**A Case Study Template**

A social work case study report can be divided into several key parts. These will vary from case to case, but will be likely to include the following elements:

**A brief summary of the case**

*Referral/presenting issues*

The reasons for the referral to your agency and the basis for this being allocated to you.

*Background information*

Individual circumstances, accommodation, income, social and economic factors, family and supports, etc.

*Assessment*

Your assessment of the presenting problems and prioritisation of the key risks and needs that have to be addressed. Also include, the possible strengths and assets which can be drawn on, as well as other services involved.

*Plan*

A brief outline of your intended work. What you intended to do, what you managed to do, and in what order.

*Intervention*

A short summary, review and evaluation of your actions in terms of both outputs (what you did) and outcomes (the consequences and changes you may have been able to support or bring about).

*Summary*

This section concisely summarises the work you did, assessing what went well, what went less well, and the next actions or piece of work which may be required.

**An analysis and report on the services and interventions involved in the case**

**Law and policy relevant to the case**

**Critical analysis of applied social work values, theories and approaches**

**Consideration of safeguarding, risk, needs, strengths**

**The case as seen from the view of the recipients of your services**

**The case as seen from the view of other practitioners, agencies and the community**

**Understanding and commitment to anti-oppressive practice**

**Critical self-reflection – what ‘I’ did and how and why I did it**

**Links to social work professional requirements (PCF and HCPC)**