**Terms of Reference: Transitions Panel**

**Purpose / role of the group:**

The role of the Panel is to provide management oversight, support and challenge in respect of the transition planning in relation to all cared for children, children with disabilities and children whom are supported with an Education, Health Care Plan (EHCP) from the age of fourteen and above. This will include consideration of current placements and support packages, transition planning and joint work with adult services, issues in relation to liberty protection safeguards and restrictive measures, joint work between the allocated social worker and Personal Advisor where appropriate, preparation for independence work and post-eighteen accommodation and support planning. All children with disabilities who receive a statutory service will be reviewed from the age of fourteen, as will all cared for children from this age, and this will be automatic.

Children who are supported with an EHCP will also be included in having their needs discussed at transitions panel to ascertain whether a referral to Adults Social Care is required. For those children who are not open to Social Care, consent will be gained, to be discussed at the transitions panel at the young person’s annual reviews. The SEN team will provide termly reports to the panel of young people aged 15 and 6 months, where consent has been gained and who are not open to Children’s Social Care to be discussed at transitions panel. At the panel the professional group will formulate a plan that includes who will refer them to the service.

In addition, young people aged fourteen and above who are supported across the service can be referred to the Panel if:

* The young person is subject to a national referral mechanism process and are being tracked and monitored by the Home Office as modern slaves.
* The young person is subject to a red exploitation toolkit.
* The young person is subject to a child protection plan.
* The young person is sixteen or seventeen and has been assessed as homeless and is being supported under child in need.

The referral form can be found at the end of these Terms of Reference.

The overall aim of the Panel is to ensure that children, families and carers are supported in this significant transition phase to achieve the best possible outcomes as they move towards independence and adulthood.

**Aims and responsibilities**

* Gather information about the child’s current placement status and support or care arrangements and capture the wishes and feelings of the young person and those important to them about their future.
* Ensure that, where appropriate, referrals to adult services are made in a timely manner.
* Gain an oversight of the joint work between Children’s Services and adult services prior to transition.
* Ensure that children and young people and their families and carers have the appropriate information about transition to adulthood.
* Ensure that children and young people are included in the transition process, including the issue of consent for post-sixteen Review Health Assessments and for referrals to adult services and to monitor the use of the Transitions Pack and Resource Guide.
* Ensure that there is early identification of any issues in relation to Liberty Protection Safeguards and that appropriate action is taken in situations whereby young people lack consent.
* Ensure that appropriate assessment is undertaken in situations whereby there is any reason to doubt a young person’s capacity.
* Identify any gaps in assessment and planning which may cause difficulty in terms of the pathway to adult services support and eligibility.
* Ensure that all cared for young people are allocated a Personal Advisor before their sixteenth birthday.
* Review the assessment of a young person’s independence skills, in line with the Preparation for Independence Strategy.
* Identify any gaps in intervention or service which may enhance a young person’s independence skills.
* Ensure that appropriate adult safeguarding referrals are made for young people at the right point.

Membership

* Head of Service, Regulated Services and Corporate Parenting Team (or Nominated Officer)
* Representative from the Placements Team
* Service Manager, Regulated Services
* Representative from Adult Social Care Transition Team
* Team Manager, Care Experience
* Representative from SEN
* Representative from Health

Attendees

* Presenting Social Worker
* Presenting Team Manager
* The Education Provision for young people with an EHCP who are not open to Social Care

Review

A review of the relevance and value of the terms of reference is to be undertaken annually.

**Working Methods**

The Panel will be held every week, on Tuesday morning.

The Panel will be divided into five and ten minute slots per young person, with the social worker, Team Manager and/or education provision provide verbal updates in relation to:

* Current placements and support packages.
* Transition planning and joint work with adult services.
* Issues in relation to liberty protection safeguards and restrictive measures if identified
* Joint work between the allocated social worker and Personal Advisor where appropriate.
* Preparation for independence work.
* Post-eighteen accommodation and support planning
* What actions are required to achieve better outcomes for the young person?

Panel members will reach a view as to the next review date which will be stipulated within the meeting.

Minutes will be recorded and the actions and decisions will be added to child / young person’s case file by the Business Support Officer Team.

Agendas for future meetings will be sent out a minimum of one week before the Panel; invites allocating a time slot will be sent to all attendees.

Attendance at panel is by invitation; if a case requires urgent discussion at this Panel, a discussion with the relevant Head of Service is required who can discuss the case in Any Other Business.

Social Workers and Team Managers must prioritise attendance at the meeting to give a verbal update or arrange for a colleague to attend on their behalf

**All information and reports are confidential and only for the purpose of the Panel, unless individuals are tasked with actions.**

**Referral form to be completed for a young person to be considered at Transitions Panel:**

Name of young person:

DOB:

LCS number:

Reason for presentation at Transition Panel:

Name of social worker:

Name of Team Manager:

Please email this completed form to [transitions@torbay.gov.uk](mailto:transitions@torbay.gov.uk).

NB: the Panel will discuss the likely need for a referral to adult social care, adult mental health services and adult safeguarding. In order for these referrals to progress, consent will need to be sought and gained from the young person and you may wish to discuss this with the young person before presenting to Panel.