

Bristol City Council Care and Support, Children and Families

Practice Direction

Practice Directions are supported by:

- Working Together 2015
- HCPC Standards
- South West Child Protection Procedures
- Bristol Care and Support, Children and Families, Quality Assurance Framework

Objective: The aim of Practice Directions are intended to provide clarity of any change of expectations in practice OR clarity on elements of practice where there is confusion. Practice Directions are intended for practitioners and managers. Practice Directions enable an audit trail of change in practice expectations to be maintained.

Process: Children's Management Team will consider and approve Practice Directions. Practice Directions will be entered onto Tri-X.

Practice Change: Recording of Pre-proceedings process

Pre-proceedings meetings will be clearly identifiable; document name should be one of the following:

- Pre-proceedings meeting initial: date – added at legal panel
- Pre-proceedings meeting mid-point review: date
- Pre-proceedings meeting: Final: date

Minutes of pre-proceedings meetings must be stored in documents section of LCS under 'legal' – document must be labelled as above.

The legal panel administrator will add the pre-proceedings start date onto LCS at the legal panel meeting where pre-proceedings is agreed. The Unit Coordinator should add the mid-point review and final dates of meetings to LCS in the DCS tab, selecting 'Add Case Status', selecting 'PP - Pre-Proceedings' and adding dates.

Quality Assurance of practice change:

Compliance with this Practice Direction will be monitored by deep dive audit and performance indicators.

Service Areas / roles applicable:

Unit Coordinators, Social Workers, Consultant Social Workers and Solicitors

Date of Change: 30-03-18