A practical resource to help Principal Social Workers prepare for CQC assessment

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# Annual report template

| Annual Report by the Principal Social Worker (PSW) for adultsfor the year 1 April 20xx – 31 March 20xx |
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| **Section 1: Introduction and Overview**  |
| **Introduction** You may want to use this section to set out describe what a PSW is, the purpose of the report and why it is important. You may also want to briefly set out the social work ethics and values that underpin social work practice and highlight the priorities set by the Chief Social Worker for Adults. |
| **Overview/exec summary** Use this section to provide summary of what has been achieved over the past year with supporting evidence, what the main challenges have been and what the priorities are for the coming year.  |
| **Section 2: Key areas of activity** |
| **Quality and practice – Achievements, evidence, challenges, future priorities** [Link to statutory guidance for PSWs: Lead and oversee excellent social work practice, support and develop arrangements for excellent practice, support effective social work supervision and decision making]* How practice is Care Act compliant, for example, strengths based, asset based, early intervention, self-directed support and so on
* How quality is assured and embedded, for example, audits, risk enablement, supervision, observation complaints, co-production and so on
* How staff are supported, e.g. PSW visibility, caseloads, risk management, legal literacy, career progression, well-being, equality, diversity and inclusion (EDI).
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| **Safeguarding - Achievements, evidence, challenges, future priorities**[Link to statutory guidance for PSWs: Lead on ensuring the quality and consistency of social work practice in fulfilling its safeguarding responsibilities]Safeguarding teams, governance and partnerships, concerns and S42 enquiries, Making Safeguarding Personal, Safeguarding Adult Reviews, Mental Capacity Act, Deprivation of Liberty Safeguards and Best Interest Assessors (BIA) |
| **Workforce Development - Achievements, evidence, challenges, future priorities**[Link to statutory guidance for PSWs: Lead the development of excellent social workers]* Vacancies, recruitment, and retention, apprenticeships, Assessed and Supported Year in Employment, BIA, Approved Mental Health Professional, practice educators, continuous professional development and training, teaching partnerships, registration, joint working with children’s PSW and joint learning and development with key partners
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| **Section 3: Additional areas of activity** |
| **For example: Working regionally and nationally*** Involvement in the regional and national PSW network and subgroups
* Leading, contributing or influencing national and regional research, policy, programmesor workplans,
* Leadership role/s within ADASS
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