1. **MEMBERSHIP**
   1. **Chair**

Peter Hodges, Head of Service Life Chances

* 1. **Members**

Sonia Johnson, Assistant Director

Steve Bailey, Head of Service Duty & MASH

Charlotte Price, Business Intelligence

Clare Glennerster, Team Manager Life Chances

Hannah Morris, Team Manager Permanency Planning

Kashif Nawaz, Head of Children’s Specialist Support Services

Lilias Anderson, Senior Accountancy Officer

Lorraine Petersen, Deputy Virtual School Head

Lou Richer, Head of Service Children’s Specialist Support Team

Otilia Broadhurst, Conference and Review Team

Razwan Khan, Assistant Team Manager Family Placement Team

Sam Howard, Team Manager Family Placement Team

Sarah Wells, Placements Officer Commissioning

Shirlie Graham, Interim Team Manager/Lead

* 1. **Administration**

Maureen HoyleLife Chances Team Co-ordinator - Monday

Suzanne Andrews Business Support Life Chances Service – Tuesday to Friday

* 1. **Quorate**

The Panel is Quorate by the presence of the three panel members as a minimum. Of Which must include either the AD or a CSC HOS.

Decisions of Non-Quorate panel meetings must be confirmed in writing by a Head of Service.

* 1. **Role of Panel Members**
* To take an active role in the decision making of individual cases
* To considered all the available options, including to positively challenge traditional options and jointly problem solve to ensure child centred outcomes
* To take responsibility for actions required in their service area
* To identify gaps in service provision and/or learning needs for individuals or teams and to follow through changes in their service area to meet the needs of children

1. **PURPOSE OF PANEL**

* To ensure when children need to move from their current home be that with family or an alternative, that they do so in a planned way and to the most appropriate option for them
* To make decisions on whether children who is edge of care and or for whom we are worried about their safety at home, should come into care or move to an alternative placement
* Ensure matching considerations are fully explored and placement will not end in an unplanned way
* Ensure permanency is consider at all stages for children
* To improve placement stability for children
* To provide collective problem solving and find creative solutions
* To ensure the best outcomes for children by challenge, review, quality assurance, checks & measures and due diligence of current and proposed provision
* To ensure decisions are child focused
* Consider any impacts on lifelong links and moving a child out of area
* Give due consideration to education opportunities and disruption
* To speed the process of delivery and budgetary sign off
* To ensure the proposed placement meets due diligence and is lawful
* To ensure best value is considered

1. **REMIT OF PANEL**

The following should be brought to panel –

* Where the plan is for a child to become looked after
* Request for children to come into care in an unplanned way
* All cases where children have come into care on an emergency basis since the previous panel (if it has happened without a panel ie out of hrs)
* Proposed placement moves
* Where a placement is deemed unsustainable, and alternatives are being sought / considered / proposed
* Staying Put Arrangements
* All request to temporarily approve someone under reg 24

1. **PROCESS, ADMINISTRATION AND CRITERIA FOR DECISION MAKING**

The Panel will convene each Thursday from 12:30 to 13:45

Unplanned E2C s will be set up as needed throughout the week

For planned panels - Social Workers/Assistant Team Managers/Team Managers to advise [Suzanne.Andrews@bracknell-forest.gov.uk](mailto:Suzanne.Andrews@bracknell-forest.gov.uk) of children for the agenda by 2 pm on the Wednesday prior to panel.

For unplanned panels on request, via Peter Hodges [Peter.Hodges@bracknell-forest.gov.uk](mailto:Peter.Hodges@bracknell-forest.gov.uk)

This notification to be by email as below –

EITHER

* For any placement requests where the carers are not in-house confirmation that there is an up-to-date external placement form on Mosaic which has been approved by a manager/HOS

(Business Support will distribute this to panel members)

OR

* The details below are covered in the specified Word document (Appendix 1)
* Reason for request
* Summary of Child’s history
* Permanency Plan for the Child
* Education Plan
* Emotional/Physical Health Plan
* Needs of Child
* Matching consideration (if placement has been identified)
* Support Plan
* Impact of placement change upon child

If the request is for staying put or Reg 24 then this paperwork is also required.

The social worker must attend to talk about the children needs, for which a time slot will be provided.

If the social worker is unable to attend an assistant team manager or team manager can present on their behalf.

The assistant team manager or team manager may also accompany the social worker if they wish.

Business Support completes minutes of the meeting including –

* + - a synopsis of discussion
    - subsequent recommendations
    - review date
    - all actions detailing key workers responsible and time frame for action
    - all disagreements and significant comments.

Any disagreement will be noted in the minutes of the meeting and in exceptional circumstances decisions can be deferred to allow further discussion with the Assistant Director (CSC).

The minutes will be recorded on

EITHER

* The Authorisation to External Placement Form on Mosaic where this form has been completed and sent to panel for the decision, with a one-line entry in case notes as follows:

Title – E2C Panel

Type – Management Decision where one has been made or Management Oversight where a return to panel for further discussion has been requested

Date – the date of the panel

Narrative – see Authorisation to External Placement Form (and the date of the form)

OR

* Where there is no Authorisation to External Placement Form the minutes as a case note entry

1. **EMERGENCY PANELS**

In the event of an urgent decision being required before the next panel, an email should be sent to the Chair – Peter Hodges Head of Service Life Chances with the request who will request the Administrator to arrange.

6 **COMPLIANCES WITH PLACEMENTS REGULATIONS**

1. We do not support routine commissioning of Unregulated Placements or unlawful placements

* It is not lawful to place a vulnerable child under the age of 16 in unregulated accommodation. Children under 16 (15 years and below) cannot be placed in independent or semi-independent settings, that are not regulated provisions
* A 16/17-year-old can only be placed in an unregulated provision, independent or semi-independent settings if they have no care needs and their needs are that of support.

The DFE provide 12 indicators that a young person is suitable for unregulated provision (ie no care needs) examples below

* that young people could leave, or go on an overnight stay, without permission
* had full control over their finances and clothing
* were regularly left without staff supervision.
* Where staff had access to medical records, there was a sanctions policy that went beyond house rules and the setting had responsibility for aftercare, this would indicate that it provided care.
* Staff don’t need access to their medical records
* There are home/house rules but no sanctions policy.

A decision to use an unregulated provision should be based on the 16/17 years olds needs’ not the lack of provision.

In exceptional circumstances where there is no regulated provision, and a care provider has indicated that they can meet a child’s needs (and the Social Worker and IRO agree) then the panel will consider if we ask the provider to apply to the Ofsted fast track system. If so will progress internal LA diligence, and the development of a care plan that is bespoke to the fact the placement is not regulated. In rare circumstances a decision may be made to use this provision before the Ofsted registrations complete but never before the application is in and accepted (by Ofsted). Recommendations from the Panel and in particular the HOS for Children in Care will be considered in making this decision, which can only be made by the DCS who may delegated to the Assistant Director for CSC. It is a requirement to notify Ofsted if you make an ‘unlawful placement’ which they cannot endorse but they may choose not to enforce the home to close and the child be removed, if they are satisfied it is safe and, in the child’s, best interest and fast track is in progress.

The oversight of such placement remains the same as for another placement, albeit the frequency and elements of the car plan may be different. As for all children Children's services are under a duty to appoint an independent reviewing officer (IRO) for all looked after children

**The independent reviewing officer’s role is to:**

1. Chair looked after child review meetings
2. Monitor the care the child is getting when they are looked after. This includes making sure the child’s care plan meets their child’s current needs. And making sure decisions following the child’s review are put into action.
3. Use their powers to call for an earlier review for the child if needed. This might happen if the child’s social worker informs the independent reviewing officer of a plan to make a change to the care plan. Or if there is going to be a major change to contact arrangements. See [section 25B of the Children Act](https://www.legislation.gov.uk/ukpga/1989/41/section/25B)
4. Make sure the child is informed of their right to make an application to court (for example, for contact with their brothers or sisters) and to make a complaint.
5. Try to resolve any disputes about the child’s care plan with children’s services. Where it is not possible to resolve the dispute, the independent reviewing officer can refer the case to [Cafcass](https://frg.org.uk/get-help-and-advice/a-z-of-terms/cafcass-child-and-family-court-advisory-and-support-service/).

**Developed September 2020 by Childrens Social Care Leadership Team (CSCLT)**

**Reviewed May 2012 by CSCLT**

**Reviewed September 2022 by CSCLT**

1. **APPENDIX**

**Information required for E2C Panel**

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| **Reason for request** |
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| **Summary of Child’s history** |
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| **Permanency Plan for the Child** |
|  |
| **Education Plan** |
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| **Emotional/Physical Health Plan** |
|  |
| **Needs of Child** |
|  |
| **Matching Consideration (if placement has been identified)** |
|  |
| **Support Plan** |
|  |
| **Impact of placement change upon child** |
|  |