Children's social work workforce census, year ending 30 September 2017

Guide for local authorities - version 1.3

October 2017

Contents

Introduction

Background

This is the fifth collection of the children's social work workforce census collecting data over each full year, with this year's collection spanning from 1 October 2016 to 30 September 2017. This is the first year in which data will be collected from all local authorities on an individual social worker level basis, with previous years being submitted at an aggregate local authority level. Data will be submitted to DfE between 2 October and 30 November 2017. Local authorities must submit their data by 30 November 2017. Due to the move to the COLLECT system, the Department for Education will be unable to issue extensions to this deadline.

The count date for this collection is the 30 September 2017. If this date falls on a non-working day for your local authority, please record the position as at the last working day of September.

Statutory basis of return

The individual level data collection is a statutory requirement on local authorities through regulations under Section 83 of the Children Act 1989.

This individual social worker level return is mandatory in 2016-17, replacing the previous aggregated local authority level return.

Privacy Notices

The Data Protection Act 1998 puts in place certain safeguards regarding the use of personal data by organisations, including the Department for Education (DfE), local authorities and schools.

The Act gives rights to those (known as data subjects) about whom data is held, such as children and their parents. This includes:

- the right to know the types of data being held

- why it is being held, and

- to whom it may be communicated.

A 'privacy notice' is a good way to be able to meet data subjects rights and therefore DfE recommend they are used to explain to children and staff how their data is being used in data collections. DfE have drafted template privacy notices that schools and local authorities may like to use, however, they should be reviewed, amending as necessary to reflect business need and ideally include this link to the gov.uk webpage on how DfE collect and share data.

It is recommended that the privacy notice be included as part of an induction pack, and/or featured on the staff notice board/intranet. They do not need to be issued on an annual basis as long as new staff and children are made aware of the notices and they are readily available electronically or in paper format.

Returning data

Please send your completed return by 30 November 2017 via the Department for Education's secure transfer method COLLECT.

The COLLECT system will be opened to submit data from 2 October 2017 until the collection closes on 30 November, after which it will be available to local authorities in a read only format until 7 December 2017.

The COLLECT (collections online for learning, education, children and teachers) portal is used by schools, local authorities and the department for education for processing data collection returns. Major benefits of the portal include real time data collection monitoring and progress reporting, the ability of a local authority to view exactly the same information as the department for education when queries arise and being a website there are no installation issues. Detailed guides covering how local authorities use the COLLECT system can be found at this link.

The COLLECT system will operate a familiarisation period prior to the collection opening in which local authorities can practice using the system and entering data. This period will be between 21 August and 18 September 2017, and when this period ends all data submitted to COLLECT during familiarisation will be deleted.

For this collection, data can be entered directly into the COLLECT system on a case by case or via a data upload in XML format. For local authorities that do not have the option to save their data as XML, there is the option to use an XML generator. This will allow local authorities to enter data into an excel template and generate an XML file to load into the COLLECT system. You can obtain this file from the data collections helpdesk who will send it to you via the School to School (S2S) system.

Once the data is loaded into COLLECT you will be able to view the data that has been loaded and update and amend within the system.

Along with using the XML generator, you have the option to enter your data directly into the COLLECT system. Within the collection there is a header section which is automatically populated when using the XML generator; however, should you decide to enter data directly you will need to complete these details manually. The details that should be entered are displayed below along with the header section on the COLLECT system:

Field	Value
Collection:	CSWW
Year:	2017
Reference Date:	2017-09-30
Source level:	L
LEA:	Enter your own LA code here
Software Code:	CSWW template v1.0
Date Time:	Enter the date and time that you are entering data in the format CCYY-MM-DD hh:mm:ss

All other fields can remain empty. The following is a screenshot of how this will appear in COLLECT:

Data Item	Value
CSWW	
Collection	CSWW
Year	2017
Reference Date	2017-09-30
Source Level	L
LEA	522
Software Code	CSWW Template v1.0
Xversion	
Release	
Serial No	
Date Time	2017-09-08 11:33:13
LA Level Vacancies	
Worker	

Validation

Validation checks will be applied to your data once it has been loaded into COLLECT. These will identify missing data, invalid data, and other anomalies. The validation checks can be found in the published validation rules document for this collection.

Validation checks are classified as either errors or queries. A query can be distinguished from an error by the validation rule number, which has a 'Q' suffix (e.g. '10Q'), and by the fact that the associated message begins, '"Please check…"'.

DfE classify rules as errors where a correction is required in all cases. However, for queries, although DfE would expect a correction in most cases, there will be exceptional circumstances under which the data are correct and may remain. The COLLECT system enables users to annotate the return with an explanation of any errors or queries that may remain at submission we would recommend this is undertaken to assist with data cleaning.

Adding notes to the collection

The COLLECT system allows notes to be added to the data return at a return, field or error level. We strongly encourage local authorities to provide information on the quality of their returns – any issues, or explanations for errors present in the data return – in the return level notes section. Please try to provide notes at return level wherever possible as they will be preserved. Please be aware that if you are using the XML generator, notes entered in any other area of the return will be deleted upon re-uploading this.

Version History

Version	Comments	Date
1.0	Baseline version	April 2017
1.1	Revised Guidance in response to feedback from local authorities; the guidance was updated to make definitions more specific in response to feedback on data items including 'Frontline Graduates', 'Case holders' and role information. Average caseload calculation was also included in the guidance.	May 2017
1.2	Revised Guidance with Rationale and COLLECT information; dates and details relating to the collection moving to the Department for Education's COLLECT system were included in this version, along with an annex on the rationale for the collection, and each specific data item.	August 2017
1.3	Revisions to guidance to correct error in validation rules, and align with the XML generator specification and guidance.	September 2018

Statutory Status of Data Items

Although the individual level return as a whole is mandatory, some individual fields within the return are voluntary. The table below summarises which data items have to be returned for each of the three categories (Child and family social workers at 30 September 2017, Leavers during the year ending 30 September 2017, and Agency social workers at 30 September 2017). Data items marked as "mandatory" must be returned, all other data items are voluntary or not applicable.

Data item	Child and family social workers at 30 September 2017	Leavers during the year ending 30 September 2017	Agency social workers at 30 September 2017
Local Authority code	Mandatory	Mandatory	Mandatory
HCPC identifier	Mandatory	Mandatory	Mandatory
FTE as at 30 September 2017	Mandatory		Mandatory
Date of Birth	Mandatory	Mandatory	
Gender	Mandatory	Mandatory	
Ethnic origin	Mandatory	Mandatory	
Qualifying institution(*)			
Qualification level	Mandatory	Mandatory	
Step-up graduate	Mandatory	Mandatory	
Frontline graduate (*)			
Role within organisation	Mandatory	Mandatory	
Starting date	Mandatory	Mandatory	
Origin when started	Mandatory	Mandatory	
Leaving date	Not applicable	Mandatory	Not applicable
Reason for leaving (*)	Not applicable		Not applicable

Data item	Child and family social workers at 30 September 2017	Leavers during the year ending 30 September 2017	Agency social workers at 30 September 2017
Destination of leaver	Not applicable	Mandatory	Not applicable
FTE as at 30 September 2016	Mandatory	Not applicable	
Number of cases held at 30 September 2017	Mandatory	Not applicable	Mandatory
Number of days of work missed due to sickness absence	Mandatory	Mandatory	
Absent on 30 September (*)			
Reason for absence (*)			
Whether the social worker is an agency worker	Mandatory	Mandatory	Mandatory
Length of current post/assignment (weeks)(*)	Not applicable	Not applicable	

Data items marked with (*) are voluntary this year (year ending 30 September 2017).

The voluntary data items 'Frontline graduate', 'Absent on 30 September' and 'Reason for Absence' will become mandatory for all social workers (excluding agency staff) from next year's collection (year ending 30 September 2018).

We welcome feedback on these proposals to the following address: CSWW.Stats@education.gov.uk

Definition of a child and family social worker

For the purposes of this collection, a child and family social worker should be defined as:

"A social worker who is registered with HCPC, working in a local authority in a children's services department or (if working in an authority where the services are joined up) a social worker that works primarily on children and families work."

Include all child and family social workers regardless of their position in the organisation excluding the Director of Children's Services

Include for all areas of child and family social work, those who are:

- Maternity/Paternity leave

- Other paid absence. For example compassionate leave, annual leave

- Paid absence for public duties. For example jury duty

- Seconded

- Sick leave

- Training

- Unauthorised absence

- Unpaid, authorised absence. For example sabbatical

Include child and family social workers working in all aspects of child and family social work.

Therefore, for the purpose of this collection, the following job roles should be included:

- Senior Manager (for example Area Director);

- Middle Manager (for example Service Manager, Principal Social Worker);

- First Line Manager (for example Team Manager);

- Senior Practitioner (working in a local authority in a children's services department as a team leader or supervising social worker, Senior social worker);

- Case Holder (a social worker that manages cases; the definition of case can be found below); and

- Qualified without cases (for example Assessed and Supported Year in Employment (ASYE), Independent Reviewing Officer (IRO), Youth Custody worker, Family Support).

Agency workers should be included and only the fields that relate to agency workers should be completed, these are specified in table above.

Include Youth Offender Service workers, Independent Reviewing Officers and Chairs of Child Protection Conferences if they fit the definition of a social worker above and are employed by your local authority, even if employed outside of your children's services department.

Definition of a case

For the purposes of this collection, a case is defined as an individual <u>child</u> allocated to a social worker.

Include all cases held by your Local Authority, including cases held by agency workers.

<u>Where more than one social worker is assigned to a case, only count the case for the allocated lead social worker as at 30 September 2017</u>.

Caseload Calculation

From this year onwards the average caseload calculation will be as follows, with a case holder being defined as a social worker whose number of cases is one or more:

$$\frac{Total\ Number\ of\ Cases}{(FTE\ of\ Social\ workers\ with\ cases\ +\ FTE\ of\ agency\ workers\ with\ cases)}$$

How to record counts of zero

Record zero counts as "0" rather than leave blank if there are no cases for a specific data item.

Starters who leave within the Year

For employees that started within the year (after 30 September 2016), but left before the end of the year (30 September 2017), ensure that their FTE is recorded correctly at both time points (it should be "0").

Leavers who return within the Year

If members of your staff left within the year but later re-joined your staff, they should be entered as two separate records; one treating their original post as a leaver and another treating their new post as a starter.

Staff Leaving on 30 September 2017

If you have members of staff who are due to end their post on 30 September 2017, record them as you would any other leavers, but include the number of cases they have on that date unless their cases have already been redistributed amongst other staff.

Staff Who Hold Two or More Roles

For staff who work part-time in two or more different roles enter each role as an individual case (for example one line per role), and ensure the combined FTE of their roles is not

greater than 1. Unique HCPC numbers will then be used by the Department for Education to filter staff to ensure they are not counted twice.

General Data Items

Please include this information for:

- all child and family social workers in your local authority at 30 September 2017;

- all agency workers in your local authority who were in post at 30 September 2017; and

- child and family social workers who have left their role during the year ending 30 September 2017.

Data item	Notes on data item
LA	Record the three-digit code for your local authority (see Annex for list of codes).
Social Worker (HCPC) identifier	Record the child and family social worker Health and Care Professions Council (HCPC) number.
FTE as at 30 September 2017	Record the child and family social worker work pattern in full-time equivalents (FTEs) as at 30 September 2017. For leavers, please record a 0.
Date of birth	Record the date of birth of the child and family social worker in the format YYYY-MM-DD.
Gender	Record the gender of the child and family social worker. 1 = Male, 2 = Female
Ethnic origin	Record the ethnic origin of the child and family social worker using the following code set. WBRI = White - British WIRI = White - Irish WOTH = Any Other White Background MWBC= White and Black Caribbean MWBA = White and Black African MWAS = White and Asian MOTH = Any Other Mixed background AIND = Indian APKN= Pakistani ABAN = Bangladeshi AOTH = Any Other Asian Background BCRB = Black Caribbean BAFR = Black African BOTH = Any Other Black Background

Data item	Notes on data item
	CHNE = Chinese OOTH = Any Other Ethnic Group REFU = Declared not stated or Refused NOBT = Information Not Yet Obtained The following two codes should not be used for this collection. Use WOTH instead: WIRT = Traveller of Irish Heritage WROM = Gypsy / Roma If your authority uses a different ethnicity classification, please contact the Department for Education through CSWW.Stats@education.gov.uk to agree the format you should provide the data.

Qualification and Role information

Please include this information for:

- all child and family social workers in your local authority at 30 September 2017;

- all agency workers in your local authority who were in post at 30 September 2017;

- child and family social workers who have left their role during the year ending 30 September 2017.

Data item	Notes on data item
Qualifying Institution VOLUNTARY DATA ITEM	Record the institution where the child and family social worker received their qualification.
Qualification level	Record whether your worker is an undergraduate (for example Bachelor's degree or equivalent), a postgraduate (Master's degree, PhD, etc.) or other (is qualified through another route). Record the qualification level, as follows: 1 = Undergraduate 2 = Postgraduate 3 = Other (for example any other qualification)
Step Up graduate	Record whether or not the social worker is a Step Up graduate. A Step Up graduate is a graduate from the Department for Education initiative 'Step Up to Social Work', a 14 month intensive training programme. 1= Yes 0 = No
Frontline graduate VOLUNTARY DATA ITEM	Record whether or not the social worker is a Frontline graduate A Frontline graduate refers to a graduate of the government fast-track 'Frontline' programme which began in 2014. If the social worker did not qualify through the 'Frontline' programme they are not a Frontline graduate. 1= Yes 0 = No
Role within the organisation	Record the role the social worker has within the organisation as one of the following six categories:

Data item	Notes on data item
	1 = Senior Manager,
	2 = Middle Manager,
	3 = First Line Manager,
	4 = Senior Practitioner,
	5 = Case Holder,
	6 = Qualified without cases

Turnover

Please include this information for:

- all child and family social workers in your local authority at 30 September 2017, including those *seconded into your organisation;*

- *all agency workers in your local authority who were in post at 30 September 2017;*

- *child and family social workers who have left their role during* the year ending 30 September 2017, including those seconded out of your organisation

- For staff seconded into or out of your organisation, their "origin of starter" and "destination of leaver" should be recorded as "Social worker role in different LA in England"

Data item	Notes on data item
Starting date	For all child and family social workers and agency workers, record the date the child and family social worker joined a vacant child and family social worker post in your local authority in the format YYYY-MM-DD

Include social workers who have previously worked in your authority but in a different role. If a social worker had previously worked at your local authority in a non-child and family social worker role, provide the date when they became a child and family social worker.

Where a social worker took a career break or moved to a different role within or outside of your authority (and then returned), provide the date when they have returned.

A move or promotion from one child and family social work position to another child and family social work position should not be counted as a starter.

For staff seconded into your organisation, record their start date as the date their secondment began. However if staff have returned to your organisation from secondment, record the date they originally began working for you.

Do not include child and family social workers returning from maternity or sick leave. |

Origin when started	Record the child and family social worker's situation prior to commencing employment in a social worker post in your local authority. If you have information on some but not all of the child and family social workers, please provide the information for those you do have information and select "not known" for the remaining. If you do not collect this information, please select "not yet collected" for all your social workers. Please choose from: 1 = Newly Qualified Social Workers (NQSWs) 2 = Social worker role in different LA in England *i.e. from a previous role as child and family social worker in another LA in England* 3 = Social worker role outside England *i.e. from a previous role as child and family social worker outside England* 4 = Agency or consultancy social work (in England) *i.e. from a previous role as a children's agency worker or consultant in England* 5 = Other social work role non LA (in England) *for example, employment as a social worker in a charity* 6 = Other social care role LA/non LA (in England) *i.e. from a previous social care role in England (either LA or non-LA) but not a child and family social worker* 7 = Non-social care role / any role outside England / no employment / career break 8 = Other *Record any starters with an origin not defined here.* 9 = Not known 10 = Not yet collected

Leaving date	Record this information for child and family social workers who left their post at your local authority between 1 October 2016 and 30 September 2017. Record the date the child and family social worker left the local authority in the format YYYY-MM-DD
	The social worker's leaving date should be recorded as the last day the leaver was in employment and paid by your local authority, and not the first day the social worker was not there.
	Include social workers who are staying in your authority but moving to a non-child and family role, for example moving to adult social care.
	Include social workers who have begun a career break, and those seconded out of your organisation.
	Do not include social workers who have started maternity or sick leave.
	A move or promotion from one children's social work position to another children's social work position should not be counted as a leaver unless the social worker also left your employ in between these roles.

| Reason for leaving

VOLUNTARY DATA ITEM | Record this information for social workers who left their social worker role at your local authority during the year ending 30 September 2017. Record the child and family social worker's reason for leaving your local authority.

If you have information on some but not all of the child and family social workers, please provide the information for those you do have information for and select "not known" for the remaining. However if you do not have a field in your HR system to record this, select "Not Yet Collected".

1= Resignation
2= Voluntary redundancy
3=Compulsory redundancy
4=Dismissed
5=Retired
6=Deceased
7=Moved to a non-child and family social work role within LA
8= Other
9= Not Known
10= Not yet collected |
|---|---|

Destination of leaver	Record this information for social workers who left their social worker role at your local authority during the year ending 30 September 2017. Record the child and family social worker's destination after leaving your local authority.
	Exclude those who retired or died during the year ending 30 September 2016.
	Record the intended destination of the leaver as gained through exit interviews or leavers forms.
	If you have information on some but not all of the child and family social workers, please provide the information for those you do have information and select "not known" for the remaining. However if you do not have a field in your HR system to record this, select "Not Yet Collected".
	If you do not collect this information, please select "not yet collected" for all your social workers.

	1= Social worker role in different LA in England
	    i.e. leavers who moved to a role as a child and family social worker in another LA in England
	2= Social worker role outside England
	    i.e. leavers who moved to a role as a child and family social worker outside England
	3=Agency or consultancy social work (in England)
	    i.e. leavers who moved to a role as a children's agency worker or consultant in England
	4=Other social work role non LA (in England)
	    i.e. leavers who moved to a non-LA social work role other than agency or consultancy work, for example, employment as a social worker in a charity
	5=Other social care role LA/non LA (in England)
	    leavers who moved to a social care role in England (either LA or non-LA) but not as a child and family social worker
	6=Non-social care role / no employment / career break / any other role outside England / left England
	7=Other
	    Any leavers with a destination not defined here and if possible.
	8=Not known
	9= Not yet collected

FTE as at 30 September 2016	Please record the child and family social worker's FTE at 30 September 2016. For those who started on or after 1 October 2016, please return "0".

Case Management

The data items in this section relate to the cases held <u>as at 30 September 2017</u>.

Data item	Notes on data item
Number of cases held	Record the number of cases held by the child and family social worker. A case is defined as an individual <u>child</u> allocated to a social worker. Where more than one social worker is assigned to a case, only count the case against the allocated social worker as at 30 September 2017.
Absent on 30 September VOLUNTARY DATA ITEM	Record if the social worker was absent from work on 30 September 2017. If this date falls on a weekend or non-working day, record whether the social worker was absent on the last working day of September. 1= Yes 0= No
Reason for Absence VOLUNTARY DATA ITEM	For those cases where absent from work on 30 September 2017 was marked as "Yes" please indicate the reason: MAT = Maternity/Paternity leave OTH = Other paid authorised absence, for example compassionate leave, annual leave PUB = Paid absence for public duties. For example jury duty SIC = Sick leave TRN = Training. For example assessment accreditation UNA = Unauthorised absence UNP = Unpaid authorised absence

Sickness Absence

The data items in this section relate to the number of days missed due to sickness absence <u>during the year ending 30 September 2017</u>.

Data item	Notes on data item
Number of days of work missed due to sickness absence	Record the number of days of work missed due to sickness. FOR EXAMPLE: if a social worker normally works 0.8 FTE comprising of full days on Monday to Wednesday and half days on Thursday and Friday and is absent on Thursday, this should be recorded as 0.5 days; while if the absence was on a Monday this should be recorded as 1 day. If a social worker normally works 0.8 days on Monday to Wednesday and 0.6 days on Thursday and Friday and is absent on a Tuesday, this should be recorded as 0.8 days; while if the absence was on a Friday this should be recorded as 0.6 days.

Agency Workers

These additional data items in this section relate to agency workers <u>as at 30 September 2017</u>.

Data item	Notes on data item
Agency worker	Record whether the child and family social worker is an agency worker. For child and family social workers employed directly by your local authority, please record "no". 1 = Yes (Agency worker) 0 = No (Not an agency worker)
Agency worker length of current post/assignment (weeks)	If the child and family social worker is an agency worker, record the length in the current post/assignment in weeks.

Aggregated Data Items

The data items in this section relate to a snapshot <u>as at 30 September 2017</u>.   Within COLLECT they are under 'LA level vacancies' and are aggregate counts of each of the data items. A screen shot of this page showing the three data items is below.

Data item	Notes on data item
Number of vacancies (including those covered by agency workers)	Please provide the information on vacancies within your organisational structure as FTEs, including vacancies that are **not** being actively recruited for. Record the number of child and family social worker vacancies in your local authority, including those covered by agency workers.
Number of agency workers covering vacancies – FTE	Record the FTE number of agency workers in your local authority's children social care working as a social worker and covering a vacancy.
Number of agency workers covering vacancies – Headcount	Record the headcount number of agency workers in your local authority's children social care working as a social worker and covering a vacancy.

Annex – LA Codes

LA name	Code	LA name	Code	LA name	Code
Barking and Dagenham	301	Harrow	310	Richmond Upon Thames	318
Barnet	302	Hartlepool	805	Rochdale	354
Barnsley	370	Havering	311	Rotherham	372
Bath and North East Somerset	800	Herefordshire	884	Rutland	857
Bedford Borough	822	Hertfordshire	919	Salford	355
Bexley	303	Hillingdon	312	Sandwell	333
Birmingham	330	Hounslow	313	Sefton	343
Blackburn with Darwen	889	Isle Of Wight	921	Sheffield	373
Blackpool	890	Isles Of Scilly	420	Shropshire	893
Bolton	350	Islington	206	Slough	871
Bournemouth	837	Kensington and Chelsea	207	Solihull	334
Bracknell Forest	867	Kent	886	Somerset	933
Bradford	380	Kingston Upon Hull, City of	810	South Gloucestershire	803
Brent	304	Kingston Upon Thames	314	South Tyneside	393
Brighton and Hove	846	Kirklees	382	Southampton	852
Bristol, City of	801	Knowsley	340	Southend-on-Sea	882
Bromley	305	Lambeth	208	Southwark	210
Buckinghamshire	825	Lancashire	888	St Helens	342
Bury	351	Leeds	383	Staffordshire	860
Calderdale	381	Leicester	856	Stockport	356
Cambridgeshire	873	Leicestershire	855	Stockton-On-Tees	808
Camden	202	Lewisham	209	Stoke-On-Trent	861
Central Bedfordshire	823	Lincolnshire	925	Suffolk	935
Cheshire East	895	Liverpool	341	Sunderland	394
Cheshire West and Chester	896	Luton	821	Surrey	936
City Of London	201	Manchester	352	Sutton	319
Cornwall	908	Medway Towns	887	Swindon	866
Coventry	331	Merton	315	Tameside	357
Croydon	306	Middlesbrough	806	Telford and Wrekin	894
Cumbria	909	Milton Keynes	826	Thurrock	883
Darlington	841	Newcastle Upon Tyne	391	Torbay	880
Derby	831	Newham	316	Tower Hamlets	211
Derbyshire	830	Norfolk	926	Trafford	358
Devon	878	North East Lincolnshire	812	Wakefield	384
Doncaster	371	North Lincolnshire	813	Walsall	335
Dorset	835	North Somerset	802	Waltham Forest	320
Dudley	332	North Tyneside	392	Wandsworth	212
Durham	840	North Yorkshire	815	Warrington	877
Ealing	307	Northamptonshire	928	Warwickshire	937
East Riding of Yorkshire	811	Northumberland	929	West Berkshire	869
East Sussex	845	Nottingham	892	West Sussex	938
Enfield	308	Nottinghamshire	891	Westminster	213
Essex	881	Oldham	353	Wigan	359
Gateshead	390	Oxfordshire	931	Wiltshire	865
Gloucestershire	916	Peterborough	874	Windsor and Maidenhead	868
Greenwich	203	Plymouth	879	Wirral	344
Hackney	204	Poole	836	Wokingham	872
Halton	876	Portsmouth	851	Wolverhampton	336
Hammersmith and Fulham	205	Reading	870	Worcestershire	885
Hampshire	850	Redbridge	317	York	816
Haringey	309	Redcar and Cleveland	807		

Annex - Rationale

Collection

The Children's Social Work Workforce data collection aims to provide employment data on HCPC registered social workers who are working within local authorities within England. The collection and publication of this data means that local authorities are able to benchmark their workforce against geographical and statistical neighbours, and the government is able to make informed decisions on the management of the public children's social work sector.

This collection has now switched to an individual level return, which aims to become an official/national statistical publication in the future. This will enable the identification of patterns in social worker migration between areas or sectors, provide insights in to the careers of social workers and insights to local authorities into barriers to staff retention, and assist in estimations of costs of absence and agency support, etc.

To meet these aims, the Department for Education requires data from local authorities on the items in the next section.

Data Items

Data Items Data item	Rationale for Data Item
LA	Allows the Department for Education to break down social worker data by the local authority they work for.
Social Worker (HCPC) identifier	As a unique identifier for a social worker this will allow the Department for Education to validate information supplied and will, for example, help identify patterns in social worker migration between local authorities, and the local authority and non-local authority sector.
FTE as at 30 September 2017	Provides a comparable yearly snapshot of working patterns and distributions of social workers.
Date of birth	Allows the demographic breakdown of the social work workforce by age and is useful for equality and diversity monitoring.
Gender	Allows the demographic breakdown of the social work workforce by gender and is useful for equality and diversity monitoring.

Data Items Data item	Rationale for Data Item
Ethnic origin	Allows the demographic breakdown of the social work workforce by ethnic origin and is useful for equality and diversity monitoring.
Qualifying Institution VOLUNTARY DATA ITEM	Allows the Department for Education to observe how commonly different educational institutions produce social workers that go on to work as a local authority social worker.
Qualification level	Allows the Department for Education to monitor how many social workers working for local authorities in England have undertaken further qualification levels after their initial social work qualifications.
Step Up graduate	Allows the Department for Education to monitor the success of the fast track 'Step Up to Social Work' programme in training social workers who then go on to work for local authorities.
Frontline graduate VOLUNTARY DATA ITEM	Allows the Department for Education to monitor the success of the fast track 'Frontline' programme in training social workers who then go on to work for local authorities.
Role within the organisation	Allows the breakdown of local authority children's social work workforce structures by role.
Starting date	Allows for accurate monitoring of length of service, period recruited and turnover monitoring.
Origin when started	Provides data on where new starters were before they joined a local authority. Can be used to determine the proportion of social workers new to the profession to social workers having worked in other authorities, or as agency social workers.
Leaving date	Allows for accurate monitoring of length of service, and allows workforce turnover monitoring.
Reason for leaving VOLUNTARY DATA ITEM	Allows for breakdown of leavers by resignation, redundancy, retirement, disciplinary action, etc. May also provide insights into barriers to staff retention.
Destination of leaver	Provides data on where leavers intend to go after leaving a local authority. Can be used to determine the proportions of social workers leaving the profession, leaving for other

Data Items Data item	Rationale for Data Item
	authorities, or agencies. May also provide insights into barriers to staff retention.
FTE as at 30 September 2016	This provides a social worker's FTE in the previous year, allowing the capture of changing working patterns amongst the workforce.
Number of cases held	Provides the number of cases each social worker holds, and is useful for benchmarking average caseloads, and contrasting caseload data by FTE.
Absent on 30September VOLUNTARY DATA ITEM	Provides a snapshot of social worker absence data, allowing a calculation of what influence absence has on caseload.
Reason for Absence VOLUNTARY DATA ITEM	Provides reasons for absence to allow breakdowns of absence by type.
Number of days of work missed due to sickness absence	Allows DfE to accurately calculate total and average sickness absence.
Agency worker	Allows for the calculations of the rate of positions held by agency workers, and the ability to track year on year changes in the proportions of agency workers.
Agency worker length of current post/assignment (weeks)	Allows for the calculation of average length of agency contracts and is useful in calculating costing data.
Number of vacancies (including those covered by agency workers)	Allows the calculation of the rate of vacancies in the workforce and in each organisational structure.
Number of agency workers covering vacancies (FTE and Headcount)	Allows the calculation of the proportion of vacancies currently covered by agency workers.

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