|  |  |
| --- | --- |
| Name | **Long Term Matching Panel** |
| Purpose | Part 1 (Decision making) -To make informed decisions about whether the plan is appropriate for a long-term matching and to ensure the best outcome for the child is met. To make future recommendation on the plan,  Part 2 (Celebration) – held in person with child and foster carer where Chair will confirm matching decision and a celebration certification will be given and a celebration event agreed. |
| Frequency & when held | The Panel will meet at least monthly to ensure plans are agreed in a timely manner. |
| Chair & Vice Chair | Head of Service, Children in Care and Fostering (Chair)  Service Manger (Vice Chair) |
| Oversight/Tracking Meeting Membership | The Long-Term Fostering Matching Panel Administrator (Nominated Business support member). |
| Who needs to attend | Part 1  Service Manager, Children in Care  Fostering Team Manager / Fostering Panel Adviser  QAS service Manager  Part 2  Child and Foster Carer |
| Bookings/attendance | The referral for the long-term matching panel should be made by the child’s social worker following the second Children in Care child review if long term fostering is being considered as a permanence option. **(Appendix 2 – Referral form for long-term fostering matching panel please see long-term fostering matching guidance)** |
| What is required of attendees | To present and review the paperwork for requested long term foster placement.  To provide a professional view on cases being presented. |
| Paperwork needed | Panel will require the following paperwork:   * The Long-Term Matching Report with Matching Matrix * Minutes, decisions and actions of the statutory (Children in Care) review that agreed the single-track plan of long-term fostering as the permanence option. * The most recent pre-meeting assessment report in respect of the child. * Most recent Fostering Annual Review Report with the ADM decision following the review. * Report from carer with Carer’s Views * Report from child with Child’s View * Any other documents deemed necessary to enable the Panel to decide. |
| Main administrator | The Panel Administrator will be responsible for:   * Producing and distributing the calendar of Panel meetings * Booking Panel meeting rooms / teams meeting * Distribution of reports for the meeting * Taking and typing up the minutes * Once the minutes are approved and signed off by the Panel chair, Panel Administrator will distribute to Social Workers, Team Managers, External Placements, Business Admin, Independent Reviewing Officers, External Placements, and Fostering Business Admin. * Maintaining Panel data and management information. * Sending letters to relevant parties notifying them of the outcome of panel |
| Other information | Members of the panel will possess a good working knowledge of child development, the impact of neglect and abuse, attachment, separation and loss, as well as an understanding of the educational and health needs of Children in Care. They will also require an understanding of what Long-term Foster Carers should be able to do.  A minimum of 2 panel members (one of whom must be the chair or Vice Chair) must be present for panel to be convened.  The Panel will be able to access legal, health or other specialist advice, if this is required. |