

CASEWORKER BULLETIN

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Introduction

The caseworker bulletin contains a number of Intelligence and Policy led concerns. It gives a description of the concern, how a pre-sifter or caseworker can identify applications affected and case working advice on how to make appropriate checks. This document is marked 'restricted' and the contents should not be disclosed to external parties. The caseworker bulletin is updated regularly, and new information will be added to the current document. Team members should all be aware of the contents of the bulletin and follow the guidance in the document.

What to do if?

The Risk Assessment Grid is Checked - If the caseworker bulletin box is ticked by the Executive Officer (EO) who pre-sifted the case, they will have spotted something in the application that has been highlighted as a concern in a caseworker bulletin. Caseworkers should ensure that all the relevant checks have been carried out fully and ensure that they follow any instructions given in the Casework Bulletin. In some cases the EO will have given comments, any instructions should be carried out.