

## Appendix 2

### Additional Guidance for Legal Gateway Panel documentation and attendance

The Team Manager should ensure that they discuss all referrals to the LGW panel with the CSM and the Team Manager and CSM should QA all LGW documents before they are sent and to check that the legal advice has been added.

An appointment slot will be provided to the allocated Team Manager to attend the LGW panel. To book an appointment slot the LPM document must be shared via email to [legalgatewaypanel@northumberland.gov.uk](mailto:legalgatewaypanel@northumberland.gov.uk) no later than **12pm on Friday or by 4pm Thursday, (if it is a bank holiday Monday)** prior to the next LGP. This is essential so that the documents can be prepared for circulation to panel members to allow time for the papers to be read prior to the meeting. If the paperwork is not made available for circulation the item will be removed from the agenda and added to the following weeks panel.

The LGW panel meets every Tuesday between 10:00 and 12:00 and is held virtually.

LGW panel will hear complex cases at the first panel of each month and to book a slot at these, the Team Manager will need to complete the LPM document (without legal advice) and send this to the LGP mailbox [legalgatewaypanel@northumberland.gov.uk](mailto:legalgatewaypanel@northumberland.gov.uk) no later than 4pm on Friday or by 4pm Thursday, (if it is a bank holiday Monday) prior to the LGW panel on the following Tuesday. When the paperwork is submitted to the mailbox, the email will need to clearly identify a complex case discussion is requested.

#### How to complete each section – what does this information actually mean?

*The form follows the Signs of Safety framework and language used within the document should reflect this, be clear and jargon free, focussing upon the impact and harm to the child(ren).*

*Please avoid copy and paste information from ICS, keep it succinct, relevant, evidence based and think about the impact on the child*

#### What the document should include:

**Child's details:** full name, date of birth, ICS number, name of Social Worker, Team Manager, Senior manager and Conference Chair/IRO

#### **Details of parents and if father has PR**

**Genogram** – this should be up to date and include all relevant family members and not just copied from ICS. When completing the genogram, we need to make sure that this is up to date and relevant, has there been more people born, has anyone died, are there any new relationships.

**Family, friends, community Network** There should also be the details of network members and when they last meet, is this reflected on ICS. There must have been a network meeting before attending LGP. We need to know what they have agreed to do and if this has been working or not.

#### **Other relevant information:**

Do any of the family have specific cultural needs? Is an interpreter required and has this been used.

**Who else is involved:** Is an advocate required? Has this been offered? Any other support services, whole family approach, Adult services, Harbour, NRP?

### **WHAT ARE WE WORRIED ABOUT?**

#### **Past harm, what was the first and worst incident?**

How long has social care been involved with the family? What are the concerns, and the history of such concerns, of the local authority and/or other agencies?

Do not just copy and paste, describe the incident. For example, if neglect – how bad is it, are the home conditions such that the home was smelly, what was that like? Are photographs on the system to show the extent of the neglect/injury?

Be specific and use dates

#### **Current harm, most recent incident?**

What has led to this case needing to escalate from the current plan?

### **HOW IS THIS IMPACTING THE CHILD?**

How do the worries impact on the child(ren); is the situation/event affecting their mental health, emotional wellbeing, physical presentation how they interact with others? What are their relationships like with the adults?

How are they doing in the home? At school? *Attendance Today, Achieve tomorrow, Attendance Matters!* Any lates, time out, is there a difference between home and school?

What is life like for the children, on a day-to-day basis, friends, hobbies?

What are/have the child(ren) told us about their lives?

### **COMPLICATING FACTORS**

What else is complicating the situation, is there anything else that is impacting upon the child(ren) being able to achieve the best outcomes?

### **WHAT IS WORKING WELL? (What safety is in place for the child)**

What is keeping the child(ren) safe, who is keeping the child(ren) safe. How? Have we seen this working?

Strengths; What are the adults around the child(ren) doing to try and change things and make things safe?

Have any changes been made within the family to mitigate the risk factors?

How has the family engaged with these services and what is the impact on the children's wellbeing / outcome of this engagement?

*Be specific, use dates and examples.*

## **PROPOSED PLAN FOR PANEL'S CONSIDERATION**

- What are we aiming to achieve for the child?
- What needs to happen to make things safe for the child(ren) and help them achieve?
- How will this happen?
- What are the timescales for this? Are we thinking about the child's timeline or the parents?
- Who will be involved in the plan?
- What assessments needs to be completed? Who will do these and in what timeframe?
- Do we know who has PR?
- Do we have the birth certificates for the child(ren)
- Is there an up-to-date chronology? If not, when will this be done by?
- Who else might be able to care for the child(ren)?
- Has a referral been made for a CPW, Foster placement?
- If child(ren) are not to be in parents care – what is the plan for contact? Have the referrals been made?
- If PLO, when is it proposed the letter will be shared with parents, what is the proposed date for the initial meeting with parents and legal parties?
- If plan is to issue, when will the documentation be filed with the Court. Is this an urgent matter or can this wait for the standard 3 weeks for a CMH?

### **Legal advice**

The legal advice section of the document will be recorded separately in an appendix.

The legal advice given is subject to legal professional privilege and shall not be disclosed to any person, other than local authority staff, upon request.

This must be completed prior to the paperwork being submitted to the legal gateway email.

### **Attendance at Panel**

The relevant Team Manager will attend for each case submitted to the Panel. In some cases, the manager may request that the allocated social worker also attends with the agreement of the relevant Senior Manager. This should be for information sharing purposes and the Team Manager remains accountable for implementing the decision and progressing the care planning.

V3.02.24

The Team Manager will join the panel at least 10 minutes ahead of their allocated time, to ensure there are no technical issues prior. This also means that if the panel is running ahead of schedule there is no delay to the meeting.

The Team Manager will be prepared for the panel, they will have re-read the paperwork and be familiar with the case and any updates since the LPM.

The Team Manager will summarise the case in 5- 10 minutes and be clear about the request, specifically in relation to the request of panel. They will be clear and concise in their presentation and balanced, ensuring they include the strengths and safety as well as the worries.

They will have an understanding of the case history, what work has already been completed and the impact of this.

There will be a clear plan presented to the panel by the Team Manager as to what the desired next steps are and reasoning why.

Following the panel, the Team Manager will update the Legal Module on ICS with the outcome of panel and proposed dates for work to be completed, such as the dates for paperwork to be completed and if PLO is agreed the date of the planned meeting. All cases subject to PLO will be reviewed by LGP6-8 weeks after the initial PLO meeting and will be added to the PLO tracker.

**16<sup>th</sup> Feb 2024**