



Department
for Education

Local authority children's social work workforce data collection

Year ending 30 September 2015

August 2015

Contents

Introduction	3
Returning data	3
Statutory variables	3
Voluntary variables	3
Definition of a children’s social worker	4
Definition of front-line social worker	5
Definition of a case (section AA)	5
General guidance	5
Section A: Children’s Social Workers and Vacancies	6
Section AA: Number of cases held	8
Section B: Turnover	9
Section C: Sickness Absence	15
Section D: Agency Workers	16
Validation checks	17
Annex – LA Codes	18

Introduction

Returning data

Please send your completed return via email to the following address by 27 November 2015: ProgrammeOffice.CSDS@education.gsi.gov.uk

Returns do not need to be password protected.

Statutory variables

This return is statutory. Three of the variables listed below are statutory for the first time in 2014-15 (year ending 30 September 2015).

The following variables must be returned for 2014-15 (year ending 30 September 2015):

- Total number of children's social workers
- Age of children's social workers [statutory for the first time in 2014-15]
- Time in service at LA of children's social workers [statutory for the first time in 2014-15]
- Number of FTE vacancies (including those covered by agency workers)
- Vacancy rate
- Total number of starters
- Total number of leavers
- Turnover rate
- Number of days of work missed due to sickness absence in previous 12 months
- Absence rate
- Total number of agency workers
- Number of agency workers covering vacancies [statutory for the first time in 2014-15]
- Agency worker rate

Voluntary variables

Three variables remain voluntary and four new ones have been added. These are:

- Breakdown of social workers by role [new variable for 2014-15]

- Number of cases held, number of cases held by front-line social workers and number of front-line social workers and number of agency workers covering these cases [new variable for 2014-15]
- Origin of starters
- Age of starters [new variable for 2014-15]
- Time in service at LA of leavers
- Destination of leavers
- Age of leavers [new variable for 2014-15]

Voluntary variables are highlighted throughout the guidance in blue.

We will be requesting all the above variables on a statutory basis for 2015-16.

We welcome feedback on these proposals via the email address on page 3.

Definition of a children's social worker

For the purposes of this collection, a children's social worker should be defined as:

"A social worker that is registered with the Health and Care professional 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 exclusively on children and families work."

Include all children's social workers regardless of their position in the organisation, except Heads of Service. Therefore, for the purpose of this collection, the following job roles should be included:

- Senior Manager (e.g. Area Director);
- Middle Manager (e.g. Service Manager);
- First Line Manager (e.g. Team Manager);
- Senior Practitioner (working in a local authority in a children's services department as a team leader or supervising social worker);
- Case Holder (a social worker that manages cases; the definition of case can be found below); and
- Qualified without cases (e.g. Assessed and Supported Year in Employment (ASYE), Independent Reviewing Officer (IRO), Youth Custody worker, Family Support).

Do not include agency workers. Information on agency workers is asked for separately in section D.

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.

Include those on maternity or sick leave.

Definition of front-line social worker

A front-line social worker is a social worker that is registered with HCPC, working in a local authority in a children's services department or, if services are configured in a different way, a social worker that works directly with children and families.

Front-line workers usually will not have management responsibility.

Definition of a case (section AA)

For the purposes of this collection, a case is defined as an individual child assigned to a social worker.

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

Where more than one social worker is assigned to a case, only count the case against the allocated social worker as at 30 September 2015.

General guidance

All information should be recorded for both full-time equivalent (FTE) and headcount totals except for the number of vacancies (A2) where we ask for FTE only and section C where we ask for the number of days missed due to sickness absence.

Record zero counts as '0' rather than leave blank if there are no cases for a specific variable.

Provide any information relevant to your return in the comments section at the bottom of the form.

Record your three-digit LA code in cell F3. The codes are listed as an annex to this document.

Section A: Children’s Social Workers and Vacancies

The variables in this section relate to snapshot counts as at 30 September 2015.

Record information for both full-time equivalent (FTE) and headcount totals.

Variable code	Data item	Notes on data item
A1	Total number of children’s social workers	Record the number of children's social workers in your local authority using the definition on page 4. Do not include agency workers in this count. The number of agency workers is asked for in section D.
A1a to A1f	Number of children’s social workers by role VOLUNTARY DATA ITEMS	Breakdown the total number of children’s social workers into the following six roles: Senior Manager; Senior Practitioner; Middle Manager; First Line Manager; Case Holder; and Qualified without cases. Do not include agency workers in this count. The number of agency workers is asked for in section D.
A1aa to A1ae	Age of children’s social workers	Record the number of children's social workers in each age band. Include any social workers under the age of 20 in the “20-29 years old” band.
A1ba to A1bf	Time of service at LA	Record the number of social workers who have worked at your LA as a children’s social worker for each of the time bands. If a social worker had previously worked at your local authority with a non-children’s social worker role, only include the time since becoming a children’s 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), only include time since returning.
A2	Number of vacancies (including those covered by agency workers)	Information on vacancies is only required for FTEs. Record the number of children's social worker vacancies in your local authority, <u>including</u> those covered by agency workers.

Variable code	Data item	Notes on data item
A3	Vacancy Rate	This is an automated cell calculated by: = 100 x Number of FTE vacancies / (Total number of FTE children's social workers + Number of FTE vacancies).

Section AA: Number of cases held

The variables in this section relate to snapshot counts as at 30 September 2015.

Record information for both full-time equivalent (FTE) and headcount totals.

Variable code	Data item	Notes on data item
AA1	Total number of cases held VOLUNTARY DATA ITEM	Record the number of cases held by your local authority. A case is defined as an individual child assigned to a social worker. Include cases held by agency workers in this count.
AA2	Number of cases held by front-line social workers VOLUNTARY DATA ITEM	Record the number of cases held by front-line social workers.
AA2a	Number of front-line social workers holding these cases VOLUNTARY DATA ITEM	Record the number of front-line children's social workers holding the cases recorded above. Where more than one social worker is assigned to a case, only count the allocated social worker as at 30 September 2015.
AA2b	Number of agency front-line social workers holding these cases VOLUNTARY DATA ITEMS	Record the number of agency front-line social workers holding the cases recorded above. Where more than one social worker is assigned to a case, only count the allocated social worker as at 30 September 2015.

Section B: Turnover

The variables in this section relate to the number of children’s social workers starting at or leaving your local authority during year ending 30 September 2015.

Record information for both full-time equivalents (FTE) and headcount totals.

Variable code	Data item	Notes on data item
B1	Total number of starters	Record the number of new people joining a vacant children’s social worker post between 1 October 2014 and 30 September 2015. Include social workers who have previously worked in your authority but in a different role. Include social workers returning from a career break. Where a social worker increases their FTE working hours, include the difference in the FTE column. The relevant origin of starter variable would then be “Change in working pattern”. The headcount column should remain unchanged.
B1ba	Origin of starters NQSWs VOLUNTARY DATA ITEM	Record the number of Newly Qualified Social Workers (NQSWs).
B1baa	... of which undergraduate VOLUNTARY DATA ITEM	Record the number of NQSWs trained at undergraduate level.
B1bab	... of which postgraduate VOLUNTARY DATA ITEM	Record the number of NQSWs trained at postgraduate level (not including Step Up to Social Work).
B1bac	... of which Step Up to Social Work VOLUNTARY DATA ITEM	Record the number of NQSWs trained via Step Up to Social Work.

Variable code	Data item	Notes on data item
B1bb	Social worker role in different LA in England VOLUNTARY DATA ITEM	Record the number of starters arriving from a previous role as a children's social worker in another local authority in England.
B1bba	Social worker role outside England VOLUNTARY DATA ITEM	Record the number of starters arriving from a previous role as a children's social worker from outside England.
B1bc	Agency or consultancy social work (in England) VOLUNTARY DATA ITEM	Record the number of starters arriving from a previous role as a children's agency worker or consultant in England.
B1bd	Other social work role non LA (in England) VOLUNTARY DATA ITEM	Record the number of starters from a previous non-LA social work role other than agency or consultancy work. For example, employment as a social worker in a charity.
B1be	Other social care role LA/non LA (in England) VOLUNTARY DATA ITEM	Record the number of starters from a previous social care role in England (either LA or non-LA) but not a children's social worker.
B1bf	Non-social care role / any other role outside England / no employment / career break VOLUNTARY DATA ITEM	Record the number of starters from a non-social care role / any other role outside England / no employment / career break.
B1bg	Change in working pattern VOLUNTARY DATA ITEM	Record the difference in FTE hours for children's social workers who have increased their working hours. The headcount column for this variable should remain blank.

Variable code	Data item	Notes on data item
B1bh	<p style="text-align: center;">Other</p> <p style="text-align: center;">VOLUNTARY DATA ITEM</p>	Record any starters with an origin not listed above. If possible, note their origin in the comments box.
B1bi	<p style="text-align: center;">Not known</p> <p style="text-align: center;">VOLUNTARY DATA ITEM</p>	Record the number of starters whose origin is unknown.
B1ca to B1ce	<p style="text-align: center;">Age of starters</p> <p style="text-align: center;">VOLUNTARY DATA ITEMS</p>	Record the number of starters in each age band. Include any social workers under the age of 20 in the “20-29 years old” band.

Variable code	Data item	Notes on data item
B2	Total number of leavers	<p>Record the number of people leaving a children's social worker post at your LA between 1 October 2014 and 30 September 2015.</p> <p>Include social workers who are staying in your authority but moving to a different role.</p> <p>Include social workers who have begun a career break.</p> <p>Do not include social workers who have started maternity or sick leave.</p> <p>Where a social worker decreases their FTE working hours, include the difference in the FTE column. The relevant destination of starter variable would then be "Change of working pattern". The headcount column should remain unchanged.</p>
B2aa to B2af	Time in service at LA VOLUNTARY DATA ITEMS	<p>Record length of time the social workers recorded in B2 have worked at your LA as a children's social worker for each of the time bands.</p> <p>If a social worker had previously worked at your local authority with a non-children's social worker role, only include the time since becoming a social worker. Where a social worker took a career break or moved to a different job within or outside of your authority (and then returned), only include time since returning.</p>
B2ba	Destination of leavers Social worker role in different LA in England VOLUNTARY DATA ITEM	<p>Record the number of leavers who moved to a role as a children's social worker in another LA in England.</p>
B2baa	Social worker role outside England	<p>Record the number of leavers who moved to a role as a children's social worker outside</p>

Variable code	Data item	Notes on data item
	VOLUNTARY DATA ITEM	England.
B2bb	Agency or consultancy social work (in England) VOLUNTARY DATA ITEM	Record the number of leavers who moved to a role as a children's agency worker or consultant in England.
B2bc	Other social work role non LA (in England) VOLUNTARY DATA ITEM	Record the number of 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.
B2bd	Other social care role LA/non LA (in England) VOLUNTARY DATA ITEM	Record the number of leavers who moved to a social care role in England (either LA or non-LA) but not as a children's social worker.
B2be	Non-social care role / no employment / redundancy / career break/ any other role outside England / left England VOLUNTARY DATA ITEM	Record the number of leavers who moved to a non-social care role / no employment / redundancy / career break/ any other role outside England / left England.
B2bf	Retirement VOLUNTARY DATA ITEM	Record the number of leavers who retired.
B2bg	Deceased VOLUNTARY DATA ITEM	Record the number of leavers who are deceased.
B2bh	Change in working pattern	Record the difference in FTE hours for children's social workers who have decreased their working hours. The headcount column for

Variable code	Data item	Notes on data item
	VOLUNTARY DATA ITEM	this variable should remain blank.
B2bi	Other VOLUNTARY DATA ITEM	Record any leavers with a destination not listed above. If possible, note their destination in the comments box.
B2bj	Not known VOLUNTARY DATA ITEM	Record the number of leavers whose destination is unknown.
B2ca to B2ce	Age of leavers VOLUNTARY DATA ITEMS	Record the number of leavers in each age band. Include any social workers under the age of 20 in the “20-29 years old” band.
B3	Turnover Rate	This is an automated cell calculated by: = 100 x Total number of leavers / Total number of children’s social workers.

Section C: Sickness Absence

The variables in this section relate to the number of days missed due to sickness absence during the year ending 30 September 2015.

Variable code	Data item	Notes on data item
C1	Number of days of work missed due to sickness absence	<p>Record the number of days of work missed due to sickness (for workers recorded in your number of children's social workers).</p> <p>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 0.8 days.</p>
C2	Absence Rate	<p>This is an automated cell calculated by:</p> $= 100 \times \text{Number of days missed due to sickness absence} / (\text{Number of children's social workers [FTE]} \times 253)$ <p>where 253 is the number of working days in a year taking account of bank holidays.</p>

Section D: Agency Workers

The variables in this section relate to snapshot counts as at 30 September 2015.

Record information for both full-time equivalents (FTE) and headcount totals.

Variable code	Data item	Notes on data item
D1	Total number of agency workers	Record the number of agency workers in your authority's children social care working as a social worker.
D1a	... of which covering vacancies	Record the number of agency workers recorded in D1 covering vacancies recorded in A2.
D2	Agency Worker Rate	This is an automated cell calculated by: $= 100 \times \frac{\text{Total number of agency workers}}{\text{Total number of children's social workers} + \text{Total number of agency workers}}$

Validation checks

A number of validation checks have been included on the form:

Code	Description of validation check
V1	An error message will appear if the figure provided in the FTE column is greater than the headcount.
V2	An error will appear if decimal places have been provided in the headcount column.
V3	An error message will appear if the sums of the breakdowns in the FTE column do not equal the totals provided. This message will not show if this is because you have not provided a voluntary variable.
V4	Same as V3 but for the headcount column.
V5	An error message will appear in the relevant row if you're a rate appears high (based on the 2013-14 upper and lower quartiles).

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		



Department
for Education

© Crown copyright 2015

You may re-use this document/publication (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence v2.0. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/version/2

email psi@nationalarchives.gsi.gov.uk

About this publication:

enquiries www.education.gov.uk/contactus

download www.gov.uk/government/publications

Reference: DFE-00230-2015



Follow us on Twitter:
[@educationgovuk](https://twitter.com/educationgovuk)



Like us on Facebook:
facebook.com/educationgovuk