

Children Families and Community Health



**POLICY AND PROCEDURE FOR
CASE MANAGED CASES WITHIN
THE DISABLED CHILDRENS
TEAM**

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1 Purpose

- 1.1 A policy and procedure is required to enable the Disabled Children's Team [Social Care] to hold cases at a case managed level when a small package of care is being provided to a family and there is no other need for Social Care involvement.

2 Definition

- 2.1 A case will become case managed after a Social Work statutory assessment has been completed and a package of care has been recommended and agreed.
- 2.2 Cases will only be case managed if there is no child protection or other concerns; the package of care is being provided to meet the child/young person's disability/care needs. Cases will not be case managed where children and young people are receiving an overnight short break service.
- 2.3 Once a case has been stepped down to a case managed level, a Social Care Worker will undertake six monthly single agency [Social Care] Care Plan review meetings with the family. These will not be multi-agency and will be held at the family home.
- 2.4 If the care package is not meeting the needs of the child, young person and family, or if there are child protection or other concerns the case will be referred back to the Manager of the Disabled Children's Team for further assessment and intervention.

3 Legal Basis

- 3.1 The child/young person will remain a Child in Need (Section 17 Children Act 1989) when the case is held at a case managed level. The service will be reviewed as stated above.

4 Procedure

- Statutory Assessment completed by a Social Worker identifying that a small package of care/support/short break is required
- The package of care is agreed through the DCT Resource Panel.
- An initial Child in Need Review will be held following the statutory assessment. Further reviews of the service received will be held as described in 2.3 above. Please note that the child/young person/family may be in receipt of an agreed service or on a waiting list to receive a service at the time the decision is made for the case to be put into the case managed category.
- Manager to complete a Supervision Record stating that the case should close to Social Care.
- Closure Summary to be completed on ICS.
- Case to close on ICS to DCT.
- New involvement to open on ICS as a Case Managed case.

- Care Plan to be written on a new ICS involvement form and work flowed to manager to sign off.
- Team Manager to organise six monthly single agency Care Plan reviews of the care package to ensure it is still meeting the needs of the child/young person and the family.