



Centre for Professional Practice

DUDLEY MBC CHILD IN NEED REVIEW PANEL

Terms of Reference

1. Intended Outcomes

The Child in Need Review Panel provides oversight and guidance of children subject to child in need planning established to achieve improved outcomes for children and families by:

- Ensuring children and families do not remain open to statutory services longer than necessary
- Providing clear and concise guidance around the progression of the plan
- Allowing independent oversight through the participation of Safeguarding and Review
- Analyzing patterns and trends in order to inform existing and future service provision by providing focus on key areas affecting children in need and their families within Dudley
- Ensuring all service provisions are considered and included where applicable during the child in need planning
- Helping to promote a seamless service to children and their families

2. Main Activity

The Panel will address the following key issues:

- Ensure senior management oversight of child in need plan in order to provide scrutiny and challenge regarding the direction and progression of the plan



- The meeting will consider the circumstances in which the child in need plan was identified as being necessary, and ensure that the involvement and actions remain SMART
- The first review will take place at a key point, being the third child in need meeting, (around 12 weeks) of the child in need planning in order to ensure timely decision making as deemed appropriate
- Subsequent reviews will be determined at the first review to ensure those child in need plans continuing after the third child in need meeting remain effective
- Report on key themes featured within child in need planning in order to inform service provision across all services
- Ensure that child in need plans are robust and are preventing issues escalating to reduce the likelihood of child protection or children becoming looked after
- Identify circumstances in which all provisions have been exhausted within the child in need planning to inform and evidence why escalations are necessary
- Ensure that appropriate measures are included within any recommendations of action made from the panel

3. Protocol and Function of the Child in Need Panel

Referrals of new cases to the Panel must first be agreed and signed by the relevant Service Manager;

- Referral forms and all relevant documents must be submitted electronically to the Panel Administrator via email to CINReviewPanel@dudley.gov.uk by 4pm **on the Monday before** the next scheduled Panel;
- The Panel Administrator will finalise and circulate the agenda as well as supporting documents and notify Team Managers and Social Workers when their cases will be discussed at panel
- The Team Manager and Social Worker will attend at their allocated time on the Panel agenda with clear and up to date information regarding the families' circumstances and details of the plan and its progression
- If no further action is recommended, then the Social Worker and Team Manager will be provided with guidance inclusive of timescales for the recommended actions, including a proposed date for Transfer Panel

- Where is it evidence that escalation to child protection is required, actions inclusive of timescales will be provided along with a date for review
- In the event that confirmation is not provided that the recommended actions have not been undertaken, the Team Manager, Social Worker and Intensive Family Support Worker (where applicable) will be required to attend upon invite to review and discuss at Panel
- Where it is advised that actions have been achieved as directed then the Panel has the authority to remove the case from the agenda;
- The Chair of the Panel will be responsible (directly or by identifying the relevant person to do so) for taking forward identified patterns and trends and practice concerns to the Centre for Professional Practice and Head of Safeguarding for partner agencies;

4. Frequency of Child in Need Panel

- Child in Need Review Panel will occur every four weeks on a Thursday morning
- Additional panels may be arranged as appropriate, in which case those required to attend will be notified in advance

5. Membership

Panel membership will comprise:

- Service Manager Duty and Assessment (or a nominated deputy) (Chair)
- Service Manager Care Management (or a nominated deputy)
- Representative from Safeguarding and Review
- Representative from Early Help
- Panel Administrator

6. Panel Administration and Information Governance

- The Panel Administrator will retain a spreadsheet of all agenda items
- The Panel Administrator will send out the agreed actions following Panel for each case discussed
- The Panel Administrator will ensure minutes are completed and sent to the Chair for quality assurance within 3 working days of the Panel
- The Chair will then approve the minutes and the Panel Administrator will be responsible for saving the signed and completed referral form on each child's case file on ESCR
- The Panel Administrator will complete a Chronology entry on CCM with the outcome and a reference to the completed referral form on ESCR
- These are privileged notes and should not be made available to the parents or other parties

7. Information required to be presented at the Child in Need Review Panel

The following documents must be completed in full and made available to the panel coordinator

- Child in Need Review Panel form (Appendix 1)
- Copy of the initial and most recent Child in Need Plan
- Social Work Chronology
- Genogram (including any connected persons other than family)
- Any other relevant documents, assessments or reports

8. Escalations and Resolutions

In the event of the panel not being able to agree on the direction of any particular case presented to them, the Head of Service for Children and Families will make the final decision.

REFERRAL FORM FOR CHILD IN NEED PANEL

Date of meeting:

Name of child/ren/ young person		PIN/s	
Date of Birth/s		Ethnicity	
Home Address		Team	
Social Worker		Team Manager	
Intensive Family Support Worker		Date referral completed	
Mothers Name & Date of Birth (or age)		Fathers Name & Date of Birth (or age)	

Date of Assessment that recommended a Child in Need Plan	
Dates of the initial and second Child in Need meetings	1. 2.
Has there been any Section 47's during the Child in Need Plan?	Yes No If Yes, detail this within the summary section below

List of Agencies involved within the Child in Need Plan	
Agencies Name	Responsibility

Summary of Child in Need Plan

Summary of the reason for the Child in Need Plan

Summary of the work completed within the Child in Need Plan – including any Section 47's undertaken

Have all objectives on the Child in Need Plan been achieved? Yes No

(refer to the Child in Need plan and outline each action below including any unmet actions)

Action	Outcome

Recommendations *(i.e. No further action, Step down to Early Help, Progress to Child Protection)*

Manager Comments

Panel Outcome	
No further action	
Step down to Early Help	
Continuation of the Child in Need Plan	
Progress to Section 47 and ICPC	
Panel Recommendations	
Action	Date to be actioned by

Return to Panel on:
