**Children’s Services Practice Standard - Management Oversight**

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| Management oversight is recorded at all stages of work with a child and there is a clear audit trail of decision making. |

In LCS under case notes, there is a drop down for **management oversight**. This should be used to record all management oversight, including case direction. Next steps for workers should be **SMART (specific, measurable, achievable, realistic, timely). ‘Ongoing’ as a timescale should not be used**.

**All recording of management oversight recording must refer to the child’s Care Plan and the actions needed to drive the plan forward, using the following headings:**

**Purpose**:

**Discussion**:

* + What we are worried about
  + What is working well
  + What needs to change

**Outcome**:

**Actions**:

Managers should record management oversight in the **following circumstances**:

* Following a transfer to the team, within 2 days of the case transferring setting out what needs to be done and by when.
* If a case is reallocated within the team, on the day it is reallocated setting out what needs to be done and by when.
* Reviewed a case or have been involved in a case discussion that requires giving case direction.
* Had a case discussion with a worker that falls between planned supervision. This also applies to managers who are covering teams other than their own.
* Re-scheduled a worker’s supervision for unavoidable reasons, such as the worker being unavailable or supervision not taking place within the required timescale. This will include an overview of how any risk is being managed, drift or delay with the plan is addressed, and ensuring that arrangements are in place for the child to be seen within timescales.
* Following a case file audit and within 5 working days addressing all the actions identified in the audit.

* A case that has been escalated or an alert for review and a response.
* A Need to Know form being sent.
* Discussed a case with senior managers.
* If there has been a missing episode since the last supervision, risks identified, and actions required to reduce those risks.
* Where for specific reasons a child’s case might be supervised less frequently than 8 weekly, for example:
  + A child with disability who is open on a Care Package Review and, according to the child / young person’s need may only require an annual updated assessment
  + A young person is held on remand.
* Where there is drift and delay or a risk of this, setting out urgent action required and by when, including any outstanding actions from previous management oversight and case supervision.
* Significant decision or significant event, e.g. strategy discussion, disruption meeting, change of care plan, change of approval, outcome of assessments.
* A case is closing or stepping up or down or transferring to another team with a clear rationale.
* A discussion with the social worker where it is decided to progress a case to a Legal Planning meeting, court progression or Resource Panel and the rationale for this.
* The outcome of the Legal Planning, court progression and Resource Panel, and actions required.
* Decision to initiate pre-proceedings (PLO) and/or care proceedings with clear timetable.
* Progress with the timetable for PLO and/or care proceedings.
* Where there has been an allegation against a carer/adopter.
* Any other occasion where a manager believes this to be appropriate in showing the decision making in a child’s life.

**The frequency** that management oversight is recorded is **every 4 weeks**, except for:

* + Children open to review in CWD who are currently recorded as CiN (every 6 weeks)
  + Children in long term matched placements (every 6 weeks).

There is a specific focus in the **Quality Assurance Audit Schedule** to check that the practice standards set out above are adhered to in full, **both in terms of quality and compliance.**