

**Children &
Young People's
Resource Panel**

GUIDANCE PAPER

March 2021

1. INTRODUCTION

- 1.1 The admission of a child to care can be a traumatic event for both the child and their family; therefore it is important that this only occurs following a robust assessment of need. The decision making around the process needs to be transparent and should consider if preventative/support packages can be provided to the family which would address safeguarding concerns and promote positive parenting and safe care practices.
- 1.2 It is important that for every child who requires to be Looked After there is a choice of placements which meets their assessed needs. This process should be managed in a sensitive manner, ensuring that the child/young person is consulted meaningfully about where they will be placed.
- 1.3 The process in relation to admitting a young person to care needs to ensure that:
 - 1.3.1 The child's views are central to the decision making process;
 - 1.3.2 Decisions are based on robust assessment of need;
 - 1.3.3 The placement identified meets the needs of the child promoting stability and permanence.
- 1.4 This Guidance Paper endeavours to address some of the identified issues and includes:
 - The aim and purpose of the Children's Resource Panel
 - Membership of the Panel
 - Role of the Chairperson
 - Role of members
 - Management and administration of the panel
 - Presenting a case to the panel
 - Review and Evaluation of the panel.

2. AIMS

- 2.1 The aim of the SH&SCT Children's Resource Panel is to manage access to service provision for all children **0-17 years, including children with a disability**, who have been assessed as requiring a care placement.

3. CRITERIA

- 3.1 The following cases **must** be referred:
- Children and young people at risk of entering the care system.
 - Children and young people who have entered the care system on an emergency basis. In the event of an emergency placement the case must be presented to the first Panel following date of admission.
 - Looked after children whose placements are breaking down.
 - Looked after children and young people who require a placement move/ identification of a long-term placement.
 - Young people who are not LAC and have been remanded to Beechcroft and may require an alternative placement upon discharge.
 - Young people who are not LAC and have been remanded to Woodlands Juvenile Justice Centre and may require a bail address upon release.
- 3.2 The Resource panel will agree referrals to services and/or placements that promote the best outcomes for children and families based on a clear and robust assessment of need.
- 3.3 The Resource Panel will analyse and evaluate the assessment reports in order to signpost to appropriate services and support or place the children in an environment which best meets their needs.
- 3.4 Support services which may be considered by the Panel include:
- Edge of Care Service (KAIROS)
 - Bolster Service
 - Scaffold Service
 - Young People's Partnership
 - Community Supports and Voluntary Agencies
 - Family Group Conference?
 - Kinship
 - Foster Care
 - Intensive Support Foster Care
 - Planned admission Therapeutic Residential Care
 - Supported Accommodation (16-21 years) BCM/MACS
 - Supported Lodging STAY (16-21 years)
 - Trust Transition/Community Living Team
 - Specialist placement options – including Extra Contractual Resources (ECRs)

- 3.5 The Resource Panel Chairperson will identify and advise the Trust of areas of unmet need in relation to placement provision.
- 3.6 The Resource Panel will work closely alongside the Permanence Panel - this will be facilitated by the Principal Practitioner of LAC in an attempt to reduce the number of placement moves for young people in care.

4. MEMBERSHIP OF THE PANEL

- 4.1 Membership of the Panel should reflect an appropriate mix of specialisms and expertise from across the CYPS.
- 4.2 The Panel will consist of core members and associated members. Those who are part of the core group will attend every panel meeting, while those who are associated members will attend by request.
- 4.3 The core membership of the Panel will include the following professionals:-
 - 4.3.1 Chairperson – Senior Manager
 - 4.3.2 In the absence of the chairperson another senior member of the panel will chair the panel.
 - 4.3.3 Children’s Home Manager. The residential Team Managers of the units will rotate on a monthly basis. To be agreed via residential managers.
 - 4.3.4 Fostering – a panel-dedicated Senior Manager who has oversight of all fostering options and availability including intensive support availability.
 - 4.3.5. Senior Manager from Family Support and Safeguarding Division. This manager will liaise with colleagues to ensure that all relevant referrals are made in a timely manner.
 - 4.3.5 YPP Manager to advise on relevant supports and Outreach Services.
 - 4.3.6 Panel Co-ordinator and minute taker.
- 4.4 Associated members include the following:-
 - 4.4.1 Scaffold Therapeutic Support Team. It is agreed that this person will be required to attend Panel, if a young person requires this service or to act in a consultancy role.
- 4.5 Panel Quorum: a quorum of three panel members including the Chairperson will be required for each panel. The Chairperson and/or the Deputy Chairperson will be available for advice and discussion regarding the appropriateness of referring a child/young person to the panel.
- 4.6 Frequency of panel meetings: the panel meet weekly – on a Wednesday via zoom.

5. ROLE OF THE CHAIR

- 5.1 The Chair of the Panel will ensure:
 - 5.1.1 That emphasis is placed on positive outcomes for the child.
 - 5.1.2 The appropriate Senior Manager is informed if there is an absence of a placement which meets the assessed needs of the child, this includes Secure Accommodation. Unmet Need will be recorded on the Panel Minute and the Fam. 6 will be completed by the presenting Social Worker.

6. ROLE OF RESOURCE PANEL

- 6.1 To provide up-to-date information about the availability of resources in their service area. The Chairperson will be informed by the respective panel members of Residential, Secure, Fostering, Outreach, Supported Accommodation and Edge of Care.
- 6.2 To assist the Chair in monitoring child care practice and to ensure that emphasis and focus is placed on positive outcomes for children and young people and provide colleagues with feedback when appropriate.
- 6.3 If there is concern identified regarding practice or management in a particular case, the Chair of the Panel will raise the matter with the appropriate Field Social Work Team Manager or Senior Manager.

7. MANAGEMENT, ORGANISATION AND ADMINISTRATION OF THE PANEL

- 7.1 The Chair of the Panel will have the responsibility to prepare an Agenda for the meeting.
- 7.2 The Chair will agree the detail of the running order.
- 7.3 The composition and frequency of panel meetings will be kept under review to ensure the aims and objectives of the panel are being met.
- 7.4 Statutory case responsibility and decision making in respect of children presented to the panel remains with the social worker, team manager and senior manager.
- 7.5 Dedicated secretarial support is required to ensure the smooth running of the Panel. This role of the panel administrator includes:
 - Setting up Panels and venues.
 - Collation of documentation.
 - Sending agenda and related documents to Panel members.
 - Notification to referring Social Workers of their presentation slot.
 - Invite associated members to meetings they are requested to attend.

- Recording and distribution of panel minutes.
 - Populating and maintaining a Resource Panel data base.
 - Preparation of statistics and outcomes for annual report.
- 7.6. The record of the meeting will note the decision making process and recommendations made to the Social Worker.
- 7.7. The Panel Co-ordinator will seek an update in advance of the next scheduled meeting.
- 7.8. The minute will be circulated to Panel members, the presenting Social Worker and the team manager.

8. PRESENTING A CASE TO RESOURCE PANEL

- 8.1 Prior to presenting a case the Social Worker has to have the agreement of the Team Manager and the Senior Manager.
- 8.2 The Social Worker will email the following documentation for the Panel meeting. Failure to provide the following documentation might lead to the case not being heard. Documents required are:
- 8.2.1 Panel referral completed and signed off by the Field Social Worker and the Field Social Work Team Manager. A comprehensive referral form may be sufficient however if the information is limited then additional documentation may be required to include but not limited to.
- 8.2.2 UNOCINI.
- 8.2.3 Looked After Children Review of Arrangements (include record of discussion).
- 8.2.4 Front Line Assessment if completed.
- 8.2.5 Current Risk Assessment.
- 8.3 These documents are required by 12 noon, two days in advance of the panel meeting.

10. PROPOSED OUTCOMES

- 10.1 The Resource panel will work very closely with services across CYPS and try to achieve the following outcomes:
- 10.1.1 Reduction in the number of children accommodated in placements, which do not appropriately meet their assessed need.
- 10.1.2. Reduction in the number of children and young people admitted to care on an emergency basis.
- 10.1.2 Reduction in 'unplanned' placements for children.
- 10.1.3 Reduction in multiple placement moves within the LAC population.
- 10.1.4 Identify unmet need and inform the development of strategies and services to

address gaps in provision within Children and Young People's services.

10.1.5. Ensure that any young person placed within Residential Care is in a planned manner informed by a robust assessment.

11. REVIEW AND EVALUATION OF THE RESOURCE PANEL

11.1 The Chair of the Panel will complete a report in line with Governance requirements and forward to the Assistant Director.

11.2 The report may include: analysis of trends, identified unmet need, use of Residential Units, use of Secure Accommodation, and use of foster care including intensive support fostering. The report will also include feedback from panel users.