



Children's Safeguarding and Family Help

Case Progression Clinic Terms of
Reference

1 Introduction and purpose

- The Case Progression Clinic has been set up to help develop relational practice and to help social workers to prepare for Legal Planning Meetings and Pre-Proceedings Work. The Clinic offers a relational space in which social workers can explore issues with the service manager for Legal Proceedings and Case Progression in an environment of high support and respectful challenge in order to make the best decisions for children.
- The aim of the clinic is to:
 - support social workers
 - help develop a service-wide understanding of how Relational Practice is embedded in court work
 - develop social work practice and ensure timely PLO intervention.

2 When to bring cases

- Social workers should bring cases to the clinic at the following points:
 - when a Legal Planning Meeting (LPM) is needed, to prepare that meeting
 - following a recommendation from the Care Pathways Panel, to prepare for pre-proceedings.
- There is an expectation that every case where a LPM will be held and Care Pathways recommendation to start pre-proceedings is discussed at the clinic. This will be monitored by the service manager for Legal Proceedings and Case Progression.

3 Arrangements

- The clinic is run by the service manager for Legal Proceedings and Case Progression.
- It is held every Thursday afternoon from 2pm to 3.30pm either online or in person at 5PS.
- The Clinic offers 30 minute slots for LPM preparation and 45 minute slots for Pre-Proceedings preparation.
- To book a slot, the team manager should email the service manager for Legal Proceedings and Case Progression about any family needing an LPM and the service manager will send an invitation to a slot.

Case progression clinic

- The social worker and ideally the team manager should attend.

4 When preparing for a LPM:

- The purpose of the clinic is to allow discussion of issues and themes that are likely to be raised in the LPM so that social workers are able to take part in any discussions around thresholds and make informed decisions about next steps.
- Ideally the draft LPM referral, genogram and SWET chronology should be available for the meeting but if not, the session can still go ahead and the discussion will be what to include in the documents.

5 Following Care Pathways Panel

- If approval has been given for pre-proceedings the service manager for Legal Proceedings and Case Progression will send a 45 minute invite for the clinic that Thursday.
- It is important that the social worker and team manager attend together and that the draft pre-proceedings letter and draft written agreement. are sent to the service manager for Legal Proceedings and Case Progression in advance.
- The meeting will then look at these documents and agree what information needs to be included and agree any questions for any expert assessment and any parenting assessment in order to help formulate the parenting assessment plan. However managers and Legal Services remain responsible for signing off these documents.
- A case note will be recorded by the service manager for Legal Proceedings and Case Progression and an email sent to the social worker, team manager, relevant service manager and the Legal Services representative with clear identified actions. It will be the responsibility of the team manager to ensure all actions are taken forward.

6 Impact review

- A feedback form will be sent periodically to collate information as to how the clinic has been used, what has worked well and what can be made better. This feedback will be analysed by the Quality Assurance Board and the terms of reference for the clinic can be adapted to suit the workforce need.

Case progression clinic

- The impact of the clinic will be seen in the use of LPMs and the timeliness of the pre-proceedings work. This can be reported within the legal proceeding quarterly reports.