

### 1. Panel Purpose

The quality assurance purpose of Children's Team panel (Panel) is to ensure the provision of safe and effective planned care to children and their families in Children's Teams (CT).

### 2. Panel Role and Responsibilities

The role of the Panel is to provide multi-disciplinary oversight to the Lead Professional /Child's Action Network throughout the referral and assessment, planning, implementation and review (APIR) process steps.

The Panel's specific responsibilities include review of the specific process steps. These involve:

#### 2.1 Referral review and recommendations

- Review referrals and additional information that each member contributes from their home agency to determine if referrals meet the CT threshold
- Provide guidance on an alternative referral pathway if referral is declined
- If referral is accepted, provide guidance on:
  - selection of Lead Professionals
  - development of the assessment, including:
    - Confirming services, other than those identified in the referral who are involved with child and family as sources of assessment information.
    - If particular specialist/methods of assessments are required.
    - Identify threats to the child's safety requiring areas for immediate assessment and planning.
    - Identify any threats to practitioners' safety when working with family.

#### 2.2 Assessment review and guidance

- Review Tuituia Assessment to ensure all relevant dimensions, domains and sub-domains are completed.
- Review assessment sources to ensure all assessment information available has been collated – i.e., from child, family and all practitioners currently involved in care/service provision.
- Provide guidance if further assessments are required to provide a complete and accurate assessment of a child's needs and parent and family's capacity to meet those needs.

## 2.3 Analysis review, guidance and approval

- Review Summary sub-domain/domain analysis to ensure it supports accurate identification of met/unmet needs - harm/risks of harm, and underlying causes based on the assessment evidence documented.
- Review analysis scaling to ensure it accurately reflects Team Analysis.
- Review Overall Summary Analysis to ensure documentation provides a complete and systematic history of met/unmet needs, the inter-relationships that may activate particular risk and protective pathways and underlying causes to understand:
  - Child's holistic health and development needs.
  - Parents' capacity to respond to the child's health and development needs.
  - Impact of the family's resources and connections on both parenting capacity and child's needs.
  - Aims, or general statements and their priority to inform the development of specific goals in the Child's Plan.

## 2.4 Plan review, guidance and approval

- Review goals to ensure they are linked to area of need and to improved outcomes for the child and family, clearly stating what would be evidence of change.
- Review actions to ensure they are appropriate and proportionate to the goals - short and/or intermediate.
- Review actions to ensure the required resources are available to achieve goals – i.e., the Child's Plan will deliver coordinated, intensive, timely and effective support.
- Ensure review timeframes allow for appropriate Panel oversight of the Child's Plan.
- At review times - review goals to ensure they have achieved planned outcomes – if not, determine:
  - What has been the extent of progress – does review scaling reflect review documentation?
  - What are the reasons for the lack of progress?
  - Can any barriers to progress be addressed?
  - What are the next steps – further assessment, actions, review, or exit?

# 3. Panel Membership

## 3.1 Membership selection

- Panel membership is open to the CT community with a membership of six to twelve members.
- Government agencies and NGO's will be approached by the CT Directors to identify appropriate members for the Panel from their organisations.
- Panel members are supported by their own senior management, e.g., Panel membership may be part of their Job Description/performance appraisal. Panel members are not remunerated for their time, travel or other costs.

- It is intended that the appointed Panel members are able to attend regularly to meet the quorum requirement.

### **3.2 Membership composition**

- The members are senior and experienced child and family wellbeing practitioners/professionals from across:
  - o Health sector – including child and adult mental health/drug and alcohol expertise
  - o Education sector - including developmental expertise
  - o Social sectors - including parenting, family functioning, child protection, housing, vocational and employment guidance and community support networks expertise
  - o Justice sector – including Police for their youth justice expertise, and Probations staff
  - o Iwi representatives – cultural expertise.

### **3.3 Membership term and review**

- Continuity of team membership is important to support team working and effective and efficient review of cases.
- Member non-attendance will be followed up by the CT Director with practitioner directly. If three consecutive meetings are missed the CT Director will discuss the member's capacity with the Home Agency.

## **4. Panel Working Method**

The Panel's work together is guided by the CT Practice Framework – which outlines the CT approach and preferred way of working.

### **4.1 Panel Induction**

Panel members will be prepared for their role through the CT induction programme involving:

- CT training – introduction to CT approach (inclusive of Tuituia Framework and CT Practice Framework) and operational policies and processes
- Safety checking – required to access shared child and family information
- Access to secure electronic network – to access organisational resources and shared client information
- Signing the CT Ready to Start Agreement - including the CT Confidentiality Statement.

### **4.2 Panel Meetings**

- The frequency of Panel meetings will be determined by the demand in each community – in most areas this will be weekly to ensure Teams are responsive to children's needs within 5 working days, but may be more frequent determined by demand.

- The CT Director will agree with Panel members a location for meetings that is convenient to all and appropriate for their purpose.
- The Panel meeting will be chaired taking a facilitative approach by the CT Director or delegated in their absence.
- The Panel chair will facilitate meeting so there is:
  - Mutual trust and respect
  - Recognition of complementary expertise
  - Open communication
  - Active participation and involvement of all members
  - Sharing and agreeing decisions.
- Secretariat support will be provided by the area CT office. Meeting documentation will be circulated as soon as possible, at least two days before scheduled meetings. Minutes will be available via the Shared Workspace no later than three days post Panel meetings.
- Meetings will include presentation of cases – at referral, assessment, planning and review stages and group discussion to share experience and learning.
- Non-members may be invited to Panel on a one off basis to inform discussion of a particular case/situation – but have no decision making role and must sign the CT Confidentiality Statement.
- A quorum of all members must be present, reflecting the required Panel membership composition (see 3.2). If a member cannot be present they must delegate another member with the same expertise to be present. Members must forward apology if they are unable to attend prior to the meeting and send delegate with same expertise and who has been safety checked and have completed the induction programme.

#### **4.3 Panel Lead Professional support**

- Panel members must be accessible to Lead Professionals for advice as and when required.

#### **4.4 Panel Resources**

- The resources referred to in the Terms of Reference can be accessed on the Children's Team Shared Workspace (SWS).

## 5. Appendix

### Panel Membership Table

The ..... (area) Children's Team Panel Membership List

Date of appointment	Panel member name	Organisation	Area of expertise