**Case Management Pathway for Team Managers**

In order to ensure there is clear management oversight at a point a child’s journey requires escalation, team managers will need to ensure that they seek Head of Service direction through a case management discussion.

There are likely to be a number of occasions:

* When a case needs to move from CIN to ICPC.
* When a case is being considered for legal intervention either in an emergency or in a planned manner through legal gateway.
* When a child is at risk of becoming looked after (section 20).
* When a child has been subject to PPO a head of service will need to agree the exit plan for this.
* Where a final care plan for a child cared for is being considered.
* Where there may be changes to a child cared for plan /placement.
* Where a child has been missing 72 hours.

This list is not exhaustive and where team managers believe they require head of service oversight this should be sought.

In order to ensure an effective case management decision, the head of service will require prior to the case management an up to date chronology, children and family’s assessment, and completed genogram. If for whatever reason these documents are not available, for example due to the urgency of needing the case management decision, or on a duty case that has not yet had an assessment completed as part of section 47 enquiry, a Head of Service will make the decision whether to hold the case management or not.

For children and families where there is a need to be presented to legal gateway the above documents are non-negotiable, unless it is an urgent application. The children and family assessment will need to clearly evidence who the children’s family and support networks are, supported by a genogram and consideration given to a family meeting being held. This will also be necessary for children at risk of coming into care \*(edge of care cases).

It should be very rare that any child in need cases (expect pre-births) will come to legal gateway, as all cases should have a child protection plan which has been tried and tested. Where it is felt that a CP plan should run along a PLO plan, this should be instigated.

The Head of Service once agreed has relevant information, will hold a case management discussion with the relevant team manager and social worker. The team manager will be clear what recommendation they are seeking and potential care plan. A review of the relevant key information and history will be discussed. The Head of Service will want to understand what the plan has been, how we have tried to support the family and what interventions have been in place to reduce the risks/concerns. The Head of Service will require thought to be given to permanency planning for some groups of children, and to ensure this is featured within their care plan.

Once a decision is reached the Head of Service will record this and the rationale on the child’s file.

**Documents to be considered as a part of case management**

CIN/CP

PLO

ICPC

CIN

Chronology

C and F assessment

Genogram

Consideration to family meeting.

Childs Plan

Chronology

Strategy meeting minutes

C and F Assessment

Review of Plan

Chronology

Family members/meeting explored.

C and F assessment where possible.

Plan

Genogram

CIN/CP to CLA