

Title/Status-	Terms of Reference - Multi-Agency 'Complex Risk' Meeting
New Document or Revised	Revised
Responsible Head of Service	Children In Care
Review Due Date	September 2025

Leicestershire Procedure for Terms of Reference- Multi-Agency 'Complex Risk' Meeting

Applies to-
Children in particular circumstances

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Children in Care, Care Leavers and UASC Multi-Agency 'Complex Risk' Meeting Terms of Reference

1. Introduction

The aim for Multi-Agency Complex Risk Process is to provide a consistent response to the risk management of our 'low', 'medium' and 'high' risk children or young people. To provide a structure which ensures a joined up multi-agency approach which will create more effective safety. Children and young people who should be considered by this process are assessed as displaying increased risk-taking behaviour; over and above behaviour and risks associated with children or young people who have experienced disruption, loss and trauma.

Low Risk: No immediate risk of significant harm, primarily cumulative risk-taking behaviour which is having a negative impact on safety and well-being. Use of monthly multi-agency panels for Children in Care, UASC and Care Leavers to support with identification of strengths and network which will mitigate risks.

Medium: Risk: Actions and behaviour is resulting in child or young person being at risk of significant harm and the likelihood of escalating harm and long-term impact should the behaviour and actions continue. Although limited there are strengths or an identified network that will mitigate risks. Use of monthly multi-agency risk management meeting individualised for the young person.

High Risk: Actions and behaviour is resulting in child or young person being at immediate risk of significant harm. The risks are assessed as significant and physical and emotional harm is likely; consideration of more secure care or deprivation of liberty is required to ensure the safety of the child or young person. Use of weekly multi-agency risk management meeting individualised for the young person.

The Children Acts of 1989 and 2004 set out specific duties: section 17 of the Children Act 1989 puts a duty on the local authority to provide services to children in need in their area, regardless of where they are found; section 47 of the same Act requires local authorities to undertake enquiries if they believe a child has suffered or is likely to suffer significant harm. These duties placed on the local authority can only be discharged with the full cooperation of other partners, many of whom have individual duties when carrying out their functions under section 11 of the Children Act 2004

Core Values and Behaviours – the foundation for practice

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2. Legal Context

Children Acts of 1989, 2004 and 2022
Working Together 2018

3. Related Procedures

The Complex Case Process should not be applied in isolation of other related procedures where they are relevant such as CCE and CSE risk assessment tool and HSB assessment tools and processes.

Child Sexual Exploitation

http://www.proceduresonline.com/llr/childcare/leicestershire/user_controlled_lcms_area/uploaded_files/9%20%282%29-%20SIGN%20OFF%20Initial%20response%20to%20Children%20Young%20People%20at%20risk%20of%20Child%20Sexual%20%20Exploitation.pdf
http://www.proceduresonline.com/llr/childcare/leicestershire/user_controlled_lcms_area/uploaded_files/9.%20CSE%20team%20operating%20protocol%2030Nov16%20%283%29%20%282%29.pdf

Child Criminal Exploitation

http://www.proceduresonline.com/llr/childcare/leicestershire/user_controlled_lcms_area/uploaded_files/9.%20CSE%20team%20operating%20protocol%2030Nov16%20%283%29%20%282%29.pdf
http://www.proceduresonline.com/llr/childcare/leicestershire/user_controlled_lcms_area/uploaded_files/East%20Mids%20Child%20Criminal%20Exploitation%20Framework%202019-2021.pdf

Harmful Sexual Behaviour

https://llrscb.proceduresonline.com/files/harmful_sex_beh.pdf



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4. Purpose of the 'Complex Risk' Meeting

- To create and review the Safety Plan for children and young people who have been identified as being Medium or High risk (against the 'Complex Risk Flow Chart').
- To provide a multi-agency forum to co-own the plan and decisions
- To agree SMART actions to be implemented across all partner agencies and safety network to mitigate risk.

5. Membership, Roles and Responsibility

Membership for Complex Case–Vulnerable Young People's Panel

If the identified members can't attend, they are responsible for identifying a replacement.
NB – Attendance will vary for the CIC Panel and Care Leaver Panel

Job Title/ Organisation
Children in Care/ Care Leaver Team Manager-Chair
Youth Justice Manager
Adult and Communities West Service Manager
Virtual School Specialist Education Advisor – Post 16
SEN Officer
Police Safeguarding Partnership Manager
Named Nurse for LAC (LLR)
Primary Mental Health Worker LAC
YAD Manager
DWP representative
CCE/CSE team manager
Turning point

Membership for Complex Case – Medium and High Risk Meetings

All partner agencies that are involved or providing response to the child young person, including but not exhaustive of:

- Health, Police, YOS, Probation, Housing, District Council Representative, social worker, care provider, transitions, adult social care
- Young person
- IRO
- Foster carer

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- Safety Network Lead

Quoracy

- An expectation for quoracy has not been set as each case will require different representation.
- However, it is expected that Children's Social Care will not be the only organisation in attendance.

Roles

- All partner agencies will take an equal position within the meeting.
- Children's Social Care Service manager representative will be the lead chair for the Complex Case –Vulnerable Young People's Panel and Complex Case – High Risk Meeting (First and Every 3rd)
- Childrens Social care, Children in Care, UASC or care leavers Team Manager, will be the lead chair for the medium risk complex case meeting.

Responsibility

- Partner agencies, Safety Network and Young person will commit to ensuring information is shared in a transparent, open and respectful way
- All participants will co-own the plan and agree a risk rating.
- All participants will ensure that actions are owned and implemented.
- Regular non-attendance of partner agencies will be escalated by the Chair
- Minutes of meetings will not be taken, but agreed actions and updated Safety Plan will be recorded by the Children's Social Care representative and distributed to all parties.

6. Frequency Of Meetings

Low Risk – Bi-Monthly Panel Meeting

Medium Risk – Monthly Meetings (Frequency can be altered due to increasing/decreasing risk)

High Risk – Weekly Meetings (Frequency can be altered due to increasing/decreasing risk)

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7. Sign Off for Terms of Reference

- Terms of reference to be agreed at the Children and Family Partnership board
- Full details of any proposal to alter these terms of reference must be delivered in writing to the Chairperson and alterations will need to be agreed at the Partnership board.

8. Appendices

Appendix A – Flow Chart for 'High risk/complex' cases

Appendix B – Signs of Safety Mapping Tool

Appendix C – Safety Plan



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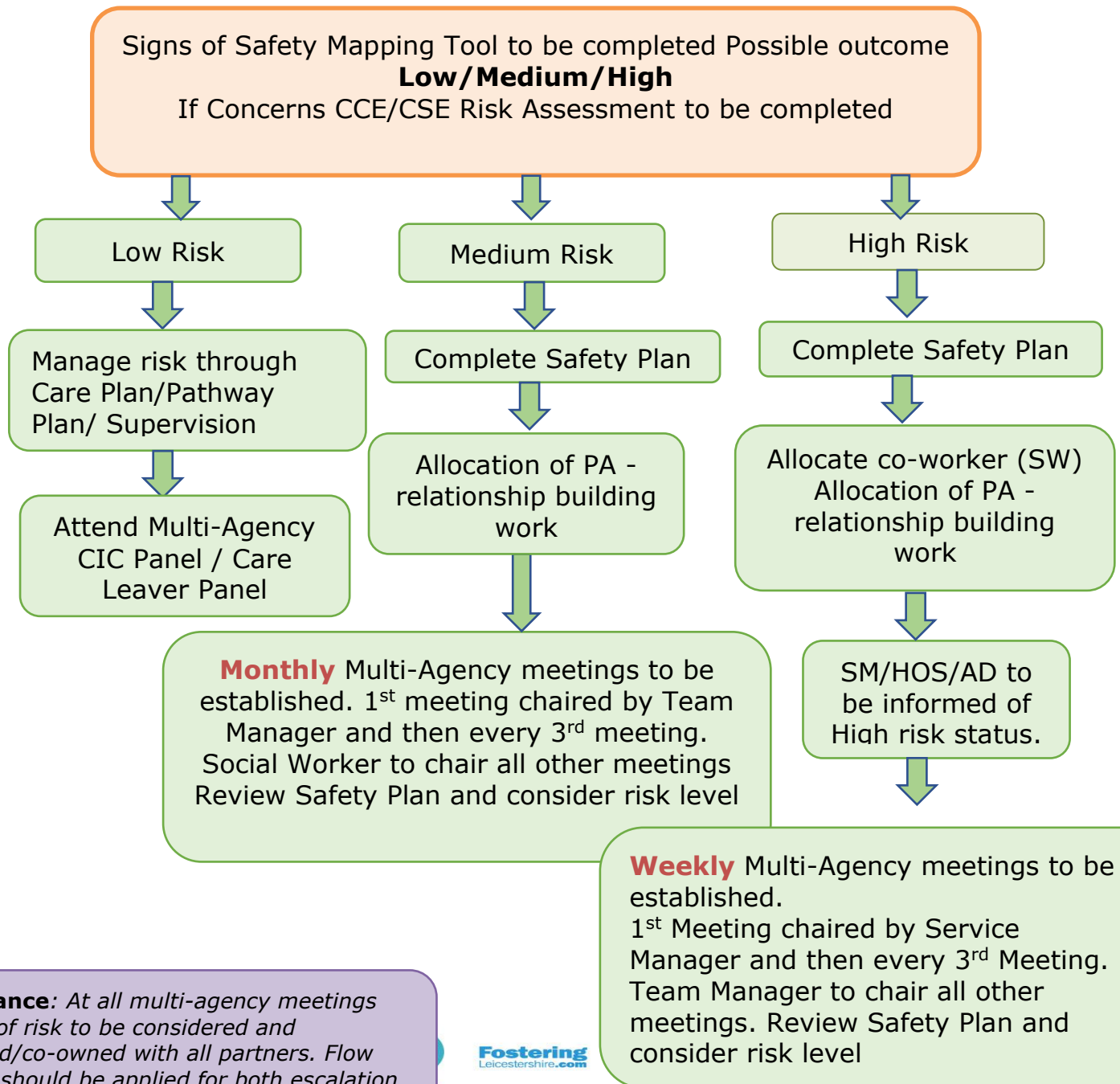
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Appendix A - Flow chart for high risk, complex cases

Guidance: Cases should be considered against the Complex Risk Cases Flow Chart when there is an increasing level of concern assessed by the allocated social worker. This increasing risk/concern to be discussed in supervision/management oversight and management agreement given to begin the Complex Risk Cases Flow Chart



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Referral to Complex/High
Risk Meeting Chaired by
HOS - Safeguarding

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Appendix 2

Mapping Questions

https://leicestershiretotara.learningpool.com/pluginfile.php/76633/mod_resource/content/3/Qs.pdf

Mapping example

https://leicestershiretotara.learningpool.com/pluginfile.php/76634/mod_resource/content/3/ex.pdf

What are we worried about	What's working Well	What needs to happen
Harm	Existing Strengths	Safety Goals
Complicating Factors	Existing Safety	Next Steps

Danger Statements		
<div style="text-align: center; font-weight: bold; font-size: 1.2em;">Safety Scale</div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 20px;"> 0 10 </div>		

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Appendix C – Safety Plan

This is a Safety Plan for:						
Date this plan was made:			Date this plan will be reviewed:			
These are the people who are part of your safety plan & their contact details:						
Danger Statements (whose worried, what they are worried about, and possible impact to you if nothing changes)			Safety Goals: (what we want to see happen to be able to be confident that you will be still be safe when are no longer working with you are your family)			
Bottom Lines: (these are the things that are non-negotiable, the things that must happen)						
These are the things that your safety network agree to do to keep you safe						
Area of concern	Actions to reduce risk	Who will complete them and when	Risk Rating Low Medium High			Review

Name		Signature		Relationship to Child		Date

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