

Nottingham Social Services Action Plan Re: Case Review Name Redacted

Recommendation		Actions Needed	Timescale	Responsible Officer
6.1	Produce written guidance for staff and managers in children's homes concerning the recording and notification of Significant Events.	<ul style="list-style-type: none"> Produce and implement written guidance Monitor implementation through supervision of unit managers and Reg 33 visits 	<p>Achieved</p> <p>Ongoing through supervision and regular visits</p>	<p>Ted Townsend</p> <p>Ted Townsend and C & F SM's</p>
6.2	Undertake a joint review with the CAMHS Looked After service, of the current provision of consultation to children's homes in order to develop a written protocol for its use which is effectively implemented and residential settings.	<ul style="list-style-type: none"> Review current provision of CAMH service to children's homes Establish a written protocol Monitor implementation through <ul style="list-style-type: none"> - Supervision and - Quarterly reviews 	<p>Sept 03</p> <p>Sept 03</p> <p>Ongoing</p>	<p>Andrew Brunt/ Ted Townsend/ Health Rep</p> <p>As above</p> <p>As above</p>
6.3	Develop Residential Care Standards, with appropriate staff development programmes, to ensure that children's homes provide a safe environment where sexual and violent behaviours and the use of alcohol and drugs are appropriately managed.	<ul style="list-style-type: none"> Establish written guidance to assist residential staff implement appropriate care standards Monitor implementation through supervision of unit managers and Reg 33 visits 	<p>September</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Margaret Mackechnie</p> <p>Ted Townsend</p> <p>AD's and C&F SM's</p>

6.4	Produce Practice Guidance and criteria for holding Strategy Meetings in relation to children looked after to ensure that they occur when a young person has attempted suicide or other potentially life threatening self-harming behaviour.	<ul style="list-style-type: none"> Produce written guidance on convening strategy meetings 	End of June 03	Vivien Lines (c/ref Laming Action Plan)
6.5	Audit all cases of Looked-After children allocated to Family Support Workers, and produce written guidance to define "less complex" cases in this context.	<ul style="list-style-type: none"> Audit of LA cases currently allocated to Family Support Workers Establish guidance on appropriate allocation to Family Support workers of LA cases 	July 03 July 03	Sue Gregory Sue Gregory
6.6	Formalise the process by which looked after children who are inappropriately placed are brought to the attention of Senior Managers.	<ul style="list-style-type: none"> Weekly discussion by SM's and Family Resource panel manager to discuss all inappropriate placements as well as placement need 	Ongoing	C&F SM's
6.7	Ensure that in the absence of the Registered Person who manages a children's home, responsibilities are delegated to one named individual.	<ul style="list-style-type: none"> Ensure appropriate cover arrangements are made in the absence of the Unit Manager and that all staff are aware of who has delegated responsibility 	Ongoing	Ted Townsend

Completed By: Sue Gregory Acting Asst Director

Date:4th June 2003