

Case Management Review Panel Protocol

Children's Social Care

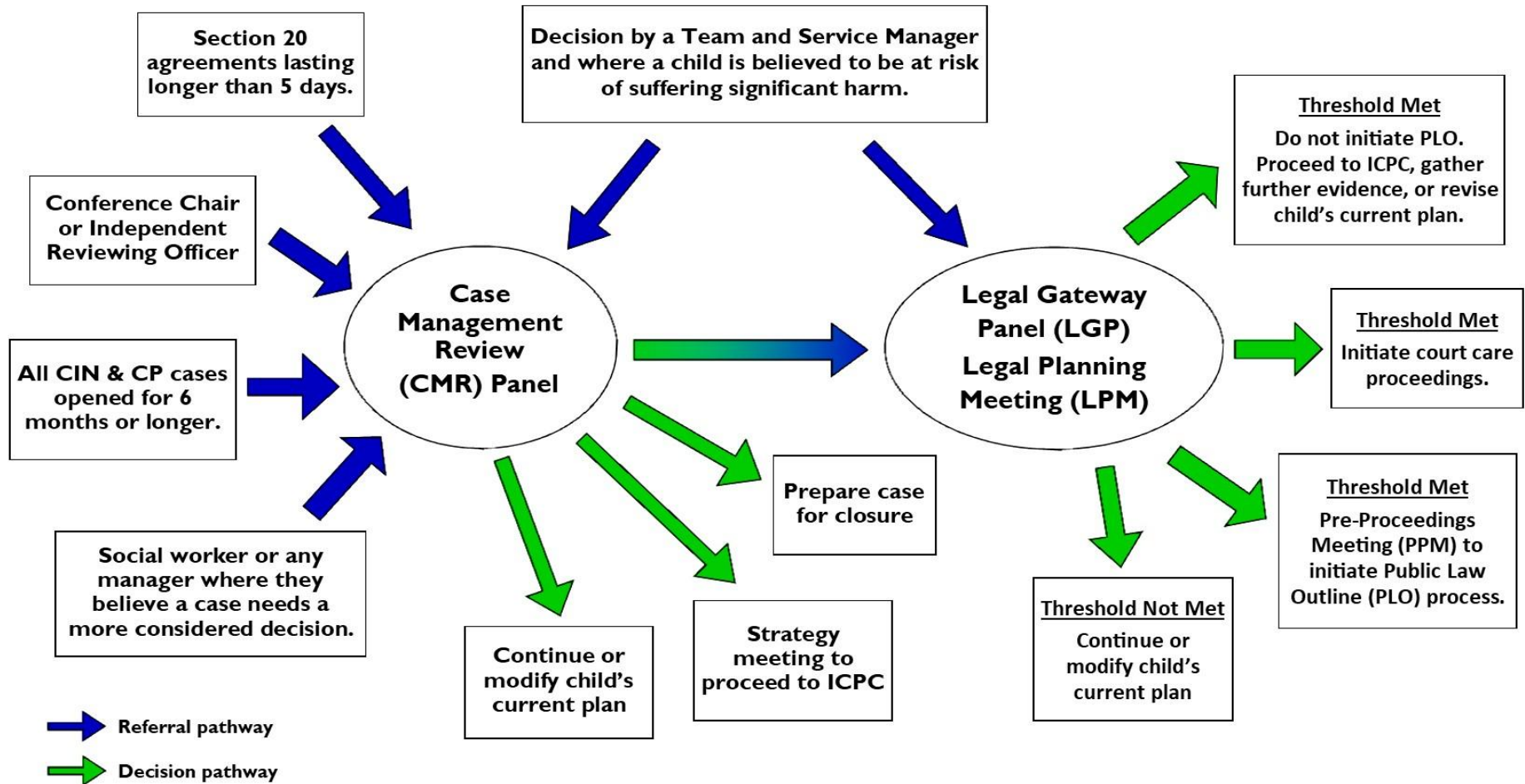
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Table of Contents

CMR & LPM Flow Chart	3
Purpose of CMR panel.....	4
Referral process for CMR.....	5
Panel process and agenda.....	5
Outcomes and decision making.....	6
CMR panel referral form.....	7

Case Management Review and Legal Gateway / Planning Meeting Referral and Decision Making Flow Chart



I Purpose of Case Management Review (CMR) Panel

- I.1 The purpose of the CMR panel is to provide oversight and constructive challenge on children's plans. The aim is to:
- a) Test the effectiveness of plans for children,
 - b) See if plans are SMART and adequately address the child's safety and welfare needs,
 - c) Prevent unnecessary drift and delay in planning for children,
 - d) Provide recommendations and decisions aimed at progressing a child's plan in the most timely and effective way possible.
- I.2 The panel will meet every week on a date selected by the chair. It will be chaired by a head of service or a service manager. Panel members will also include:
- a) One children's service manager at team or service manager level representing R&A, FSCP, Looked After Children, Early Help, and Independent Reviewing areas of the service (four managers total),
 - b) One Signs of Safety champion practitioner, if available
 - c) The manager of the Staying Together team
 - d) Any other professional or agency representative who has knowledge or involvement with the family that the panel chair deems would be important to the case discussion and recommendations likely to be made (note: these representatives should only be present for cases deemed relevant to their involvement)
- I.3 Quoracy for the panel will be the chair and at least two additional panel members. Panel members should not exceed eight for any given meeting.
- I.4 Panel members must declare any involvement or pre-existing knowledge of a case being presented in the meeting.
- I.5 **The CMR panel will review cases in the following circumstances:**
- a) Any case open to children's services for a period of six months or more (CIN or CP)
 - b) Any cases where a child is accommodated under Section 20 agreement and there is no plan for reunification within five days
 - c) Where a social worker and team manager believe a case complexity warrants further management consideration to help with case planning
 - d) Where a social worker and team manager believe a child is at ongoing risk of significant harm and further safeguarding measures are being considered
 - e) Where a conference chair or IRO recommend a referral is made due to safeguarding or care planning concerns for a child

Referral Process for CMR Panel

- I.6 Any case that meets the criteria under Section 1.5 can be referred to CMR panel. Referrals will be completed by the allocated social worker using the referral form contained on page 7, which can be accessed under forms on Liquid Logic.
- I.7 All referrals must be completed and submitted to the panel business support person at least two working days before the panel date. Any late submissions or those submitted incorrectly may be deferred to another panel date in order to be properly submitted and considered.
- I.8 Panel members are expected to read all referrals and come to panel prepared with questions and comments.
- I.9 Referrals should be succinct and contain just enough information for the panel to have an understanding of the significant events in a child's life and to inform discussions and key recommendations. It should not unnecessarily cut and paste complete reports or previous information on file. Additional reports should not be submitted along with a referral form unless the chair gives agreement.
- I.10 The chair will decide which cases are properly prepared or are given priority to be heard at any given panel.

Panel Process and Agenda

- I.11 The panel will be chaired by a Children's Service head of service or service manager. The chair is responsible for facilitating discussions in a timely, respectful and focused manner using the agenda set out in Section 1.13 below.
- I.12 Panel membership and quorum is outlined in Sections 1.2 and 1.3 above.
- I.13 **The agenda for the panel will be as follows:**
 1. Purpose of panel
 2. Statement of conduct and confidentiality
 3. Introductions
 4. Review of previous recommendations and decisions
 5. Case presentations (should be a maximum of six per panel)
 6. Review of panel recommendations and decisions
 7. Any other business
 8. Next date and adjournment
- I.14 **The agenda for case presentations will be as follows:**
 1. Social worker or their manager gives brief case summary and what they are seeking from panel (5 mins max)
 2. Chair opens discussion from panel members (10 mins)
 3. Chair summarises discussion and recommendations or decisions made (5 mins max)

- I.15 In order for panel to proceed in a timely and focused manner it requires panel members to come prepared having read all referrals prior. It also requires Social workers and their managers to complete referrals properly and present in a succinct and focused way.
- I.16 **The statement of conduct and confidentiality reads:**
- The panel will proceed in a respectful manner. This means language or actions that are offensive or discriminatory is not tolerated. Please turn your phones to silent and excuse yourself if you need to take an urgent call. The panel and its chair aim for the meeting to provide constructive feedback and considered recommendations.*
- Information shared is confidential and is not to be discussed outside this meeting without proper consent or purpose to do so. Panel reports must be confidentially shredded and minutes from the meeting securely stored in accordance with the Data Protection Act.*
- I.17 Panel members are expected to support the chair in ensuring the meeting takes place in accordance with the agenda and statement of conduct and confidentiality.
- I.18 The meeting will be coordinated and minuted by a business support worker. **All referrals to panel are to be emailed no later than two working days before** to the designated business support person.
- I.19 Due to time constraints the chair may have to bring an end to discussions, prioritise which cases are heard at panel, and designate cases to be tabled to another meeting.

Outcomes and Decision Making

- I.20 When reaching recommendations and decisions the chair should solicit the views of all panel members. Any panel member can request their view be recorded in the minutes.
- I.21 The chair will normally concur with the majority view of the panel members in reaching panel recommendations and decisions. Where the chair makes recommendations or decisions against the view of the panel, the dissenting views will be recorded.
- I.22 The panel is able to make the following recommendations and decisions:
- a) That a multi-agency meeting or family network meeting with the family takes place within 10 working days to review and revise the child's current plan to consider recommendations made by the panel (including preparing case for closure)
 - b) That a strategy meeting take place no later than three working days to consider whether a child protection conference should be convened
 - c) That the case proceed to a legal planning meeting
- I.23 The panel should reserve itself to making recommendations only, leaving responsibility for the detailed child's planning for the involved social worker, family members, and professional network. Certain decisions may have to be taken where the chair believes the safeguarding of a child from significant harm warrants such direction.
- I.24 The panel chair must complete and sign a panel decision sheet within the CMR panel meeting with the recommendations and decisions agreed. This will be handed to the minute taker so that business support can scan and upload the form onto the child(ren)'s file on LiquidLogic that reflects "CMR Panel Decision". This will be uploaded within one business day of the panel meeting.

- I.25 Minutes of the meeting will be completed by the business support minute taker within three working days of the panel and forwarded to the chair for review. Minutes must be approved by the chair and the relevant discussion parts of the panel for the child(ren) are to be uploaded onto the child's LiquidLogic record by the minute taker within five working days of the panel.
- I.26 Team managers and the respective social worker are jointly responsible for seeing that recommendations made at the panel are considered and actioned as part of any planning for the support of child(ren) and their family. They are also jointly responsible for ensuring that decisions made by the panel, especially in respect to safeguarding concerns, are actioned within the timescales given.
- I.27 If there is any disagreement with the recommendations or decisions made by the panel, the social worker and team manager need to discuss these concerns and raise these with their service manager as soon as possible. If disagreements persist then consideration is to be given to seeking resolution through the use of the [Internal Children's Services Escalation Procedure](#).

Case Management Review (CMR) Panel Referral

Name of Worker	Team	Date

Relevant Family Members (starting with the children):

Name	Date of Birth	Ethnicity	Relation to child (or self)

Who else is part of the family's support network? (friends, professionals, community members)

Name	Role

Has a family network meeting already taken place? Yes No

Is there a safety plan already in place for the child(ren)? Yes No

If you answered no to any of the above questions, please explain why:

Brief summary of the main issues in the case
 (Only write the key events that took place for the child/ren that led to this referral being made)

What recommendations or decisions are you seeking from the panel?

(Think about what the panel can do to help create a better and safer outcome for the child/ren)

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Views of the parents/carers

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Child/ren's wishes and feelings

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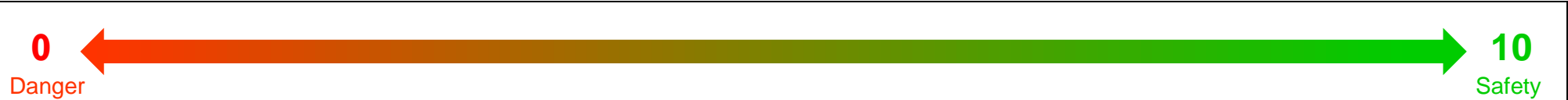
Signs of Safety Case Summary

Child/ren's Name	Date of Birth	Ethnicity	Disability/Special Need

What are we worried about?	What is working well?	What needs to happen?
Past Harm	Existing Strengths	Next Steps
Future Danger	Existing Safety	
Complicating Factors		

Danger Statement	Safety Goals

On a scale of 0–10 where 10 means the child(ren) are safe enough and we no longer need to be involved and 0 means things are so dangerous for the child(ren) we must take action to remove them and place them in the care of someone safer, where do you rate this situation today?



Name	Role or Relation to Child	Scaling	Reasons

Referral Completed and Authorised by:

Name of Worker	Signature	Date
Name of Team Manager	Signature	Date
Name of Service Manager	Signature	Date

Please note that referrals that are submitted late, incomplete, or unsigned may be rejected and deferred by the panel chair.

This sheet to be completed by the panel chair or their designate.

Panel Recommendations and Decisions

Name of Child/ren	Name of Worker	Team

The panel agreed that:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

- Refer to LPM Strategy meeting for ICPC Continue child's plan Plan for closure

What is the rationale for the recommendations and decisions made:

Name of Chair

Signature

Date