

Dundee Child and Young Person's Protection Committee (CYPPC)

Terms of Reference of the Practice Review Sub-group

Aim:

The aim is to assure and improve the outcomes for children and young people in Dundee who are or who may be in need of protection.

Rationale:

Individual cases will be reviewed to learn about practice within and between partner organisations. The Practice Review sub-group will make recommendations for development based on the group's findings.

Process:

This sub-group of the Dundee CYPPC will facilitate close examination of cases selected according to the criteria set out below. From written reports on these cases, the sub-group will inform the CYPPC of its recommendations in respect of the individual case under review and of any necessary changes to policy and/or practice.

Criteria:

Cases will be -

- Where particularly good practice is observed.
- where concerns are raised about practice and its effect on the outcomes for children.

Key Objectives:

1. To review 6 cases a year.
2. To advise the CYPPC of examples of excellent practice, or a need for improvement. to systems, processes and /or practice.
3. To make recommendations arising from this advice.

Desired Outcomes:

1. Dundee's children and young people feel safe in their families and in their communities
2. Those who work with children and young people in Dundee report that their practice has been informed and improved
3. The recommendations arising from case reviews are implemented by partner agencies
4. There is improved capacity within organisations and individuals to keep children and young people safe from harm

Membership:

The sub-group shall comprise:

- a Chairperson to be appointed by the CYPPC
- core membership as follows (one person representing):
 - Tayside Police
 - Dundee CHP
 - NHS Tayside
 - SCRA
 - DCC social work strategy and performance division
 - DCC social work children's services
 - DCC education department
 - DCC housing department
 - the collective of voluntary sector agencies
- co-opted ad-hoc members, on a case by case basis as decided by the Chairperson, or agreed by the Chairperson at the suggestion of one or other agency.

The membership will be reviewed by the CYPPC annually.

The CYPPC Lead Officer will attend the Sub-group meetings in an advisory role.

Designated Manager

Each agency who will or may refer cases to the Practice Review Sub-group, or who might be asked to provide information about its involvement in a case to the Sub-group, shall appoint a designated manager.

The role of this person shall be to:

- endorse any referral made to the Sub-group prior to it being presented
- ensure completion and timely submission of the additional information requested should the case be chosen as one for consideration by the Sub-group

The designated manager should be a person with authority to endorse a referral being made.

Working Guidelines:

Frequency of meetings

The Practice Review Sub-group will meet no less than four times annually.

Referrals and selection of cases to be reviewed

Referrals can be submitted, using the prescribed pro-forma, by:

- agencies (practitioners should be encouraged to identify possible cases in consultation/supervision with their manager, complete a referral form and seek endorsement from the agency's designated manager)
- a Significant Case Review Panel, following its decision that an SCR is not required in case

- any Chief Officer or the Chief Officer Group

The chairperson of the sub-group shall decide which referrals should be considered in detail by the group. A designated manager who disagrees with this decision of the chairperson shall, in the first instance discuss the matter with the chairperson and seek resolution. If the matter remains unresolved, the Chief Officer Group shall be asked to make a decision.

The process shall be as set out on the attached flow chart (Appendix 1).

A case which appears, either to the chairperson or members of the sub-group, to meet the criteria for a significant case review must be referred immediately to the Chair and the Lead Officer of the CYPPC.

Reporting & Implementing Findings and Recommendations

The sub-group shall report its findings and recommendation to the CYPPC. Any dissent to the majority view of the sub-group shall be noted in its report on the case.

The CYPPC is required to indicate which findings and recommendations from each report it accepts.

In cases where practice of a high standard is identified, the CYPPC shall decide how information about that practice is to be disseminated and/or used so that knowledge of it informs and teaches others.

In cases where the need for improvement to systems, processes and/or practice is identified, the CYPPC shall then direct its Lead Officer to ensure that the findings and recommendations it has endorsed are either:

- a. in the process of being addressed via an existing objective or task in an improvement plan or,
- b. developed into objectives and/or tasks that ensure the relevant findings or recommendations are addressed.

Should the CYPPC conclude that specific matters needs to be addressed by any agency, either in terms of its systems or procedures or the practice of its personnel, the Chairperson shall seek confirmation from that agency's CYPPC representative that the matter will be addressed.

The CYPPC shall define what information, in what format, it wishes transmitted to whom in respect of the outcomes of the review.

The Practice Review Sub-Group will provide an annual written report on their activities on or by a defined date each year.

Managing concerns that become apparent during the review process

Should concerns regarding a child's safety or well-being arise, these will be brought immediately to the attention of the relevant line manager/s verbally, and followed up in writing, as soon as possible thereafter.

Senior managers will be alerted to emerging significant systemic and personnel issues as they emerge during the case review process when the sub-group considers that immediate action is required.

It is the responsibility of the agencies involved in the case to address promptly all matters brought to their attention by the Chair of the sub-group in this manner.

Handling information

Information, prepared by one agency for the purposes of case review, will be securely distributed to all members of the Practice Review Sub-group, but not distributed further or shared with others

without the considered agreement of the sub-group. All information used in responses/reports to the CYPPC will be anonymised.

E-mailed information will be password protected and sent from and to secure e-mail boxes only.

All documentation will be stored within the CYPPC Lead Officer's office securely and in line with Data Protection legislation.

On completing the case review, all documentation will be returned by members of the Practice Review Sub-group to the CYPPC Lead Officer's office for retention or destruction of duplicate material. Failure to ensure the security of documentation will be regarded as a disciplinary matter.

A log will be maintained by the CYPPC team of issued and destroyed documentation

FLOW CHART RE PROCESS

