

Management Oversight Expectations

(When, Where, and by Whom)

Intervention / Assessment	Where should the Management Oversight be recorded	Manager Responsible for Oversight
Significant Event (also in relation to care planning, eg. Police protection)	'Management Oversight' (Case Note)	Team Manager / Service Manager / Assistant Director
Ad Hoc Supervision	'Management Oversight' or 'Management Oversight Case Discussion' (Case Note)	Team Manager / Service Manager / Assistant Director
Contact	'Contact Record' Form	Team Manager
Referral	'Referral Record' Form	Team Manager
Allocation	'Management Oversight – Case Allocation' (Case Note)	Team Manager
10 Day Management Oversight (Approach to Assessment)	'Management Oversight – Following Child Seen' or 'Management Oversight – child not seen' (Case Note)	Team Manager
C&F Assessment (completion)	'Child and Family/CWD Short Breaks Assessment' Form	Team Manager
Child not seen	'Management Oversight – Child Not Seen' (Case Note)	Team Manager
Cancellation of C&F Assessment	'Management Oversight' (Case note)	Service Manager
Strategy Discussion	'Record of Strategy Discussion' Form	Team Manager
Section 47	'Record of Outcome of S.47 enquiries'	Team Manager
Transfer Between Teams	'Management Oversight' (Case Note)	Team Manager
ICPC / RCPC Report	ICPC – within the C&F assessment. RCPC – 'Review Child Protection Conference Workers Report' form	Team Manager
Permission for Legal Planning Meeting	'Permission to Hold Legal Planning Meeting' (Case Note)	Permission for LPM - Service Manager

Legal Planning Meeting	'Legal Planning Meeting' (Case Note)	Oversight after the meeting Team Manager
Permission for PLO	'PLO: Authorisation' (Case Note)	Assistant Director
Permission to issue proceedings	'PLO: Authorisation to Initiate Care Proceedings' (Case Note)	Assistant Director
Looked After Care Plan	Plan to be signed off by TM in 'Child/young persons Looked After Review'. Management oversight to be recorded where needed in 'Management Oversight' (Case Note)	Team Manager
Court Report / Statement / Care Plan	'Management Oversight' (Case Note)	Service Manager or Team Manager
Care Planning Meeting	'Management Oversight' (Case Note)	Service Manager or Assistant Director
Pathway Plan	'Pathway Plan' form	Team Manager
Placement Plan	'Placement Plan' form	Team Manager
Permanency Planning/Tracking Meeting	'Permanency Planning minutes' form	Service Manager/ Permanency Planning Manager to chair, minutes approved by PPM
Agreeing S.20	'Management Oversight' (Case Note)	Assistant Director agreement, Assistant Director or Service Manager to record the oversight EDT – Team Manager
Placement Panel	'Accommodation Decision Form' in Wisdom/Finance	Director/Assistant Director/Service Manager (depending on cost)
Placement with Parents	'Management Oversight' (Case Note)	Assistant Director and reviewed annually (maximum)
Placement With Parents Annual Approval	'Management Oversight' (Case Note)	Assistant Director every 12 months
Notification of Unregistered placement	'Management Oversight' (Case Note)	Initial done by Assistant Director,

		subsequently monthly oversights by Team Manager.
Whilst the child is in an Unregistered Placement	'Management Oversight' (weekly) 'Management Oversight' (fortnightly)	Team Manager Service Manager
Agreement to discharge a Care Order / agree discharge s.20	'Management Oversight' (Case Note)	Assistant Director approval
Cause for concern / serious incident notification	'Management Oversight' (Case Note)	SM / include notify the AD
Children EHE, missing education or with low attendance	'Management Oversight' (Case Note)	Team Manager
Responses to Regulation 40	'Management Oversight' (Case Note) The Reg 40 Ofsted Notification document would be saved as a PDF and emailed to social work team.	Service Manager/ Assistant Director
Disability Resource Panel/High Needs Resource Panel	'Management Oversight' Minutes uploaded in a 'Case Note'	The meeting is minuted and within the form there is TM/SM/AD agreement to the care package
Private Fostering – application of Requirements or Prohibition	'Management Oversight' (Case Note)	Service Manager
Audit	'Audit Tool' form	Team Manager, 5 working days if Inadequate or Requires Improvement, 10 working days if Good or Outstanding

Updated by	Jackie Nicholls
Approved by	Kasey Senior/Patricia Denney/Tom Stevenson
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