



Department  
for Education

# **Children's social work workforce census, year ending 30 September 2021**

**Guide for local authorities - version 1.0**

**July 2021**

# Contents

Version History	3
Statutory basis of return	3
Data protection and data sharing	3
1. Introduction	5
1.1 Background	5
1.2 Definition of a child and family social worker	5
1.2.1 Definition of an Agency Social Worker	6
1.3 Definition of a case	6
1.4 Changes to the 2020 to 2021 children’s social work workforce census	7
1.5 Returning data	7
1.6 Validation checks	8
1.7 Adding notes to the collection	9
1.9 General notes	12
1.9.1 Social worker identifier	12
1.9.2 Caseload Calculation	12
1.9.3 How to record counts of zero	12
1.9.4 Starters who leave within the Year	12
1.9.5 Leavers who return within the Year	12
1.9.6 Staff Leaving on 30 September 2021	12
1.9.7 Staff Who Hold Two or More Roles	12
1.9.8 Casual staff and those on zero hours contracts	13
2. Aggregated Data Items	14
3. Social Worker Data Items	15
4. Voluntary data items	25
Annex A – LA Codes	27
Annex B - Rationale	28
B1. Collection	28
B2. Data Items	28

## Version History

Version	Comments	Date
1.0	Baseline version	June 2021

## Statutory basis of return

The individual-level collection of data on the children's social work workforce is a statutory requirement on local authorities in England, through Section 83 of the Children Act 1989.

This individual level return is mandatory and replaces the aggregated level return made prior to 2016-17.

## Data protection and data sharing

The UK General Data Protection Regulation (UK GDPR) provides certain safeguards regarding the use of personal data by organisations, including:

- the Department for Education
- local authorities
- schools

The UK GDPR details the rights of those (known as) data subjects about whom data is held, such as:

- pupils
- parents
- teachers

This includes:

- the right to know the types of data being held
- why it is being held, and
- to whom it may be communicated

For the purposes of data protection legislation, the terms 'process', 'processed' or 'processing' apply to any activity involving the personal data, such as:

- collecting
- storing

- sharing
- destroying
- etcetera – please note: this list is not exhaustive

The department provides suggested wording for [privacy notices](#) that local authorities may wish to use. However, where the suggested wording is used, the local authority **must review and amend** the wording to reflect local business needs and circumstances. This is especially important, as a local authority will process data that is not solely for use within census data collections. To comply with the UK GDPR, the privacy notice should therefore contain details of all uses of data within a local authority, which may include (where relevant) the use of CCTV data. The privacy notice should also include [this link](#) to the gov.uk webpage, which provides information on how the department processes data.

# 1. Introduction

## 1.1 Background

This is the ninth annual statutory census collection of data on the children's social work workforce. The census collects information from local authorities in England on the social workers and agency workers they employ within their children's services department. This year's census covers the period from 1 October 2020 to 30 September 2021. Data can be submitted to the Department for Education (the department) **between 1 October and 29 October 2021**.

The count date for this year's collection is 30 September 2021. If this date falls on a non-working day, please record the position as at the last working day of September.

## 1.2 Definition of a child and family social worker

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

*“A social worker who is registered with Social Work England (SWE), formerly the Health and Care Professions Council (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 or annual leave
- Paid absence for public duties. For example, jury duty
- Seconded
- Sick leave
- Training
- Unauthorised absence
- Unpaid authorised absence, for example sabbatical leave

Include child and family social workers working in all aspects of child and family social work. This includes the following job roles:

- 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 (any other social worker that manages cases; the definition of case can be found below); and
- All other qualified and registered social workers, including those without cases (for example Independent Reviewing Officer (IRO), Chairs of Child Protection Conferences, Youth Custody worker, Family Support) and those not currently practicing (for example, those in learning and development or quality assurance roles).

Agency workers should be included and only the fields that relate to agency workers should be completed; these are specified in the table in section 1.8.

Include social workers in Regional Adoption Agencies (RAA) and Youth Offender Services workers. Where the RAA is hosted by a local authority and staff have been transferred, including on secondment, the social workers working within the RAA should be included by the host local authority.

We recognise that the introduction of RAA will have implications for the count of social workers and total caseload reported per local authority involved in an RAA in different ways depending on how the RAA has been established.

We intend to mitigate these issues by noting them in the census publication itself. We are also committed to reviewing how RAA social workers are captured in future collections.

### **1.2.1 Definition of an Agency Social Worker**

Any social worker not directly paid by the council. This may be social workers who are paid by an agency rather than the council or who are self-employed.

## **1.3 Definition of a case**

For the purposes of this collection, a case is defined as:

Any person allocated to a named social worker, where the work involves child and family social work.

This may include:

- an individual child allocated to a social worker (for example, a family of three siblings would be three individual cases) including those in early help, on a child protection plan, children in need, fostering and adoption cases and care leavers.
- a carer or carers (where they are classified as a single unit) allocated to a social worker for the purposes of fostering or adoption.

Do not include:

- cases where the IRO or Child Protection chair has a supervisory role – these will already be counted as a case held by the social worker holding the case.
- care leavers not allocated to a registered social worker.

We recognise that there will be some local variation in how cases are allocated.

Include all cases held by your local authority, including those allocated to agency workers.

Only count the case against the allocated lead social worker as at 30 September 2021.

## 1.4 Changes to the 2020 to 2021 children's social work workforce census

There are no additional data items included in this collection.

Social Work England (SWE) has replaced the Health and Care Professions Council (HCPC) as the registering body for social workers in England. References to HCPC identifiers in this guide have been changed to SWE registration numbers.

New validation rules have been added for the 2020 to 2021 collection. Refer to the notes of the accompanying validation rules for more information.

## 1.5 Returning data

Please send your completed return to the Department for Education via the COLLECT system, by **4pm on 29 October 2021**.

The COLLECT system will be opened to submit data from 1 October 2021 until 29 October 2021. This will allow for error correction, credibility checking and authorisation to take place before the collection closes on 26 November 2021.

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. As well as being a secure portal for data transfer, the COLLECT system offers a number of other benefits, including: real time data collection monitoring and progress reporting; the facility for local authorities to view exactly the same information as the department; and there is no requirement to upload new software.

Further information, including guidance for local authorities on how to use COLLECT, is published [here](#).

The COLLECT system will be made available for a familiarisation period prior to the collection opening, during which local authorities can practice using the system and entering data. 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 basis or via a data upload in XML format. For local authorities that do not have the option to save their data as an XML file, there is the option to use an XML generator. This enables local authority users to enter data into an Excel template and generate an XML file to load into the COLLECT system.

Once your data is loaded into COLLECT you will be able to view it and make any necessary updates and amendments within the system.

You are **strongly encouraged to review the COLLECT summary report** for your local authority before submitting your return, as this contains a summary of the headline statistics that the department will publish for your local authority. The department may be unable to amend any errors in these statistics that are not picked up by our automated or manual validation checks prior to publication.

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 listed below:

Field	Value
Collection:	CSWW
Year:	2021
Reference Date:	2021-09-30
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.

## 1.6 Validation checks

Validation checks are applied to your data once it has been loaded into COLLECT. These checks will identify missing and invalid data, and other anomalies. New validation rules have been added for the 2020 to 2021 collection. The validation checks are published in the accompanying 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. Queries have a 'Q' suffix (for example, '10Q'), and the wording of the associated message begins "Please check...".

The department classifies validation rules as errors where a correction is required. However, for queries, although we would expect a correction to be made in most cases, there may be circumstances under which the data is correct and the query can remain. The COLLECT system permits users to annotate their return with an explanation of any errors or queries that may remain at submission. We recommend this is undertaken, to assist with data cleaning.

## **1.7 Adding notes to the collection**

Notes can be added to the data within COLLECT at a return, field, or error level. We strongly encourage local authorities to provide a record of any issues they have identified in their data return and provide explanations for errors in the return-level notes section. It is recommended that notes are added at a return level wherever possible, as they will be retained if you upload a new data file. In contrast, notes entered at either field or error level will be deleted if you upload a new data file.

## 1.8 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 indicates which data items are mandatory and therefore have to be returned for each of the three categories:

- Child and family social workers at 30 September 2021;
- Leavers during the year ending 30 September 2021; and
- Agency social workers at 30 September 2021.

Note: data items marked as “mandatory” must be returned, all other data items are either voluntary or not applicable.

<b>Data item</b>	<b>Child and family social workers at 30 September 2021</b>	<b>Leavers during the year ending 30 September 2021</b>	<b>Agency social workers at 30 September 2021</b>
SWE registration number	Mandatory	Mandatory	Mandatory
FTE as at 30 September 2021	Mandatory	Not applicable	Mandatory
Date of Birth	Mandatory	Mandatory	Voluntary
Gender	Mandatory	Mandatory	Voluntary
Ethnic origin	Mandatory	Mandatory	Voluntary
Qualifying institution (*)	Voluntary	Voluntary	Voluntary
Qualification level	Mandatory	Mandatory	Voluntary
Step-up graduate	Mandatory	Mandatory	Voluntary
Frontline graduate	Mandatory	Mandatory	Voluntary
Role within organisation	Mandatory	Mandatory	Voluntary
Starting date	Mandatory	Mandatory	Voluntary
Origin when started	Mandatory	Mandatory	Voluntary
Leaving date	Not applicable	Mandatory	Voluntary

<b>Data item</b>	<b>Child and family social workers at 30 September 2021</b>	<b>Leavers during the year ending 30 September 2021</b>	<b>Agency social workers at 30 September 2021</b>
Reason for leaving	Not applicable	Mandatory	Not applicable
Destination of leaver	Not applicable	Mandatory	Not applicable
FTE as at 30 September 2020	Mandatory	Mandatory	Voluntary
Number of cases held at 30 September 2021	Mandatory	Not applicable	Mandatory
Number of days of work missed due to sickness absence	Mandatory	Mandatory	Voluntary
Absent on 30 September (*)	Voluntary	Voluntary	Voluntary
Reason for absence (*)	Voluntary	Voluntary	Voluntary
Whether the social worker is an agency worker	Mandatory	Mandatory	Mandatory
Length of current post/assignment (weeks) (*)	Not applicable	Not applicable	Voluntary
Child and family knowledge and skills statement status (*)	Voluntary	Voluntary	Voluntary

Data items marked with (\*) are voluntary this year (year ending 30 September 2021).

## **1.9 General notes**

### **1.9.1 Social worker identifier**

Social Work England (SWE) has replaced the Health and Care Professions Council (HCPC) as the registering body for social workers in England. COLLECT has been amended to reflect this change.

### **1.9.2 Caseload Calculation**

Reported caseloads are the average number of cases held when compared to the total number of social workers holding cases. The caseload is calculated as the total number of cases held by FTE social workers in post at the 30 September (including agency workers) divided by the number of FTE social workers at 30 September (including agency workers) that hold one or more case.

### **1.9.3 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.

### **1.9.4 Starters who leave within the Year**

For employees that started within the year (after 30 September 2020), but left before the end of the year (30 September 2021), ensure that their FTE is recorded as “0” at both points.

### **1.9.5 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.

### **1.9.6 Staff Leaving on 30 September 2021**

If you have members of staff who are due to end their post on 30 September 2021, 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.

### **1.9.7 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.

### **1.9.8 Casual staff and those on zero hours contracts**

Members of staff who are employed on a casual basis or zero hours contract on 30 September 2021 should be counted in the same way as other employed social workers. We are aware of the difficulties of recording these staff accurately, and we will monitor the data recorded and if required make improvements.

## 2. Aggregated Data Items

The data items in this section relate to a snapshot at 30 September 2021, with each item being an aggregate count of the number of vacancies. Within COLLECT they are located under the 'LA level vacancies' section.

Data item	Notes on data item
Number of vacancies (including those covered by agency workers)	<p>Provide information on all vacancies (permanent or temporary) within your organisational structure as FTEs, including vacancies that are <b>not</b> being actively filled at census date.</p> <p>Record the number of child and family social worker vacancies in your local authority, including those covered by agency workers.</p>
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.

### 3. Social Worker Data Items

Include this information for:

- all child and family social workers in your local authority at 30 September 2021;
- all agency workers in your local authority who were in post at 30 September 2021;
- child and family social workers who have left their role during the year ending 30 September 2021.

Data item	Notes on data item
Social Work England (SWE) registration number (formerly HCPC identifier)	<p>Record the child and family social worker Social Work England (SWE) number.</p> <p>For social workers this will start SW followed by a number of digits.</p>
Agency worker	<p>Record whether the child and family social worker is an agency worker:</p> <p>1 for Yes (Agency worker) 0 for No (Not an agency worker)</p> <p>Note: for child and family social workers employed directly by your local authority, record "0" - No.</p>
FTE as at 30 September 2021	<p>Record the child and family social worker work pattern in full-time equivalents (FTEs) as at 30 September 2021.</p> <p>For leavers, record a value of 0.</p>
Date of birth	<p>Record the date of birth of the child and family social worker in the format YYYY-MM-DD.</p>
Gender	<p>Select the gender of the child and family social worker from one of the following categories:</p> <ul style="list-style-type: none"> <li>• 0 for not known (gender has not been recorded)</li> <li>• 1 for male</li> <li>• 2 for female</li> <li>• 9 for not specified (indeterminate; unable to be classified as either male or female)</li> </ul> <p>The department are aware that the current categories for gender may be too restrictive and are reviewing these for future collections.</p>

Data item	Notes on data item
Ethnic origin	<p>Select the ethnic origin of the child and family social worker from the following code set:</p> <ul style="list-style-type: none"> <li>• WBRI for White - British</li> <li>• WIRI for White - Irish</li> <li>• WOTH for Any Other White Background</li> <li>• MWBC for White and Black Caribbean</li> <li>• MWBA for White and Black African</li> <li>• MWAS for White and Asian</li> <li>• MOTH for Any Other Mixed background</li> <li>• AIND for Indian</li> <li>• APKN for Pakistani</li> <li>• ABAN for Bangladeshi</li> <li>• AOTH for Any Other Asian Background</li> <li>• BCRB for Black Caribbean</li> <li>• BAFR for Black African</li> <li>• BOTH for Any Other Black Background</li> <li>• CHNE for Chinese</li> <li>• OOTH for Any Other Ethnic Group</li> <li>• REFU for Declared not stated or Refused</li> <li>• NOBT for Information Not Yet Obtained</li> </ul> <p>The following two codes should not be used for this collection:</p> <p>WIRT for Traveller of Irish Heritage  WROM for Gypsy / Roma</p> <p>WOTH should be used instead of these two codes.</p> <p>If your authority uses a different ethnicity classification, please contact the department via <a href="mailto:CSWW.Stats@education.gov.uk">CSWW.Stats@education.gov.uk</a> to agree the format in which you should provide the data.</p>

Data item	Notes on data item
Qualification level	<p>Record whether your worker is an undergraduate (for example Bachelor's degree or equivalent), a postgraduate (for example Master's degree, PhD) or other (is qualified through another route).</p> <p>Record the qualification level, as follows:</p> <ul style="list-style-type: none"> <li>• 1 for Undergraduate</li> <li>• 2 for Postgraduate</li> <li>• 3 for Other (for example any other qualification)</li> </ul> <p>The qualification recorded should be the one that is relevant to the social worker profession and where a social worker holds more than one the highest should be recorded.</p> <p>Diplomas in Social Work can be undergraduate or postgraduate. If LAs are unsure of the level, the qualification should be recorded as 'Other.'</p>
Step Up graduate	<p>Record whether or not the social worker is a Step Up graduate:</p> <ul style="list-style-type: none"> <li>• 1 for Yes</li> <li>• 0 for No</li> </ul> <p>A Step Up graduate is a graduate from the Department for Education initiative 'Step Up to Social Work', a 14 month intensive training programme.</p> <ul style="list-style-type: none"> <li>•</li> </ul>
Role within the organisation	<p>Record the role the social worker has within the organisation as one of the following six categories:</p> <ul style="list-style-type: none"> <li>• 1 for Senior Manager,</li> <li>• 2 for Middle Manager,</li> <li>• 3 for First Line Manager,</li> <li>• 4 for Senior Practitioner,</li> <li>• 5 for Case Holder,</li> <li>• 6 for Qualified without cases</li> </ul>

Data item	Notes on data item
Starting date	<p>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.</p> <p>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.</p> <p>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 returned.</p> <p><b>A move or promotion from one child and family social work position to another child and family social work position within your local authority should not be counted as a starter.</b></p> <p>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.</p> <p><b>Do not include child and family social workers returning from maternity or sick leave.</b></p>

Data item	Notes on data item
Origin when started	<p>Record the child and family social worker's situation prior to commencing employment in a social worker post in your local authority.</p> <p>If you have information on some but not all of the child and family social workers, please provide the information for those for whom you do have information and select "Not known" for the remaining.</p> <p>For staff seconded into your organisation, their "origin of starter" should be recorded as "Social worker role in different LA in England".</p> <p>If you do not collect this information, please select "not yet collected" for all your social workers.</p> <p>Record 'Origin when started' from one of the following categories:</p> <ul style="list-style-type: none"> <li>• 1 for Newly Qualified Social Workers (NQSWS)</li> <li>• 2 for Social worker role in different LA in England, for example from a previous role as a child and family social worker in another LA in England</li> <li>• 3 for Social worker role outside England <i>For example, from a previous role as child and family social worker outside England</i></li> <li>• 4 for Agency or consultancy social work (in England) <i>For example, from a previous role as a children's agency worker or consultant in England</i></li> <li>• 5 for Other social work role non LA (in England) <i>For example, employment as a social worker in a charity</i></li> <li>• 6 for Other social care role LA/non LA (in England) <i>For example, from a previous social care role in England (either LA or non-LA) but not a child and family social worker</i></li> <li>• 7 for Non-social care role / any role outside England / no employment / career break</li> <li>• 8 for Other: any starters with an origin which is not defined in the above categories</li> <li>• 9 for Not known</li> <li>• 10 for Not yet collected</li> </ul>

Data item	Notes on data item
Leaving date	<p>Record this information for child and family social workers who left their post at your local authority between 1 October 2020 and 30 September 2021. Record the date the child and family social worker left the local authority in the format YYYY-MM-DD.</p> <p>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.</p> <p>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.</p> <p>Include social workers who have begun a career break, and those seconded out of your organisation.</p> <p>Do not include social workers who have started maternity or sick leave.</p> <p>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.</p>

Data item	Notes on data item
Reason for leaving	<p>Record this information for social workers who left their social worker role at your local authority during the year ending 30 September 2021. Record the child and family social worker's reason for leaving your local authority.</p> <p>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".</p> <p>Select the Reason for leaving from one of the following categories:</p> <ul style="list-style-type: none"> <li>• 1 for Resignation</li> <li>• 2 for Voluntary redundancy</li> <li>• 3 for Compulsory redundancy</li> <li>• 4 for Dismissed</li> <li>• 5 for Retired</li> <li>• 6 for Deceased</li> <li>• 7 for Moved to a non-child and family social work role within LA</li> <li>• 8 for Other</li> <li>• 9 for Not Known</li> <li>• 10 for Not yet collected</li> </ul>

<p>Destination of leaver</p>	<p>Record this information for social workers who left their social worker role at your local authority during the year ending 30 September 2021. Record the child and family social worker's destination after leaving your local authority.</p> <p>Exclude those who retired or died during the year ending 30 September 2021.</p> <p>Record the intended destination of the leaver as gained through exit interviews or leavers forms.</p> <p>For staff seconded into or out of your organisation, their destination of leaver" should be recorded as "Social worker role in different LA in England".</p> <p>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".</p> <p>If you do not collect this information, please select "Not yet collected" for all your social workers.</p> <p>Select the destination of leaver from one of the following categories:</p> <ul style="list-style-type: none"> <li>• 1 for a social worker role in different LA in England, for example leavers who moved to a role as a child and family social worker in another LA in England</li> <li>• 2 for a social worker role outside England, for example leavers who moved to a role as a child and family social worker outside England</li> <li>• 3 for Agency or consultancy social work (in England), for example leavers who moved to a role as a children's agency worker or consultant in England</li> <li>• 4 for Other social work role non LA (in England) for example 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</li> <li>• 5 for Other social care role LA/non LA (in England), for example leavers who moved to a social care role in England (either LA or non-LA) but not as a child and family social worker</li> <li>• 6 for Non-social care role / no employment / career break / any other role outside England / left England</li> <li>• 7 for Other, for example any leavers with a destination not defined here and if possible</li> </ul>
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Data item	Notes on data item
	<ul style="list-style-type: none"> <li>• 8 for Not known</li> <li>• 9 for Not yet collected</li> </ul>
FTE as at 30 September 2020	<p>Record the child and family social worker's FTE at 30 September 2020.</p> <p>For those workers who started on or after 1 October 2020, record a value of "0".</p>
Number of cases held as at 30 September 2021	<p>Record the number of cases held by the child and family social worker.</p> <p>For the purposes of this collection, a case is defined as:</p> <p>Any case allocated to a named social worker, where the work involves child and family social work.</p> <p>This may include:</p> <ul style="list-style-type: none"> <li>• an individual child allocated to a social worker (for example a family of three siblings would be three individual cases) including those on a child protection plan, children in need, fostering and adoption cases and care leavers</li> <li>• a carer or carers (where they are allocated as a single case) allocated to a social worker for the purposes of fostering or adoption.</li> <li>• an adult(s) allocated to a social worker for the purpose of children and families work.</li> </ul> <p>Where more than one social worker is assigned to a case, only count the case against the allocated social worker as at 30 September 2021.</p>
Number of days of work missed due to sickness absence during the year ending 30 September 2021	<p>Record the number of days of work missed due to sickness.</p> <p>For example: if a social worker normally works 0.8 FTE comprising full days from 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.</p> <p><b>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.</b></p>

Data item	Notes on data item
Frontline graduate	<p>Record whether or not the social worker is a Frontline graduate</p> <p>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.</p> <p>Enter:</p> <ul style="list-style-type: none"><li>• 1 for Yes</li><li>• 0 for No</li></ul>

## 4. Voluntary data items

Please include this information for:

- all child and family social workers in your local authority at 30 September 2021;
- all agency workers in your local authority who were in post at 30 September 2021;
- child and family social workers who have left their role during the year ending 30 September 2021.

Data item	Notes on data item
Qualifying Institution  <b>VOLUNTARY DATA ITEM</b>	Record the institution where the child and family social worker received their qualification.
Absent on 30 September 2021  <b>VOLUNTARY DATA ITEM</b>	Record if the social worker was absent from work on 30 September 2021.  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 for Yes 0 for No
Reason for Absence on 30 September 2021  <b>VOLUNTARY DATA ITEM</b>	For those cases where absent from work on 30 September 2021 was marked as “Yes” please select the reason from the following list: <ul style="list-style-type: none"> <li>• MAT for Maternity/Paternity leave</li> <li>• OTH for Other paid authorised absence, for example compassionate leave, annual leave</li> <li>• PUB for Paid absence for public duties. For example, jury duty</li> <li>• SIC for Sick leave</li> <li>• TRN for Training. For example, assessment accreditation</li> <li>• UNA for Unauthorised absence</li> <li>• UNP for Unpaid authorised absence</li> </ul>
Child and family knowledge and	Record the role the social worker has within the organisation as one of the following four categories: <ul style="list-style-type: none"> <li>• 1 for assessed and supported year in employment (AYSE)</li> </ul>

Data item	Notes on data item
<p>skills statement status</p> <p>VOLUNTARY DATA ITEM</p>	<ul style="list-style-type: none"> <li>• 2 for frontline practitioner</li> <li>• 3 for practice supervisor</li> <li>• 4 for practice leader</li> </ul> <p>Local authorities should make a judgement about the status of individual social workers using the knowledge and skills statements as a guide. In particular:</p> <ul style="list-style-type: none"> <li>• Practice supervisors are qualified social workers whose primary function is to supervise the practice and decision-making of child and family practitioners, and to develop the skills of individuals and teams within child and family social work services.</li> <li>• Practice leaders are qualified social workers with the day-to-day operational responsibility across the whole local system for child and family social work practice, and for child and family practitioners and practice supervisors. Most usually, this is referred to as the Assistant Director of Children’s Social Care or Director of Family Services.</li> </ul> <p>Knowledge and skills statements for child and family social work are available <a href="#">here</a>.</p>
<p>Agency worker length of current post/assignment (weeks)</p> <p>VOLUNTARY DATA ITEM</p>	<p>If the child and family social worker is an agency worker, record the length in the current post/assignment in weeks.</p> <p>This should be the length of the whole planned contract not the number of weeks between the start of the contract and the data collection date.</p>

## Annex A – LA Codes

LA name	Code	LA name	Code	LA name	Code
Barking and Dagenham	301	Harrow	310	Rochdale	354
Barnet	302	Hartlepool	805	Rotherham	372
Barnsley	370	Havering	311	Rutland	857
Bath and North East Somerset	800	Herefordshire	884	Salford	355
Bedford Borough	822	Hertfordshire	919	Sandwell	333
Bexley	303	Hillingdon	312	Sefton	343
Birmingham	330	Hounslow	313	Sheffield	373
Blackburn with Darwen	889	Isle Of Wight	921	Shropshire	893
Blackpool	890	Isles Of Scilly	420	Slough	871
Bolton	350	Islington	206	Solihull	334
Bournemouth, Christchurch and Poole	839	Kensington and Chelsea	207	Somerset	933
Bracknell Forest	867	Kent	886	South Gloucestershire	803
Bradford	380	Kingston Upon Hull, City of	810	South Tyneside	393
Brent	304	Kingston Upon Thames	314	Southampton	852
Brighton and Hove	846	Kirklees	382	Southend-on-Sea	882
Bristol, City of	801	Knowsley	340	Southwark	210
Bromley	305	Lambeth	208	St Helens	342
Buckinghamshire	825	Lancashire	888	Staffordshire	860
Bury	351	Leeds	383	Stockport	356
Calderdale	381	Leicester	856	Stockton-On-Tees	808
Cambridgeshire	873	Leicestershire	855	Stoke-On-Trent	861
Camden	202	Lewisham	209	Suffolk	935
Central Bedfordshire	823	Lincolnshire	925	Sunderland	394
Cheshire East	895	Liverpool	341	Surrey	936
Cheshire West and Chester	896	Luton	821	Sutton	319
City Of London	201	Manchester	352	Swindon	866
Cornwall	908	Medway Towns	887	Tameside	357
Coventry	331	Merton	315	Telford and Wrekin	894
Croydon	306	Middlesbrough	806	Thurrock	883
Cumbria	909	Milton Keynes	826	Torbay	880
Darlington	841	Newcastle Upon Tyne	391	Tower Hamlets	211
Derby	831	Newham	316	Trafford	358
Derbyshire	830	Norfolk	926	Wakefield	384
Devon	878	North East Lincolnshire	812	Walsall	335
Doncaster	371	North Lincolnshire	813	Waltham Forest	320
Dorset	838	North Northamptonshire	940	Wandsworth	212
Dudley	332	North Somerset	802	Warrington	877
Durham	840	North Tyneside	392	Warwickshire	937
Ealing	307	North Yorkshire	815	West Berkshire	869
East Riding of Yorkshire	811	Northamptonshire	928	West Northamptonshire	941
East Sussex	845	Northumberland	929	West Sussex	938
Enfield	308	Nottingham	892	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	Portsmouth	851	Wokingham	872
Halton	876	Reading	870	Wolverhampton	336
Hammersmith and Fulham	205	Redbridge	317	Worcestershire	885
Hampshire	850	Redcar and Cleveland	807	York	816
Haringey	309	Richmond Upon Thames	318		

## Annex B - Rationale

### B1. Collection

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

This collection moved to an individual level return in 2016-17; prior to this, aggregated data was collected from each local authority. The extra information obtained from the individual-level return provides valuable insights into the children's social work workforce. For example, it helps us to identify patterns in social worker migration between areas or sectors; provides insights into the careers of social workers; gives local authorities information on barriers to staff retention; and assists in estimations of the costs of absence and agency support. The data is currently published as [official statistics](#) by the department, but as data quality continues to improve we will aim to publish them as [national statistics](#).

To help meet this aim, the department requires local authorities to provide the data listed in the below table.

### B2. Data Items

Data item	Rationale for Data Item
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.
LA	Allows the department to break down social worker data by the local authority they work for.
Social Work England (SWE) registration number	As a unique identifier for a social worker this will allow the department to validate information supplied and will, for example, help identify patterns in social worker migration

Data item	Rationale for Data Item
	between local authorities, and the local authority and non-local authority sector.
Agency worker	Allows for the calculation of the rate of positions held by agency workers, and the ability to track year on year changes in the proportions of agency workers.
FTE as at 30 September 2021	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.
Ethnic origin	Allows the demographic breakdown of the social work workforce by ethnic origin and is useful for equality and diversity monitoring.
Qualifying Institution <b>VOLUNTARY DATA ITEM</b>	Allows the department 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 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 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.
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.

Data item	Rationale for Data Item
Leaving date	Allows for accurate monitoring of length of service and allows workforce turnover monitoring.
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 authorities, or agencies. May also provide insights into barriers to staff retention.
Reason for leaving	Allows for breakdown of leavers by resignation, redundancy, retirement, disciplinary action. May also provide insights into barriers to staff retention.
FTE as at 30 September 2020	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 as at 30 September 2021	Provides the number of cases each social worker holds, and is useful for benchmarking average caseloads, and contrasting caseload data by FTE.
Number of days of work missed due to sickness absence	Allows the Department for Education to accurately calculate total and average sickness absence.
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.
Frontline graduate	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.
Absent on 30 September  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.

<b>Data item</b>	<b>Rationale for Data Item</b>
<p>Child and family knowledge and skills statement status</p> <p>VOLUNTARY DATA ITEM</p>	<p>The department has produced knowledge and skills statements at three statuses. These statuses will be used to underpin continuous professional development and the National Assessment and Accreditation System.</p> <p>Understanding the numbers of child and family social workers at each of these levels will help both the department and local authorities plan effectively.</p>



Department  
for Education

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