



Appendices to the Risk Management Briefing

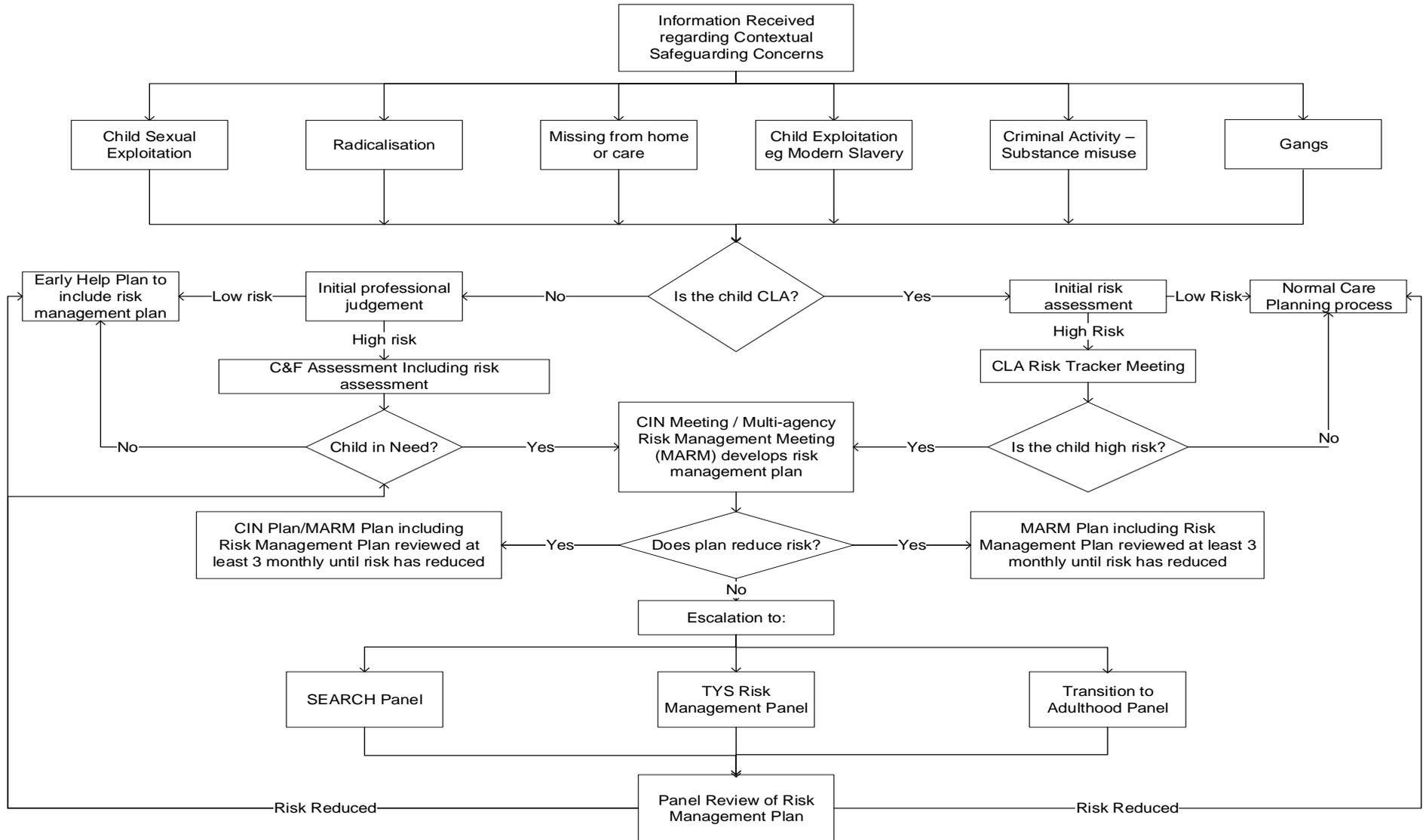
APPENDIX 1

Contextual Safeguarding

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of harm beyond their families within the wider community. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and exploitation. Parents and carers often have little influence over these contexts, and young people's experiences outside the home can undermine parent-child relationships. Therefore we as practitioners need to engage with individuals and partners who may have influence over/within extra-familial contexts, and recognise that the assessment and intervention are a critical part of safeguarding practices. Contextual Safeguarding therefore recognises that young people may suffer harm from a range of social contexts.

Contextual Safeguarding therefore provides a framework to consider safeguarding responses to a range of extra-familial risks that compromise the safety and welfare of young people.

Contextual Safeguarding



APPENDIX 2

Management Panels

Panel	Membership	Purpose and aims of Panels /Criteria for Referral	Frequency
<p>SEARCH Hertfordshire Exploitation and Runaway Children's Panel</p>	<p>Multi-Agency membership</p>	<p>SEARCH Panel will consider cases where a:</p> <ul style="list-style-type: none"> - MARM meeting is held prior to escalation to SEARCH - Single significant /high risk missing episode - Child/young person (C/YP)is repeatedly missing - C/YP remains missing - C/YP continue to present concerns to professionals - C/YP is at risk of or vulnerable to sexual/child exploitation <p>Panel will produce clear plan of action and identify a review date</p>	<p>Monthly</p>
<p>Transition to Adulthood Panel (17yrs -25yrs)</p>	<p>Multi-Agency Membership</p>	<p>Transition to Adulthood Panel will consider cases where a:</p> <ul style="list-style-type: none"> - Care Leaver (aged 18-25) is not eligible for services (under Care Act 2014) but their needs require some form of adult service - CLA or Child in Need aged 17+ with needs which are likely to fall below eligibility for adult services and early contingency planning is required to address upcoming adult needs - Risk management plan is not affecting change of young person aged 17+ 	<p>Monthly</p>

		Panel will produce clear plan of action and identify a review date.	
TYS Risk Panel	HCC and Hertfordshire Constabulary Other reps to be invited e.g. AF-DASH	<p>TYS Risk Panel will consider cases where a: YP subject to youth offending intervention:-</p> <ul style="list-style-type: none"> - Yp is sentenced /sentenced to new ISS/ remanded in Custody/or committed serious specified offence - DTO release before final review - Youth Justice case transferred from other YOT - YP is Assessed as:- <ul style="list-style-type: none"> • High ROSH in Assetplus or Medium ROSH where impact Major or Critical • Very high for high safety/wellbeing concerns • High likelihood of reoffending - YP is suspected/reported admitted gang activity/association and noted in Assestplus - YP is CLA subject to Out of Court disposal/Court order - YP is re-referred due to significant event increasing risk/vulnerability/safety & wellbeing <p>Panel will produce clear plan of action and identify a review date.</p>	Weekly

<p>CIN Case Management Panel</p>	<p>HCC Children's Services Single Agency</p>	<p>CIN Case Management Panel will consider cases where:</p> <ul style="list-style-type: none"> - Consultation and resolution is requested on : <ul style="list-style-type: none"> • Cases that are stuck • Cases that have been open for 1 year • Cases where there are barriers with multi-agency involvement or service provision • Cases where disputes between partner agencies about the effectiveness of the work/plan or escalation of the plan to child protection or care proceedings - Cases to be escalated to Complex case panel (cases can also go directly to the Complex Case panel) - Cases for independent CIN review - Prioritisation of Family Safeguarding/0-25 Services is required <p>Panel will produce clear plan of action and identify a review date.</p>	<p>Monthly</p>
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APPENDIX 3

HERTFORDSHIRE EXPLOITATION AND RUNAWAY CHILDREN'S PANEL (SEARCH PANEL)

TERMS OF REFERENCE

Introduction

Hertfordshire Safeguarding Children's Board agreed on 16 September 2010, within the Protocol for Children Missing from Home and Care, to develop arrangements to ensure that responses to individual children who run away and are vulnerable to exploitation are consistent and effective in preventing them running in future and ensuring their safety.

The Protocol for *Children and Young People Who Go Missing from Home or Care, or who are Vulnerable to Exploitation* sets out the operating arrangements for children and young people who go missing from Home and Care. This document and the *Children & Young People Risk Assessment Tool* which is a multipurpose document also used for referring cases to SEARCH Panel, can be found on the following page:

<http://www.hertsdirect.org/services/healthsoc/childfam/misscyp/>

Children's Services staff must complete the Children & Young People Risk Assessment Tool embedded within LCS, where the case is open on this system, and email an approved copy to search@hertfordshire.gov.uk in order to refer a young person to SEARCH Panel.

Multi-agency working is key to tackling the complex issues associated with children and young people who are at risk of harm from others or through risk taking behaviour and in particular, cases that are perceived as "medium, high or very high risk".

The principles of these terms of reference will be applied fairly regardless of gender, disability, nationality, race or ethnic origin, age, religion or sexual orientation.

Purpose and Aims

This guidance sets out the arrangements for a multi-agency Panel which will consider children and young people who have been subject of Multi-agency action within the protocol who:

- Have a single significant/High Risk missing episode
- Repeatedly run away
- Remain missing
- Continue to present concerns to professionals

- Are identified as currently at risk of sexual and/or criminal exploitation or a victim of Sexual Exploitation/Exploitation.

The Panel will:

- Evaluate effective information between multi-agency partners regarding the child/young person
- Work collaboratively to ensure joint planning and decision making to develop a single multi-agency risk management plan, and monitor its progress and impact to make a positive impact on children and young people who are missing and/or vulnerable to sexual exploitation/exploitation .
- Improve inter-agency accountability and enable appropriate intervention and actions to be taken.
- Improve support to professionals working with high and very high risk cases.
- Promote the Children and Young People Risk Assessment Tool and risk management plan.
- Monitor the impact of the panel's decisions and effectiveness of risk management plans in the prevention of further incidents and reduction of risks.
- Maintain an operational overview of issues that arise within multi agency working.
- Actions will be based on the Police Prevent Strategy (Prevent, Pursue, Protect & Prepare)
- Actions and outcomes will be auditable and transparent and panel members will be held to account

Cooperation and partnership agreement is essential to enable this process and is regarded as best practice.

Role of the SEARCH Panel and Risk Assessment

In order for the SEARCH Panel to work effectively there is a need to have a common understanding of risk assessment and an understanding of “medium, high or very high risk” amongst all SEARCH panel core members.

Panel members will then have the opportunity to combine up to date risk assessment information with a comprehensive analysis of a young person's needs and link these directly to the provision of appropriate services and develop a comprehensive multi agency risk management plan.

SEARCH Panel Chair

The Hertfordshire Sexual Exploitation and Runaway Children's Panel is chaired jointly with one lead chair and two deputy chairs

- Lead Chair - Detective Chief Inspector- Protecting Vulnerable Children
- Deputy Chair - Head of Service for CLA
- Deputy Chair - Head of Services for Vulnerable Young People

The role of the chairs is to structure the meetings, prioritise cases, ensure a robust multi-agency risk management plan is put in place and ensure the best use of the time of attending agencies. Should the Lead Chair be unable to attend, the Lead Chair will arrange for a deputy Chair to take the lead role.

The chair will ensure that all attendees understand the risks and what actions are being agreed and how they relate to their agencies.

The chair will review actions of the previous meeting and make a record of any outstanding actions which may require escalation.

Membership/Role of the Group Members

The following agencies will attend as standing members:

- The Panel Chairs (As above)
- Hertfordshire Police – Missing Persons Unit / HALO
- Children’s Services – Safeguarding
- Children’s Services – Residential
- Children’s Services – Brokerage
- Children’s Services – Education
- Safeguarding Children Nurse Specialist
- Child and Adolescent Mental Health Service
- Contraception & Sexual Health Services
- AF-DASH
- Missing People National Charity
- SARC - Young Person’s Sexual Violence Advisor
- Children’s Services – Independent Reviewing Service

On receipt of the agenda, each agency is requested to complete and present to the panel, research on all cases identified which may include liaising with cross border counterparts where a child is placed in another Local Authority. This process enables consistency in the information sharing process and within the meeting.

Should the designated representative be unable to attend a meeting, a briefed deputy who is able to contribute effectively and make decision on behalf of their agency where appropriate, should be asked to attend in their place.

The responsibility to take appropriate action rests with individual agencies. It is not transferred to the SEARCH Panel. The role of the SEARCH Panel is to facilitate, monitor and evaluate effective information sharing to enable appropriate actions to be taken in responding to individual children and young people who continue to provide ongoing concerns for professionals.

Role of the SEARCH Panel Coordinator

The SEARCH Panel Coordinator will support the SEARCH Panel Chair and will manage the administrative needs of the SEARCH panel process which include:

- Sending out and receiving all referrals
- Preparing the agenda for each meeting
- Arranging time-slots for cases to be heard at the following Panel
- Take minutes and actions of each meeting
- Send out all minutes and actions for approval by the Chair.
- Once approved send out minutes and actions to all panel members
- Keep a log of actions to return to subsequent panel meetings
- Chase outstanding actions/information
- Keep a diary/record of all cases due for return/review to Panel
- Keep a record of the impact of cases presented to the Panel
- Provide reports on the impact of the Panel

The SEARCH Panel Process:

SEARCH Panel Documentation

All forms and information relating to the SEARCH Panel, including the Terms of Reference, can be obtained electronically from the following link:

www.hertsdirect.org/services/healthsoc/childfam/misscyp/

These will include the Children & Young People Risk Assessment Tool.

Children's Services staff must complete the Children & Young People Risk Assessment Tool embedded within LCS, where the case is open on this system, and email an approved copy to search@hertfordshire.gov.uk in order to refer a young person to SEARCH Panel.

Threshold for referring to the SEARCH Panel

It is anticipated that cases that are referred to SEARCH Panel, will be those that have been subject of action under the Multi- Agency Protocol for working with Children and Young People who go Missing from Home or Care and/or are Vulnerable to Exploitation. It is important that a Multi-Agency Risk Management Meeting (MARM) has taken place to agree a plan and implement agreed actions before considering escalation to the SEARCH Panel.

Where the following exist a referral to SEARCH should be made:

- **PROFESSIONAL JUDGEMENT** - Where there are professional concerns for believing the child is in danger through their own vulnerability and the multi-agency work with the child is not effective in reducing the risk. If a professional has serious concerns about a child or young person's situation, they should refer the case to the SEARCH Panel. Considerations should be given to potential trafficking, modern slavery, sexual exploitation, honour based violence and forced marriage.
- **CURRENT CONCERNS**- Child/young person currently missing and has been missing more than seven days.
- **ESCALATION** - Gone missing or has run away on three or more occasions in the last 90 days.

The Referral Process

A social worker or lead professional (in consultation with partners) should use the **Risk Assessment** to assess the level of risk and refer to the thresholds outlined above before considering referral to the panel. Cases that are assessed to be at medium, high or very high risk should be referred and/or cases where the multi-agency work with the child is not effective in reducing the risk (and a MARM has taken place).

Practitioners should make a referral based on their professional judgements on the basis of harm, safety and risks to the child or young person.

Decisions made on those cases that do not meet the threshold for referral will be made by the Chair's of the SEARCH Panel.

The referral form will include space for brief comments on the child's circumstances, action taken and the risks the professional assesses the child is exposed to.

Agencies will need to identify the reason for the referral and include the reasons for their concerns and demonstrate the threshold is met for the referral.

Referrals should be made to the SEARCH Panel Coordinator electronically at search@hertfordshire.gov.uk and must include a Risk Management Plan.

Cut-off dates for referrals can be located in the shared SEARCH outlook calendar.

Emergencies

An emergency SEARCH Panel can be requested where a child is assessed as meeting the SEARCH Panel threshold and the risk of harm is so imminent that statutory agencies have a duty to act at once, rather than waiting for the next SEARCH Panel.

The referral should be made to the SEARCH Panel coordinator. Statutory agencies will be contacted at once. Non –statutory agencies will not be expected to attend but will be contacted to check what information they have and where there are specific actions they can take to address the risks to the child.

The SEARCH Panel will be held as soon as practicable.

Emergency action should be completed as a priority.

SEARCH Panel Agenda

The list of cases will be circulated four working days before the SEARCH Panel date.

Once each agency receives the agenda with the list of cases they should determine what information is held by their organisation. If the child does not reside in Hertfordshire, agencies should seek information from the equivalent agency within the relevant local authority. Permanent attendees will be expected to attend the SEARCH Panel to provide their expertise in the delivery of an action plan regardless of their current involvement with an individual child or young person.

Timeframe

These time periods will be strictly adhered to, to allow all agencies to have sufficient time to carry out the necessary checks.

Developing a Risk Management Plan

The SEARCH Panel will identify specific risks to the child/young person before agreeing actions which will be SMART (Specific, Measurable, Achievable, Realistic, and Timely)

Following a SEARCH Panel meeting, partner agencies should notify the lead professional and SEARCH Panel Co-ordinator on completion of actions and any additional information. At the following SEARCH Panel, any outstanding actions shall be noted and agencies asked to provide a verbal update as to the status of this action.

SEARCH de-registration

Individual cases will be closed when all partner agencies are in agreement that the identified risk/s have reduced or ceased and normal management processes are in place.

Information Sharing

Information will be shared at the SEARCH Panel under the Hertfordshire SEARCH Panel Information Sharing Protocol (a confidential declaration shall be read out and signed at each meeting) and in line with any relevant agency policies. In particular, partner agencies should ensure that personal data is clearly marked and kept securely within a passworded computer system or otherwise physically with appropriate levels of staff access.

- SEARCH Panel information should be marked RESTRICTED.
- All agencies will use a secure email for electronic communication.
- The SEARCH Panel Coordinator will act as the single point of contact.
- Where information is sent by another medium, this should be done in an appropriate manner, i.e. using 'Private & Confidential' where information is sent by post, 'To Be Opened by Addressee Only' to a named contact.
- If a case meets the threshold criteria and is being shared without consent, agencies must complete an "Information sharing without consent form"

Information shared at the SEARCH Panel

Only accurate information that is directly relevant to the safety of the child or young person should be shared at the SEARCH Panel. This includes;

- Basic demographic information and where there are adults involved pseudo names and their details.
- Information on key risks, including where appropriate professional opinion on the risks the child or young person faces.
- Any relevant history of running, and actions taken by individual agencies with the child or family.
- The voice of the child is provided by the relevant agency/ professionals working with the child, to support the child/young person and the risks they face.

Information sharing outside the SEARCH Panel

Where certain persons not signed up to the SEARCH Panel Information Sharing Protocols may need to be informed of certain facts, the decision to share information in these circumstances will be referred back to the SEARCH Panel under the confidentiality declaration.

Parents/Carers and Consent

Parents and carers will not be invited to attend the SEARCH Panel. However consent should be sought to discuss the child if running from home or subject of S20 accommodation. It will be the responsibility of the lead professional to feedback the outcome of the meeting and actions to be undertaken by the agencies in attendance.

The SEARCH Panel Meetings

The SEARCH Panel meetings will be held on the last Friday of each month (December's panel date will vary) from 09:30 – 13.00, dependent upon the cases discussed.

Meeting dates for the calendar year can be obtained from the SEARCH Panel Coordinator.

Meetings will be held at:

Hertfordshire Constabulary Headquarters, Stanborough Rd, Welwyn Garden City, AL8 6XF

SEARCH Panel Coordinator Contact Details

Hollie Curl
Missing Children's Coordinator
01438 01438 845415
search@hertfordshire.gov.uk

Services for Young People Targeted Youth Support

TYS RISK MANAGEMENT PANEL Terms of Reference

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Jeanette Williams**

TYS Risk Management Panel Terms of Reference

1. Introduction

The management of young people's risk and vulnerability is integral to the work undertaken by Targeted Youth Support (TYS) Teams. TYS recognises that rigorous oversight is needed for those young people assessed as being in higher risk categories.

TYS is committed to effective multi-agency working to manage the risk of re-offending, risk to self and the protection of the public by the operation of a countywide Risk Management Panel. This procedure sets out the functions and operation of the Panel and should be read in conjunction with TYS Risk Management Safeguarding Policy 2012.

2. Purpose of the TYS Risk Management Panel

The purpose of the TYS Risk management Panel is to ensure that risk is managed effectively within TYS and that there is high quality management oversight and accountability for all high risk cases including escalation of high risk cases where necessary to ensure shared multi agency responsibility to improve outcomes for young people. The Panel has the authority to override TYS team management decisions, amend Risk Management Plans, and escalate to other agencies at senior level where this is deemed necessary.

3. Frequency

The TYS Risk management Panel is held weekly on Thursdays except for the third Thursday of the month.

4. Membership of the TYS Risk Management and Safeguarding Panel

Panel membership is:

- Head of Service (Chair)
- Team / Practice Manager
- Case Worker/ PSR author
- Youth Justice Police Officer
- Forensic Adolescent Practitioner
- Hertfordshire Constabulary
- Youth Justice Specialist manager
- Administrator (responsible for minute taking)

Other people involved in the case should be invited as required, examples include:

- Bail/Remand manager
- Youth Justice Victim Liaison Worker
- Children's Services (social worker)
- AF-DASH representative
- Residential care worker

5. Criteria for Referral

Young People subject to youth offending intervention and meeting any of the following criteria should be referred to the TYS Risk Management Panel:

- Young person is sentenced to new ISS

- Young person is sentenced or remanded in Custody
- DTO release case before final review
- The young person has committed a serious specified offence
- Youth Justice Cases transferred in from other YOT
- Assessed as High ROSH in Assetplus
- Assessed as Medium ROSH for cases if impact is Major or Critical on the matrix on impact/likelihood judgements.
- Assessed as High and Very High Safety and Well-being concerns
- Assessed as HIGH Likelihood of re-offending (high YOGR score) indicative rating linked to high risk of Serious Harm and Safety and Well Being
- Any young person where gang activity/gang association is noted in Assetplus/and is suspected/reported/admitted
- Young person is a Child Looked After subject to an Out of Court disposal or Court Order
- Re-referral, due to significant event increasing Risk or Vulnerability/Safety & Wellbeing.

Those cases which do not meet the criteria but where risk concerns exist may be referred to the TYS Panel with the authorisation of the Service Manager. In all cases professional judgement and ensuring defensible decisions apply.

Where a significant event occurs that would increase risk or vulnerability this should trigger a review of the assessment and are referral to the Panel.

Where young people are identified in other forums and risk and safeguarding plans are already being monitored (Young Mappa, MAMCAG etc), they do not need to be referred to the Panel but the TYS Risk Management Panel administrator should be informed of their names to ensure a central record of all high risk young people in the County.

6. Referral process

A TYS RMP referral form (Appendix 1) must be completed by the case manager and forwarded to their line manager for gate keeping and authorisation.

Referrals should be received by midday on a Monday for the Thursday Panel.

Where external professionals are invited, the TYS Panel administrator will send out an invite letter.

7. Panel arrangements

Panels will be held at County Hall but Video conferencing facilities are available at Farnham House and Apsley. Workers presenting to panel may attend in person or via video conference facilities.

Each case will be allocated a time slot, case workers will be informed of the time allocated to their case.

The case worker should present their case succinctly and the chair will invite other members to discuss if the Risk Management Plan is sufficiently robust. Childview will be available for the Panel to review

Case workers should note that the Panel is there to determine if the risk associated with the case is being managed appropriately. The Panel is not a forum for wider case discussion. For this reason case workers should attend Panel with a clear Risk Management Plan.

8. Outcomes at TYS Risk Management and Safeguarding panel

There are three possible outcomes from TYS Risk Management and Safeguarding Panel:

1. Case is not adopted and is managed by the local TYS team risk management process in line with management supervision and management team meetings.
2. Case is adopted and actions are documented and copied to the line manager and senior manager for follow up within specified timescales.
3. Case is escalated to the relevant TYS Head of Service and/or to senior manager in adult/children services.
4. There are needs meeting the criteria for SEARCH or Transition to Adulthood Panel. Following the relevant Panel's terms of reference, a referral is made accordingly.

9. Follow up of Actions

All identified actions must be followed up. A Panel Actions form will be completed and copied to all relevant TYS managers for management oversight.

10. Reviews

All cases remaining under TYS RMP will have a review date which is set by the Chair. If risk is being managed effectively at point of review the Panel will agree that the case be managed by the local TYS team risk management process. For cases due for closure, an exit strategy must be completed on all high risk cases a month prior to case closure.

11. TYS Risk Management Panel Minutes

The Panel administrator will be responsible for accurately recording:

- Chair, Date, Panel Members in attendance
- Record of all decisions
- Risk identified
- All agreed actions to manage the risk
- Completed TYS Risk Management and Safeguarding Panel Actions form; who is responsible for actions and agreed completion date.
- Emailing the TYS Panel Actions form to worker and relevant manager
- Review date if applicable

12. Confidentiality

The content of the Panel meeting is confidential. Any information shared must be done so with adherence to Information Sharing Guidelines.

13. Confidentiality Statement

In working with offenders, victims and other members of the public all agencies have agreed boundaries of confidentiality.

The information contained in the Risk Panels respects those boundaries of confidentiality and is shared under an understanding that:

1. Cases are discussed in circumstances where it is felt that the risk presented by or to the young person is so great that issues of public or individual safety outweighs those rights of confidentiality.
2. These minutes are closed under the Freedom of Information Act 2000 under one or more of the following reasons:
 - a) Investigations and proceedings by Public Authorities (S.30 (1) (B))
 - b) Health and safety (S.38)
 - c) Personal information (S.40)
 - d) Information provided in confidence (S.41)
3. The discussions and decisions of the meeting take account of Article 8.2 European Court of Human Rights, with particular reference to:
 - a) Public safety
 - b) The prevention of crime and disorder
 - c) The protection of health and morals
 - d) The protection of the rights and freedom of others

All documentation will be marked RESTRICTED.

These minutes should not be photocopied or the contents shared outside of the meeting without the agreement of the Chair. Minutes should be kept in the RESTRICTED or CONFIDENTIAL section of agency files.

If further disclosure within your agency is felt essential, permission should be sought from the Chair of the Risk Panel meeting and a decision will be made (share on a need-to-know basis, share information which is proportionate and necessary) as to what information can be shared.

14. Diversity Statement

Services for Young People is committed to equal access to services for all groups, particularly in relation to race, gender, gender identity, age, religious belief, sexual orientation and disability, and to ensuring that policies and procedures do not draw on stereotypical assumptions about groups or contain any elements that will be discriminatory in outcome.

In undertaking its work, the agencies involved in SfYP Risk Panels will be sensitive and responsive to people's differences and needs and integrate that understanding into the delivery of its function in order to ensure that nobody is disadvantaged as a result of their belonging to a specific social group.

APPENDIX 1

Section 1: Completed by Referrer

Date Referral sent		Approved by (line manager)	
Young Person name		DOB	
ICS / Asset Number		Ethnicity	
Caseworker		Team	

Please indicate how the case meets the criteria for Risk Panel:

Scored High to Very High in ROSH section of Asset and where a ROSH is completed	
Assessed High to Very High in vulnerability section of Asset	
Scores 30 or above on Asset or scoring 4 or more in any section and is assessed as posing a medium to high level of harm to others or themselves.	
Very high risk young people where PSR is adjourned for specialist assessment	
Case meets Police Prolific and other Priority Offender criteria	
All new sentenced Youth Justice ISS cases	
High risk transfer – in Youth Justice cases	
A new custody case (cases to be referred 3 months prior to release)	
TYS case scoring 30 or more on YYS assessment	
High or Very High risk homeless 16/17 year olds	
Care leavers assessed as High Risk on the 16+ risk assessment	
Other (must have authorisation of Service Manager)	
Re-referral, due to a significant event increasing risk or vulnerability	

Briefly explain current risk / reason for referral:

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Briefly explain current Risk Management Plan:

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List details of other agencies/professionals to invite:

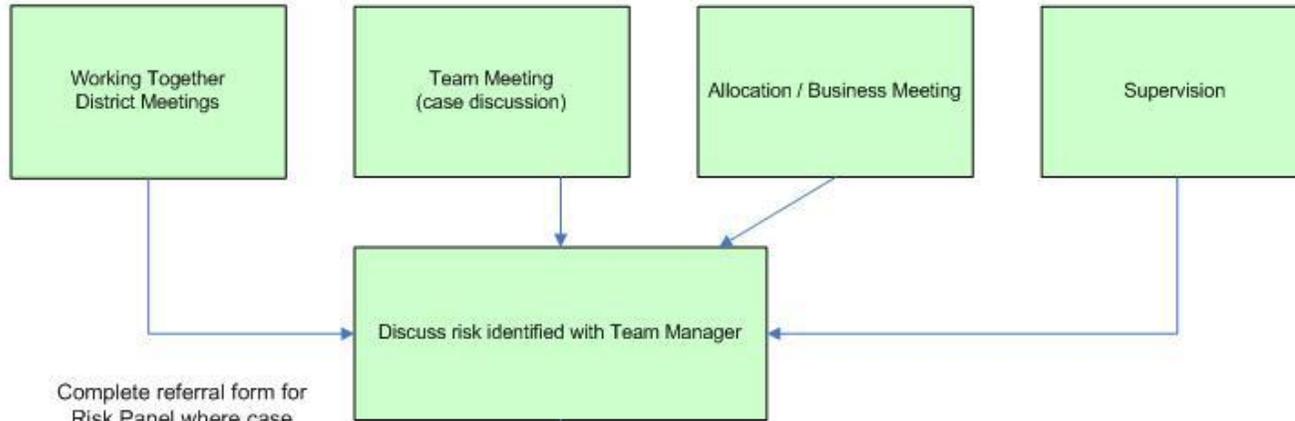
Name	Job Role and Agency	Contact details

Please send completed referral forms AND a copy of the Risk Management Plan to the Risk Panel Administrator, Michele Donovan: michele.donovan@hertfordshire.gov.uk

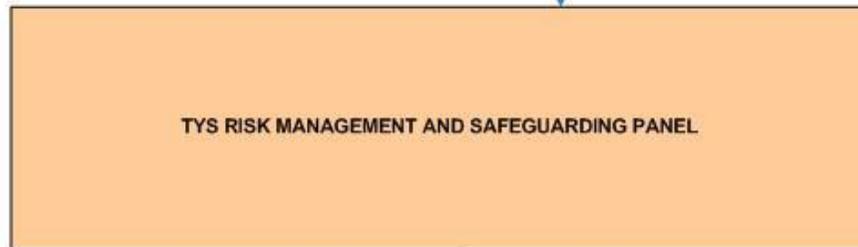
Forms *must* be received by midday on the Friday before the Tuesday Panel

TYS Risk Management

Risk could be identified at one of the following groups / meetings



Complete referral form for Risk Panel where case meets criteria



Any development needs reported to chair of YYS QA group



TYS Risk Panel works within context of other risk management groups / panels



Any risk unable to be managed appropriately must be referred to the relevant Service Manager who will raise at PMG



Transition to Adulthood Panel

Terms of Reference & Referral Form

Oct 17

Introduction

This is the multi-agency risk management panel for vulnerable young people who are **transitioning into adulthood** and have complex needs that require complex co-ordination and a multi-agency response. Cases considered will include **children in need, children looked after and care leavers**. It is the expectation that those involved with the young person (across the agencies) have been working together to address needs and risks.

The purpose of the panel is to provide advice, guidance and support to strengthen risk management planning where there are difficulties in progressing care plans for young people aged 17 years and up to 25 years (where a care leaver or LDD). The panel will collaborate to simplify and improve services to young people where there may be difficulties in managing locally (an escalation panel). The panel will assist where there might be barriers to progressing plans.

Accountability

Panel members are accountable to the management structures in their employing organisation. Matters that cannot be resolved between those organisations may be referred to the Chair of the Safeguarding Children Board to resolve.

Aims of Panel

The aims of the Panel are to:

- Respond to escalation requests for the co-ordination of complex multi-agency arrangements.
- Take responsibility outside of the panel for co-ordinating emergency multi agency meetings where necessary
- Make recommendations about individual care or treatment packages
- Assist and advise local teams and services in their joint work to create local solutions
- Agree a joint risk management plan for individual young people as appropriate, to be owned and implemented by all agencies represented
- Monitor and review the progress of the young people registered with the panel

Principles

- The Panel is available for escalation of cases only, where there are barriers in progressing the case at a local level
- Panel contributions will be young people centred, taking into account the voice of the young person and their safety needs with a primary focus on improving outcomes
- The ethos of the Panel will be centred around a “can do” and co-operative approach
- Multi-agency working will provide the framework for all young people centred decisions.
- All cases will be treated with sensitivity to gender, disability issues, cultural, ethnicity, race and religious background.

- Decisions should enable a young person to live as normal a life as is possible within a local environment.
- If it is felt additional funded resources are necessary panel members may recommend a referral to resource panels i.e. Hertfordshire Access to Resources Panel (HARP) or Multi Agency Panel (MAP)
- Outcomes may require specific intervention of more than one agency.

Membership

Representatives nominated by: Services for Young People, Child & Adolescent Mental Health Services, Children Looked After/Care Leaver Health Team, Deputy Designated Nurse for LAC and CLs, Children Looked After Service, AF-DASH, CGL (Spectrum), 0-25 Together Service, Community Mental Health Service, Herts Young Homeless, Police (safeguarding representative), Virtual School, Adult Care Services
The Panel will be chaired by Head of Service, Vulnerable Young People or Service Development Manager, Vulnerable Young People. Any member of the Panel who cannot attend must notify the **Panel Co-ordinator** and ensure an appropriate representative from their service. The minimum Core membership, which allows the Panel to be quorate, is the Chair and representation from each of the agencies contributing to the plan.

Panel members are expected to check their agency records ahead of the panel meeting and contribute information and support options as appropriate. Panel members need to be decision makers or are able to directly take forward requests to decision makers. It is the panel attendee's responsibility to ensure that their agency's records are updated with the details from the panel and the multi-agency plan for the young person/child

Frequency

The panel will be held monthly, on the last Thursday morning of the month. The panel will end by 1.30pm or sooner depending on the number of cases to be heard.

Criteria for referral

- Care leavers who do not meet the National Eligibility Criteria (under the Care Act 2014), however they have a need for some form of service in their adulthood.
- Children Looked After (aged 17+) where their needs are likely to fall just below the Eligibility Criteria and planning for transition into adulthood requires early planning with adult services, ahead of the young person turning 18yrs.
- Transition planning for young people approaching adulthood where they are moving into the community or returning to family and the risk management/support plan is complex.
- Local risk management arrangements are not affecting any change for a
- vulnerable young person aged 17yrs+ and high risks exist.

Referral Process

- Referrals can be made by professionals from health or children's social care, using the referral form (Appendix 1) and emailing this to the **Panel Co-ordinator** michele.turner@hertfordshire.gov.uk
- Referrals must be approved by the relevant Head of Service /senior manager prior to presentation.
- Referrals will be subject to some triage to ensure that they are relevant for the purposes of the Panel.
- The allocated case worker will present the proposed plan to the Panel.
- The referrer must evidence that they have worked in partnership with individual agencies and other professionals to achieve a positive outcome for the young person and have sought to develop a multi-agency plan.
- Cases should be referred to the Panel Co-ordinator at least 7 working days in advance of the meeting so that triage can take place and so that Panel members can check their agency information and add additional comments.
- Any referrals received after the 7 working days (in advance of Panel) will be considered for the next month's Panel.
- Reports and supporting documentation should be typed and submitted electronically for ease of distribution.
- The Report should be presented using the referral form (see Appendix 1). The information to be provided includes name and date of birth of child/young person, current concerns, details and reason for being presented to Panel. Information of current agency involvement needs to be included.
- The Panel Co-ordinator will circulate documents to Panel Members four working days in advance of the meeting.
- Urgent cases that require discussion/decisions before the next panel date should be resolved by telephone and/or e-mail by the workers and managers involved in the case.

Panel Registration and De-registration

Where cases are complex and require continued central oversight, the panel will register the case and request that an update is re-presented to the panel at a later date. De-registration will be agreed once risks and needs have reduced and local management will suffice. A summary of the case (from first to final panel presentation) will be made in order to contribute to an evaluation of the Transition to Adulthood panel.

Family Safeguarding and 0-25 CIN Case Management Panel

Terms of Reference

June 2018

Introduction

This is the Family Safeguarding and 0-25 Head of Service (HoS) CIN Case Management Panel for vulnerable children with complex needs where the team manager feels the case is not progressing appropriately, a partner agency has requested an escalation, to resolve conflict where any professional considers another group should contribute more/differently and/ or the CIN case has been open for 1 year.

The purpose of the panel is to provide advice, guidance and support to the case holder and their manager by advising on engagement issues, overcoming barriers to meeting children or parent's needs, strengthen risk management planning or if there are barriers with multi-agency involvement. The CiN panel can escalate cases of high risk arising from children's unmet complex needs or there are disputes about which agency should provide services, to the complex needs case panel.

Accountability

Panel members are accountable through the management structures.

Aims of Panel

The aims of the Panel are to:

- To provide a forum for consultation and resolution for Service Managers, Team Managers and Social Workers in the following:
 - CIN cases that are stuck
 - CIN cases that have been open for 1 year
 - CIN cases where there are barriers with multi-agency involvement or service provision
 - Resolve disputes between partner agencies about the effectiveness of the work/plan or escalation of the plan to child protection or care proceedings
 - Partner agencies to escalate open cases where they have concerns regarding the lack of progress.

- Agreement for the case to be presented to the Complex Care Panel

- Recommend where the child has been subject to a single continuous CiN plan for more than 12 months the next review meeting should be independently chaired by a Child Protection Conference Chair or Independent Reviewing Officer.

- Exercise delegated responsibility for the individual support interventions that require funding.

- Prioritise Family Safeguarding services e.g. adult worker intervention.

- Produce a clear CIN/action plan.

Principles

- The Panel is available for presentation of cases, where there are barriers in progressing the case
- Panel contributions will have a primary focus on improving outcomes for children and families
- The child's views and the views of carers will be taken into account
- The ethos of the Panel will be centred around a "can do" and co-operative approach
- All cases will be treated with sensitivity to gender, disability issues, cultural, ethnicity, race and religious background.
- If it is felt additional funded resources are necessary and are outside the delegated authority of the HoS the panel may recommend a referral to resource panels i.e. Hertfordshire Access to Resources Panel (HARP) or Multi Agency Panel (MAP)
- Outcomes may require specific intervention of more than one agency.

Membership

Panel membership:- Head of Service for Family Safeguarding and 1 FS Service manager (rota basis) and business support officer.

The Panel will be chaired by the Family Safeguarding HoS. Any member of the Panel who cannot attend must notify the Panel business support officer and, if possible within 48 hours to allow cover to be organised.

Frequency

The panel will be held monthly, on the last Thursday of the month. The panel will sit from 10am until 12.00 noon.

There will be 4 slots available and should be booked with the business support officer. (HoS PA)

Process

- Team manager or social worker to book slot with business support officer
- Cases should be referred to the Panel support officer at least 7 working days in advance of the meeting.
- The team manager and the allocated case worker will present the case.
- Urgent cases that require discussion and/or decisions before the next panel date should be resolved by telephone and/or e-mail by the workers and managers involved in the case.

Records Notes taken by the business support officer, relating to individual children will be placed on individual case records by the child's case worker.

