

	Action/Date
Title/Status-	Guidance
New document or revised	New
Date legal review	June 2020
Date approved DMT	8 July 2020
Responsible Head of Service	SEND and Fieldwork
Date review due	30 th September 2023

Leicestershire Guidance for CFS CETR & ROAR Guidance

Applies to-

Children with Disabilities and/or SEND

Leicestershire County Council

Children and Family Services

Transforming Care (for children and young people with Learning Disabilities or Autism).

Risk of Admission Register (ROAR) and

Care, Education and Treatment (CETR) Review

Guidance for Local Authority Staff.

Introduction: This Guidance should be followed by all staff within Children and Families Services, (the Guidance does not apply directly to schools and academies, although such establishments may wish to have regard to this document when developing their own practice).

All workers who work with children and families should be aware that where a child or young person has an identified learning disability and/or have autism it is particularly important to be alert to signs of escalation of need or risk, such as stress, anxiety or mental ill-health - and to be aware of the potential impact of this upon his or her family/care situation and the potential of breakdown of their education/residential placement. Timely, well-coordinated support can prevent family breakdown and the potential for unplanned admission to a specialist learning disability or mental health inpatient hospital setting.

As is the case with any situation where there is a need for coordinated multi-agency support, the lead practitioner should take responsibility for convening a multi-agency meeting ('team around the child/family'). This should be done with parental consent and in line with;



Positivity



Trust and respect



Flexibility



Openness and transparency

- LLR LSCB Threshold procedures (<https://llrscb.proceduresonline.com/index.htm>), and;
- Working Together (DfE July 2018) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf

These ROAR/CETR Guidelines supplement the above documents.

Background: Transforming Care is a high-profile national programme aimed at reducing the number of unnecessary admissions to hospital for children and adults who have learning difficulties and/or autism.

The Risk of admission Register (ROAR) is maintained by the Leicestershire and Rutland East CCG. It is used to identify children and young people in the Transforming Care Programme cohort who are at risk of admission to a specialist learning disability or mental health inpatient setting or who have recently been discharged from such a setting. It covers people of all ages who have a learning disability and/or autism (including those with autism without LD).

The number of children and young people on the ROAR will always be very small in comparison to the number of children and young people who are known to have a learning disability and/or autism (as at 19 June 2020 there are 12 young people from Leicestershire on the ROAR).

The aim of this Guidance is to:

1. Ensure that all staff are aware of the importance of securing effective multi-agency support arrangements for any child with a learning disability and/or autism who needs coordinated support. This should be achieved as soon as possible, resulting in a shared plan that should be updated on a regular basis.
2. Particular priority should be given to arranging such a meeting for any child where there is an identified risk, or potential risk of admission to hospital.
3. Ensure that staff are aware of the Risk of Admission Register and;
 - a. the process to request that Health (CCG) consider adding a child to the register.
 - b. the process to check whether a child is already on the register and expectations on staff if a child whom they are working with is on the register.

1) Staff awareness: Managers should use supervision, staff training and other events to ensure that all workers who support children who have a learning disability and or autism are alert to the need to consider whether a child may be at potential risk of unplanned admission to hospital due to mental ill-health.

2) Children specifically identified as at potential risk: Where a child is identified as at potential risk of admission, then a multi-agency 'team around the child/family' meeting should be convened, in line with the four tiers of the LSCB thresholds document:



Positivity



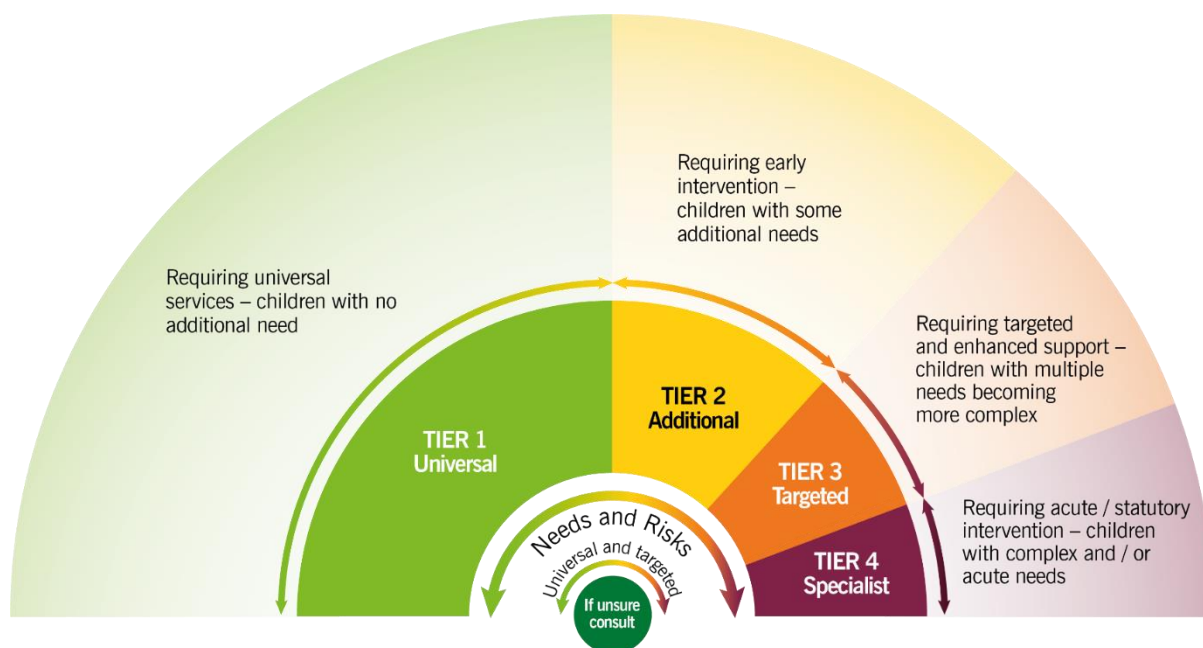
Trust and respect



Flexibility



Openness and transparency



Multi-Agency Forums: Certain Forums that bring together professionals from a number of agencies, (such as Locality Inclusion Forums, Short Breaks Panel and SEND Decision Making Panels) may present an ideal opportunity to consider whether a child may be at risk of admission. Where this is the case, the Forum should ensure that a child-specific multi-agency meeting is arranged.

Ensuring appropriate representation at multi-agency meetings: Where the Lead Practitioner considers that the child is at potential risk of admission, they should state that fact in the multi-agency meeting invitation. In particular, they should ensure that health and the school are alerted to the potential risk so that they can prioritise attendance. The Lead Practitioner may be a school nurse, health visitor or CAMHS worker.

Meeting status: The status of the meeting should be in line with LSCB procedures, eg, early help, CIN, CP, LAC. All meetings should be recorded using standard documentation, but clearly highlighting any potential concerns about risk of admission.

3) The Risk of Admission Register (ROAR).

What is the ROAR? The Risk of Admission Register is maintained by the Leicestershire and Rutland East CCG. It consists of the following categories:

1. **RED** – Hospital admission is likely if no additional intervention undertaken – Community CETR urgently required, (in some exceptional cases a Local Area Emergency Protocol meeting (LAEP) may have to be carried out instead of a CETR – this will be determined by the CCG).



Positivity



Trust and respect



Flexibility



Openness and transparency

2. **AMBER** - High risk of placement breakdown and/or further deterioration expected without additional intervention. CETR needed.
3. **GREEN** – Person has had a CETR, additional support in place, risks are reducing/ placement stabilised (review risk fortnightly and remove if appropriate).

Factors leading to inclusion on the ROAR.

Single or multiple factors may be identified on the register. A critical consideration is the impact of the risk on the individual. Factors identified by NHS England include:

- Significant life events and/or change e.g. bereavement or abuse.
- Unstable/untreated mental illness.
- Previous history of admission(s).
- Presenting significant behavioural challenges.
- Being supported in an unstable environment or by a changing staff team.
- Not being previously known to learning disability services.
- Having no fixed address.
- Being in contact with the Criminal Justice System.
- Presenting 'in crisis' at Accident & Emergency Departments.
- Having no family carers/advocates.
- Having drug and alcohol addiction problems.
- If the child is a Looked After Child.
- If a Child is in 52 week residential placement.
- Having no effectively planned transition from Child to Adult learning disability services.
- Having recently been discharged from a mental health hospital bed.
- Recently diagnosed with/not coping with a physical health condition.
- Any other multiple factors that cause the child anxiety – for example school related pressures .

The aim of the ROAR process is for a child with escalating risks and/or unmet needs to be supported at the earliest possible stage (in the vast majority of cases this will be through effective coordinated support without the need to be placed on the ROAR). A multi-agency meeting should always take place to assess whether the situation can be resolved promptly and safely through a review of community resources and a shared plan around the child or young person.

Requesting that a child be placed on the ROAR: If, after the multi-agency meeting the person is still at risk of admission they should be placed on the ROAR by the relevant Child and Adolescent Mental Health Service (CAMHS). A community CETR may then be arranged to facilitate a further discussion around the identification of a range of additional interventions and support to remain safely in the community



Positivity



Trust and respect



Flexibility



Openness and transparency

The process to request that Health consider adding a child to the register: If, upon completion of the multi-agency meeting and agreement of actions, to be completed within a 2 week timeframe, people remain concerned about the individual, the health professional, from CAMHS will refer the individual to the ROAR, held by the CCG. This will have been discussed at the meeting. Parental awareness and consent must be in place.

Contacts at the CCG are given at appendix B.

Local Authority contacts to request information about the ROAR are given at Appendix B.

The process to check whether a child is already on the register: Arrangements are in place for the Local Authority to receive a monthly update of children placed on the ROAR, together with the names of any children actually in hospital. This enables senior managers to ensure that social care and education are fully engaged in the process.

Heads of Service should ensure that the correct workers are identified on the ROAR spreadsheet and that we are involved in multi-agency planning. Where this is not the case the following Health contact should be contacted: TC.data@nhs.net

Process whereby the LA are asked to attend a ROAR/CETR discussion but the child is not known to the authority: If the child or family is not known to the Local Authority and a request is received from Health, that request should be directed to First Response. A worker will be allocated to attend the ROAR/CETR meeting as part of the information gathering process to determine whether the child requires services.

First Response can be contacted on **0116 305 0005** (24 hour phone line).

Further information about how to refer can be found here:

<https://www.leicestershire.gov.uk/leisure-and-community/community-safety/report-abuse-or-neglect-of-a-child>

4. Care, Education and Treatment Reviews (CETRs):

Care Education and Treatment Reviews (CETRs) are part of NHS England's commitment to transforming services for people with learning disabilities, autism or both. Since 2016, thousands of community CETRs have been carried out nationally. They are helping to reduce the number of people going into Mental health and Learning Disability hospital beds.

Care Education and Treatment Reviews (CETRs) were introduced to establish:

1. Is the person safe?
2. Is the person getting good care now?
3. What are their plans for the future?
4. Can care & treatment be provided in the community?



Positivity



Trust and respect



Flexibility



Openness and transparency

The CETR review panel consists of:

- CCG Lead Nurse/ Children's Commissioner
- Independent Clinical Assessor
- Independent Expert by Experience
- Patient and their family/carers must be given the opportunity to participate
- Members of the MDT, relevant care staff and external partners.

How the ROAR and C(E)TR are linked

If a person is referred on the ROAR as amber or red, then Health will take the lead in arranging a community CETR. The Quality Support Officer, or Children's Commissioner / Lead Nurse from the CCG will contact the referrer to ask for:

- Additional information about the individual's risks.
- Contact details of relevant professionals and/or organisations who are supporting the individual.
- Outcome of the multi-agency team around the child/family meeting.
- Additional relevant patient documentation.

Local Authority staff should cooperate with such requests and treat them as high priority.

Governance: The CYP Transforming Care Partnership Sub-Group meets monthly and brings together a group of senior managers from across LLR, Health and Local Authority. This group feeds into the overarching LD and Autism Steering Group and Executive Board.

Information Sharing within the Local Authority: The updated ROAR is shared with the Local Authority on a monthly basis, or more frequently if there are additional names added in between. This information is sent to the Head of SEND and his Business Support Officer by secure email. The Head of SEND will then share the list with all Heads of Service who have a child in their area and with Assistant Directors for Education and Early Help and for Social Care.

Each Head of Service is asked to ensure that the details are accurate with regards to allocated workers and that the worker is aware that the child is on the ROAR and is actively involved in the case planning. Any changes should be reported to the Head of SEND and the CCG contact identified in Appendix B below.

Appendices:



Positivity



Trust and respect



Flexibility



Openness and transparency

Appendix A: Template for recording Multi-Agency Meetings outside of the CIN/CP/LAC framework (attached).

Appendix B: Officer contacts for information about the ROAR:

CCG Contacts (as at January 2020):

If following a Multi-Disciplinary Meeting the conclusion is that a child is at risk of admission (and therefore needs to be placed on the ROAR) the lead worker should contact the

CCG Quality Support Officer – Learning Difficulties and Mental Health on 0116 295 5105

Email tc.data@nhs.net

Local Authority Contacts (as at January 2020):

For details of who is on the ROAR contact Tom Common (Head of SEND) or Chanice Morris (Business Support). Tom.common@leics.gov.uk and chanice.morris@leics.gov.uk



Positivity



Trust and respect



Flexibility



Openness and transparency