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|  Practice Guidance |
| **Title**: Complex Case Discussion (CCD)- A Guide for Practitioners & Managers  |
| **Date reviewed**: 4th February 2021 |
| **What is a CCD?** A Complex Case Discussion (CCD) is a meeting that allow complex cases to be discussed to clarify and drive forward plans for children. Complex Case Discussions can assist in care planning and moving cases forward. A Complex Case Discussion is a group discussion amongst key professionals to review the complexities of cases and identify options and solutions. It allows creativity in thinking and planning. These meetings can take place as often as necessary to find resolution to the dilemma presented. Review CCDs can be arranged to monitor progress where required.CCDs can be used to consider the follow:* Before any child becomes a Looked After Child (except in the case of an emergency when one will be held at the earliest possible opportunity)
* Prior to legal planning meeting – to discuss threshold and if required then to form a plan to be considered at the LPM.
* ‘Stuck cases’ and / or cases where there are concerns regarding lack of parental / carer engagement
* Children where there is professional disagreement that cannot be resolved locally. Specifically, this will be where usual processes such as CIN Meetings, Core Groups or Manager to Manager discussion have been exhausted and have not resulted in resolution.
* Children with complex needs at risk of drifting. This specifically relates to cases where there is a lack of availability of resources or services as such to help develop a more creative approach that meets identified needs. This does not relate to drift due to poor practice which should be addressed via usual management processes such as supervision.
* Children on the cusp of or in custody – specifically where there are complex issues in respect of safety (to the child or others) and /or where there are issues in respect of safe placement.
* Children exiting a secure environment
* Children placed in residential care – to plan transition where necessary and appropriate to do so.

**What CCDs are not*** CCDs do not replace case supervision. A CCD is complementary to Case Supervision in the sense that it enables frontline practitioners and managers to share risks identified with Senior Managers along with key partner agencies / professionals where necessary and identify solutions to progress cases. It is a model of reflective practice which provides an opportunity for professionals to discuss cases which are either ‘stuck’ or complex in nature and / or where it is necessary to clarify and progress plans for children.
* CCDs do not replace statutory LAC Reviews. They can be used to clarify the Local Authority’s care planning prior to presentation and discussion at LAC Reviews. Decisions from CCDs about any proposed changes in Care Plans for children must not be progressed without agreement with the IRO and before the revised Care Plan has been discussed and ratified via a statutory LAC Review.
* CCDs do not replace multi-agency meetings such as CIN meetings, Core Groups and Strategy Meetings.
* CCDs should never delay any decision making process and intervention required to safeguard children at immediate risk of harm.

**How CCDs work in practice*** The Social Worker and Team Manager agree a CCD is required and make a request to the Manager of their service area. If agreed by the Manager a CCD is scheduled.
* The CCD is chaired by the Manager / Head of Service of the relevant service area wherever possible.
* In order for the discussion to have a meaningful outcome it is important that the allocated Social Worker and/or the Team Manager attend as they will provide the necessary details of the case.
* The social worker will invite any key professionals required to participate in the discussions and contribute to the plan going forward.
* A record of the CCD must be taken. Recording of these discussions must be detailed, so the rationale for the decision making is clear. **Please see the attached CCD recording template**. It is the responsibility of the team administrator to produce minutes of the meeting and the responsibility of the Chair / Manager to ensure the record of the CCD is accurate. The team administrator is responsible for ensuringthat it is saved onto the child’s file as an attached documents under ‘Case Supervision’ via a case note.
* The record of the CCD should be evident on the child’s case file within 72hrs of the CCD and must be distributed by secure email to partner agencies involved within 5 working days.
* If a review CCD is agreed this will be agreed at the meeting and scheduled in by the Manager’s Administrator. The review CCD will be chaired by the same Manager / Head of Service that chaired the initial CCD wherever possible.
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| **Issued by**: DMT  |

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**Complex Case Discussion Held in Respect of (Name) on (Date)**

**Type of CCD:** Residential Review/ IFA Review/ SEND Review/ Case Management Review **(Please Circle)**

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| **Attendees: Apologies:**  |
| **Purpose of Meeting (Discussion of Strengthening Families Risk Assessment)** |
| **Childs Lived Experience**  |
| **Relevant Background Information** |
| **Professionals Information/Views** |
| **IRO Views (LAC and CP cases)** |
| **Decision: Is Legal advice recommended?**  |

**Actions Agreed**

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| **Action Required** | **Outcome for child** | **By whom** | **Timescale** |
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