**Children’s Social Care**

**(CSC)**

**Permanence Planning and Tracking Meeting**

**Terms of Reference**

**July 2020**

1. **Introduction**

Early permanence planning is essential for all children in care to avoid drift and progress plans for stability, security and attachment. The objective of planning for permanence is to ensure that children have a secure, stable and loving family to support them through childhood and beyond.

Permanence is a framework of emotional, physical and legal conditions that gives a child a sense of security, continuity, commitment and identity.

Permanence is a guiding principle for all services working with children and families and applies to all children in care.

Permanence is achieved through several routes, these include return to family, adoption, special guardianship, connected person placements, child arrangement order and long-term fostering, and achieving successful independent living.

1. **Purpose of Meeting**

To ensure there is good practice in the delivery of care planning across operational services including the role of the IRO.

To oversee the management and operational decision making to ensure it meets the child’s needs.

To consider a child’s case within 4 weeks entry into Local Authority Care and review at regular intervals, (frequency being based on the care plan for the child and court timescale) until the child’s permanent placement is secured.

To oversee and approve the permanence plans, offer advice and challenge drift and delay. Timescales will be monitored against government guidance.

Approvals for long term matching arrangements for children placed in IFA placements.

Staying Put arrangements will be presented and approved.

Children who have had a stability meeting will be presented at the meeting for scrutiny and support.

Attendance is required by the Team Manager who will be able to present the care plan and the contingency plan with all appropriate dates.

IRO manager to ensure that escalations are in place when there is evidence of impact on a child’s welfare because of delayed permanence planning and appropriate placement progression.

1. **Membership**
* Service Director (Chair)
* Service Manager for Permanence
* Service Managers
* Business Support Officer (responsible for maintaining Permanence Planning Panel records)
* IRO Manager
* Access to Resource (ART) Manager
* Head Teacher or Assistant Head Teacher for the Virtual School
* Fostering Team Manager
* Permanence Co-ordinator Aspire Adoption
1. **Frequency**

Fortnightly or more frequently if necessary.

The Social Worker will complete and submit a referral form, with up to date chronology, matching report if needed and care plan at least three days prior to the meeting to the designated Business Support Officer.

The notes from the Permanence Planning and Tracking Panel will be available within three working days and will be uploaded to the child’s records on MOSAIC / CareDirector.

The Terms of Reference is to be reviewed on an annual basis.