



# **WOKINGHAM BOROUGH COUNCIL**

## Children's Services Management Oversight List

UNCLASSIFIED

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Version 2	November 2023	List reviewed and updated.

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## Introduction

Management oversight is required for decisions that are made for children when key events occur.

This is because managers have a responsibility to ensure that:

- plans are progressing in a timely way
- that there is consistency in our approach for children and young people
- that social workers are supported in managing risk, by making sure that key decisions are made collectively.

Below is a list of key events that require management oversight from Assistant Team Managers, Team Managers, Service Managers and the Assistant Director, together with where the oversight will be recorded on Mosaic.

When reviewing work that requires management oversight, managers should always give careful consideration to the quality of the work before it is signed-off. For example, it is particularly important that any case recording, assessments or review reports are written *for* the child or young person and their family.

Recording should also be as free from jargon as possible, respectful, without bias, non-judgemental and should use language that cares. It is important to remember that children's files have a range of viewers, with the most important being the child themselves.

Where a Management Oversight includes specific case direction, the manager should also include an indication as to when and how our progress to that direction will be reviewed in the future.

When recording management oversight or decisions in case notes, please use the '**Management Oversight**' option. Please do not use the "Management Decision" option. Work is currently underway to remove this from Mosaic.

There is a Management Decision step that can be used if there is a need to trigger a workflow.

## The Management Oversight List

<b>Child in Need/Protection</b>		
<b>Event</b>	<b>Level of MO Required</b>	<b>Where on MOSAIC</b>
Late completion of a Section 47	TM	CASENOTE
Parent carer refuses Child and Family Assessment	ATM and TM	CASENOTE
Contact received relating to an employee (conflict of interest)	TM and SM	CASENOTE (The file would also be restricted by Mosaic team and they will record the reason)
Allocated for assessment but child not seen within 3 days	ATM	CASENOTE

Strategy discussion triggers S47 but child not seen within 1 day	TM	CASENOTE
Referral to LADO	ATM	CASENOTE
Decision to convene a Legal Planning and decision making at legal planning meeting	SM	Legal planning document
Decision to accommodate a child (including S20)	SM	STEP
Section 47 - decision to go to conference or not	ATM and TM	S47 STEP
Assessment sign-off	ATM	STEP
Delay in case transfer (if not within 15 day must be escalated to SM)	TM and then SM	CASENOTE
Significant injury to a child	TM and SM	CASENOTE
Unexplained/unexpected death	TM and SM	CASENOTE
Oversight of Children subject to plans for second or subsequent time	TM and SM	CASENOTE
Oversight of Children subject plans for 12 months plus	TM and SM	CASENOTE
SW recommendation to continue CP plan	ATM	STEP
SW recommendation to discontinue CP plan	ATM AND TM	STEP
SW recommendation to discontinue CIN plan	ATM AND TM	CASENOTE
Late reports to conference	TM	CASENOTE
SM oversight for an ICPC going out of 15 days timescales	SM	CASENOTE
Emergency/Immediate Placement with Parents	TM then SM AD	CASENOTE
Child protection or Child in Care visit out of timescale	ATM and TM	CASENOTE
Parents refusing/preventing child being seen	TM	CASENOTE

<b>Child in Care</b>		
<b>Event</b>	<b>Level of MO Required</b>	<b>Where on MOSAIC</b>
Late health assessments	TM	CASENOTE
Late reports for CIC reviews	TM	CASENOTE
Reg 24 placements	AD	STEP
Court Care plan sign off	TM SM	PERMANCY PLANNING MEETING Court care plan EDRMS
Emergency/Immediate Placement with Parents	TM then SM AD	STEP
Child protection or Child in Care visit out of timescale	ATM and TM	CASENOTE
Parents refusing/preventing child being seen	TM	CASENOTE
CIC care plan decision sign off	ATM TM	STEP
Child signing themselves out of care	Director	CASENOTE

## Family Placement

<b>Event</b>	<b>Level of MO Required</b>	<b>Where on MOSAIC</b>
Prospective Carer allocation	ATM	STEP
Prospective Carer Preparation Group	ATM	STEP
Allocated for prospective carer assessment	ATM	STEP
Prospective Carer Assessment sign-off	ATM	STEP
Private Fostering Assessment sign-off	ATM or TM	STEP
Checks (out of area, references, medical and DBS)	ATM	STEP & Docs
Panel Approval Decision and Letter	ADM and ATM	STEP & Docs
Exemptions/Variations to approvals	TM, SM and ADM	CASENOTE & Docs
Respite Request	TM and SM	CASENOTE & Docs
Back up carer assessment	ATM and TM	CASENOTE & Docs
Placement Risk Assessments	ATM or TM	CASENOTE & Docs
Referral to LADO	ATM or TM	CASENOTE
Decision to undertake allegation management/standards of care investigation	ATM and TM	CASENOTE
Resignation and termination	ATM, TM and ADM	STEP & CASENOTE
Annual Review Report	ATM and IFRO	STEP & Docs
Case supervision	ATM and TM	STEP
Critical incident reports	ATM, TM and SM	CASENOTE & Docs
Viability Assessments	ATM or TM	STEP
Connected Carers Fostering Assessment	ATM or TM	STEP
SGO Assessments	ATM or TM	STEP
SGO Plans	ATM or TM and SM	STEP
Financial Requests	TM	CASENOTE