

# Education and Childrens Services

## SOCIAL CARE AND EARLY HELP

# Permanency Planning Meetings Terms of Reference

Practice Guidance

2017

### OUR MISSION:

*'To improve children and young people's lives by working in partnership to raise aspirations, build achievement, and protect the most vulnerable'*

### **Purpose of Permanency Planning Meeting:**

Permanency Planning Meetings are held for all children and young people who remain in care after their initial Looked After meeting. The meeting should be held by week six of the child/young person being in care.

### **Permanency Planning Meeting's will:**

- Focus on the assessed needs of the child/young person in relation to their emotional, physical, social, cultural, ethnic, linguistic and religious needs as well as proposed contact plans
- Formulate a profile of the child/young person's needs and match these against the proposed placements
- Develop a suitable Support Plan to contribute to the success and sustainability of the placement
- Ensure the child/young person's wishes are duly considered within the meeting
- Review the possible permanency options, with a view to agreeing one plan or several plans to be progressed concurrently
- Identify what needs to be done to achieve the chosen plan/s and agree who will do what and by when
- Track, monitor and advise upon direct work with child, including Life Story work / preparation and transition work

Where there are differences of opinion between involved professionals the meeting should clarify these and identify a process for resolution. Where it is necessary for a senior management decision to be sought the meeting should identify and record the available options and the strengths and risks of each.

### **Membership:**

The Permanency Planning Meeting will have the following representation:

- Chair – team manager or case progression manager
  - For complex cases, service managers will chair the meeting
- Allocated social worker
- Presentation from the adoption and/or kinship team as appropriate
- Fostering service
- Supervising social worker and/or key worker from the residential unit
- Placement manager
- IRO (views should be ascertained)
- Guardian as appropriate (views should be ascertained)

## **Application**

The social worker will complete the Permanency Planning Meeting Request form and this will form the basis of the minutes for the meeting. The document will then be completed by the chair of the meeting and filed on the child/young person's EDRMS file with actions recorded on their Liquid Logic file.

Minutes/actions from the meeting should be available within five working days of the meeting. Subsequent meetings will be scheduled until permanence is achieved for the child/young person.

## **Next Steps**

The child/young person's plan for permanence should be reviewed to ensure the plan is on track. The tracking and monitoring of permanence plans will be discussed and overseen during supervision, looked after children's reviews, review of pathway plans and at the Permanence Progression Panel.