feel sacred of ?</li> <li>• When did the problem happen?</li> <li>• Has it happened before? How often was it? How bad was it?</li> <li>• How did the worry/concern affect the learner?</li> <li>• Has their learning/progress been impacted?</li> <li>• Are their children/family being impacted by this worry/concern?</li> <li>• Is the learner's parenting affected by this concern, how are they managing day to day care of their family?</li> <li>• Which part of this worries you the most?</li> <li>• What do you think is the worst thing that could happen because of this problem?</li> </ul>	<ul style="list-style-type: none"> <li>• What's working well for the learner ?</li> <li>• What do you like about the learner what are his/her best qualities?</li> <li>• How is their learning/work progressing?</li> <li>• Who are the people who care most about the learner, do they have a support network of friends/family ?</li> <li>• What does the learner say are the best things about their life?</li> <li>• Have there been times when this problem has been dealt with or was even a little bit better? How did that happen?</li> <li>• When were things good ?</li> <li>• What would the learner need to see that would make them say this problem is completely sorted out?</li> <li>• Who or what has helped the learner most so far?</li> <li>• Exceptions question regarding the concerns, e.g. "Tell me about a time when the problem could have happened but didn't."</li> <li>• When were things worse/better?.....</li> <li>• How did you know things were better then?.....</li> <li>• What did that look like to you, tell me more about..... When things are good what does that look like to you?</li> </ul>

- When did you start to worry about this learner?
- What has changed that has made you more concerned? What are you worried will/ might happen if nothing changes?
- What could be the impact of this on the learner?
- Is there anything that has been making this problem harder to deal with?
- Are there things happening in your life or family that make this problem harder to deal with?
- How do you think this is impacting on your children/family.
- What are the first, worst and last times this has happened?
- What were the triggers for this?

- When things were good - what difference do you think it made to to you/your family? How could you tell?
- What do you think is the next step that should happen to get this worry sorted out?
- What would you need this to look like for you not to have to worry?
- Can you think of one small manageable step that would improve things for you?
- What would be happening if things were working better for you
- Tell me about what a good day looks like for you? What makes it a good day?
- What are you most proud of in your life?