



Department
for Education

Children's social work workforce census, year ending 30 September 2020

Guide for local authorities - version 1.0

August 2020

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Version History

Version	Comments	Date
1.0	Baseline version	August 2020

Introduction

Background

This is the eighth 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 2019 to 30 September 2020. Data can be submitted to the Department for Education (the department) **between 1 October and 25 November 2020**.

The department are aware that some local authorities may have difficulty submitting their return within this timeframe due to the impact of coronavirus. We will work closely with those local authorities to support them in making a return and will monitor the situation closely. The department will remain flexible during the collection period and review the closing date if required.

The count date for this year's collection is 30 September 2020. If this date falls on a non-working day, please record the position as at the last working day of September.

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

- the Department for Education
- local authorities
- schools

The 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 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.

Changes to the 2019 to 2020 children's social work workforce census

There are no additional data items included in this collection.

There are some new validation rules in this collection, and some amendments to existing rules.

Returning data

Please send your completed return to the Department for Education via the COLLECT system, by **4pm on 25 November 2020**.

The COLLECT system will be opened to submit data from 1 October 2020 until the collection closes on 25 November, after which it will be available to local authorities in a read-only format until 2 December 2020.

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 ability 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 the COLLECT system, can be found at this [link](#).

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 allows local authorities to enter data into an Excel template and generate an XML file to load into the COLLECT system. You can download the XML generator and accompanying guidance from [our website](#).

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 the headline summary statistics that the department will publish for your local authority. The department will 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:	2020
Reference Date:	2020-09-30
Source level:	L
LEA:	Enter your own LA code here
Software Code:	CSWW template v1.0

Field	Value
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.

Validation

Validation checks will be applied to your data once it has been loaded into COLLECT. These checks will identify missing and invalid data, and other anomalies. There are some new validation rules in this collection, along with some amendments to existing rules. The validation checks can be found 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, which has a 'Q' suffix (for example, '10Q'), and by the wording of the associated message, which begins "Please check..."

The department classifies rules as errors where a correction is required in all cases. However, for queries, although we would expect a correction to be made in most cases, there may be exceptional circumstances under which the data is correct and the query can 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 – for example, record any issues you have with the data return and provide explanations for errors – in the return-level notes section. Please try to provide notes at return level wherever possible as they will be retained, whereas notes entered at either field or error level will be deleted if you upload a new data file. Please be aware that if you are using the XML generator, notes entered in any other area of the return will be deleted upon each new upload.

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 2020; Leavers during the year ending 30 September 2020; and Agency social workers at 30 September 2020.

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

Data item	Child and family social workers at 30 September 2020	Leavers during the year ending 30 September 2020	Agency social workers at 30 September 2020
HCPC identifier (SWE registration number)	Mandatory	Mandatory	Mandatory
FTE as at 30 September 2020	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

Data item	Child and family social workers at 30 September 2020	Leavers during the year ending 30 September 2020	Agency social workers at 30 September 2020
Reason for leaving	Not applicable	Mandatory	Not applicable
Destination of leaver	Not applicable	Mandatory	Not applicable
FTE as at 30 September 2019	Mandatory	Mandatory	Voluntary
Number of cases held at 30 September 2020	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 2020).

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 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, 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 (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 (e.g. 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 above.

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.

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. In future years, COLLECT will be amended to reflect this change, but in this collection it will ask for HCPC identifier, as in previous years. Please enter the Social Work England identifier in this field.

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 2020.

Caseload Calculation

Reported caseloads are the average number of cases held when compared to the total number of social workers holding cases. The calculation is as follows:

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

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 2019), but left before the end of the year (30 September 2020), ensure that their FTE is recorded as “0” at both points.

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 2020

If you have members of staff who are due to end their post on 30 September 2020, 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 SWE registration numbers (formerly known as HCPC numbers) will then be used by the Department for Education to filter staff to ensure they are not counted twice.

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 2020 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 look to make improvements in future years if necessary.

General Data Items

Please include this information for:

- all child and family social workers in your local authority at 30 September 2020;
- all agency workers in your local authority who were in post at 30 September 2020; and
- child and family social workers who have left their role during the year ending 30 September 2020.

Data item	Notes on data item
LA	Record the three-digit code for your local authority (see Annex for list of codes).
Social Worker England (SWE) identifier (formerly known as HCPC identifier)	Record the child and family social worker Social Work England (SWE) number. For social workers this will start SW followed by a number of digits.
FTE as at 30 September 2020	Record the child and family social worker work pattern in full-time equivalents (FTEs) as at 30 September 2020. 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. 0 = Not known (gender has not been recorded) 1 = Male 2 = Female 9 = Not Specified (indeterminate; unable to be classified as either male or female) The department are aware that the current categories for gender may be too restrictive, and are reviewing these for future collections.
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

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

Qualification and Role information

Please include this information for:

- all child and family social workers in your local authority at 30 September 2020;
- all agency workers in your local authority who were in post at 30 September 2020;
- child and family social workers who have left their role during the year ending 30 September 2020.

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	<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> <p>1 = Undergraduate 2 = Postgraduate 3 = Other (for example any other qualification)</p> <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. 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> <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> <p>1= Yes 0 = No</p>
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</p>

Data item	Notes on data item
	<p>social worker did not qualify through the 'Frontline' programme they are not a Frontline graduate.</p> <p>1= Yes 0 = No</p>
<p>Role within the organisation</p>	<p>Record the role the social worker has within the organisation as one of the following six categories:</p> <p>1 = Senior Manager, 2 = Middle Manager, 3 = First Line Manager, 4 = Senior Practitioner, 5 = Case Holder, 6 = Qualified without cases</p>
<p>Child and family knowledge and skills statement status VOLUNTARY DATA ITEM</p>	<p>Record the role the social worker has within the organisation as one of the following four categories:</p> <p>1 = assessed and supported year in employment (AYSE) 2 = frontline practitioner 3 = practice supervisor 4 = practice leader</p> <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"> 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. 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. <p>Knowledge and skills statements for child and family social work are available here.</p>

Turnover

Please include this information for:

- all child and family social workers in your local authority at 30 September 2020, including those seconded into your organisation;
- all agency workers in your local authority who were in post at 30 September 2020;
- child and family social workers who have left their role during the year ending 30 September 2020, 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	<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>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.</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>Do not include child and family social workers returning from maternity or sick leave.</p>

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 you do have information and select "Not known" for the remaining.</p> <p>If you do not collect this information, please select "not yet collected" for all your social workers.</p> <p>Please choose from:</p> <p>1 = Newly Qualified Social Workers (NQSWs)</p> <p>2 = Social worker role in different LA in England <i>For example, from a previous role as child and family social worker in another LA in England</i></p> <p>3 = Social worker role outside England <i>For example, from a previous role as child and family social worker outside England</i></p> <p>4 = 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></p> <p>5 = Other social work role non LA (in England) <i>For example, employment as a social worker in a charity</i></p> <p>6 = 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></p> <p>7 = Non-social care role / any role outside England / no employment / career break</p> <p>8 = Other <i>Record any starters with an origin not defined here</i></p> <p>9 = Not known</p> <p>10 = Not yet collected</p>
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<p>Leaving date</p>	<p>Record this information for child and family social workers who left their post at your local authority between 1 October 2019 and 30 September 2020. 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>
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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 2020. 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>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</p>
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Destination of leaver	<p>Record this information for social workers who left their social worker role at your local authority during the year ending 30 September 2020. 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 2020.</p> <p>Record the intended destination of the leaver as gained through exit interviews or leavers forms.</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>1= Social worker role in different LA in England <i>i.e. leavers who moved to a role as a child and family social worker in another LA in England</i></p> <p>2= Social worker role outside England <i>i.e. leavers who moved to a role as a child and family social worker outside England</i></p> <p>3=Agency or consultancy social work (in England) <i>i.e. leavers who moved to a role as a children's agency worker or consultant in England</i></p> <p>4=Other social work role non LA (in England) <i>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</i></p> <p>5=Other social care role LA/non LA (in England) <i>leavers who moved to a social care role in England (either LA or non-LA) but not as a child and family social worker</i></p> <p>6=Non-social care role / no employment / career break / any other role outside England / left England</p> <p>7=Other <i>Any leavers with a destination not defined here and if possible.</i></p> <p>8=Not known</p> <p>9= Not yet collected</p>
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FTE as at 30 September 2019	Please record the child and family social worker's FTE at 30 September 2019. For those who started on or after 1 October 2019, please return "0".
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Case Management

The data items in this section relate to the cases held as at 30 September 2020.

Data item	Notes on data item
Number of cases held	<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"> • 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 • a carer or carers (where they are allocated as a single case) allocated to a social worker for the purposes of fostering or adoption. • An adult(s) allocated to a social worker for the purpose of children and families work. <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 2020.</p>
Absent on 30 September VOLUNTARY DATA ITEM	<p>Record if the social worker was absent from work on 30 September 2020.</p> <p>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.</p> <p>1= Yes 0= No</p>
Reason for Absence VOLUNTARY DATA ITEM	<p>For those cases where absent from work on 30 September 2020 was marked as “Yes” please indicate the reason:</p> <p>MAT = Maternity/Paternity leave</p> <p>OTH = Other paid authorised absence, for example compassionate leave, annual leave</p> <p>PUB = Paid absence for public duties. For example, jury duty</p>

Data item	Notes on data item
	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 during the year ending 30 September 2020.

Data item	Notes on data item
Number of days of work missed due to sickness absence	<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 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.</p> <p>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.</p>

Agency Workers

The additional data items in this section relate to agency workers as at 30 September 2020.

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.

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. 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.

Aggregated Data Items

The data items in this section relate to a snapshot at 30 September 2020, 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)	Please provide the information on all vacancies (permanent or temporary) within your organisational structure as FTEs, including vacancies that are not being actively filled at census date. 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 A – 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, Christchurch and Poole	839	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	838	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	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				

Annex B- Rationale

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 are 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.

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 (SWE) identifier (formerly known as 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 2020	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.

Data item	Rationale for Data Item
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 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	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	Allows for breakdown of leavers by resignation, redundancy, retirement, disciplinary action. 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

Data item	Rationale for Data Item
	social workers leaving the profession, leaving for other authorities, or agencies. May also provide insights into barriers to staff retention.
FTE as at 30 September 2019	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 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.
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	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.
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.

Data item	Rationale for Data Item
Child and family knowledge and skills statement status	<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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