



## London Borough of Waltham Forest

### Daily Risk Management (DRM) Meeting -Terms of Reference

#### Purpose

The DRM meeting has been developed to enhance and promote good practice, improve joint working between the Police, Social Care and partner agencies and to ensure a robust multi - agency response where it is believed a child, young person or adult may be at risk of significant harm, particularly those who are at risk of CSE, Missing, Gangs, High risk DV and radicalisation. The DRM will consider these young people and adults and a strategy meeting will be held where appropriate

The DRM meeting provides the framework to allow regular information sharing and action planning to safeguard high risk cases being received into Waltham Forest's front door.

The DRM meeting serves as a channel to ensure that action regarding high risk cases and overnight critical incidents is taking place and is co-ordinated.

The DRM meeting is not intended to replace or supersede the guidance set out in Waltham Forest LSCB, LSAB, Pan London child protection procedures and legislation in place to safeguard people or any other referral and assessment process currently in place in relation to safeguarding. No agency should delay action whilst waiting for a discussion at the next DRM meeting.

#### Objectives

- The DRMM will enable early identification of risk and vulnerability.
- Make valuable use of any information received from a variety of sources
- and any other relevant intelligence to reduced identified risk.
- Conduct timely and effective Strategy Discussions/Meetings on high risk cases.
- Ensure consistency in practice
- Make the best use of the skills of both social workers, police officers and partner agencies in identify and reducing risk.

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- Meet daily at mid-day to discuss the concerns and set an action plan which will feed into existing processes and procedures

### **Governance**

The DRMM is accountable to the MASH Management team (Social care and Police), the MASH Strategic Board who in turn is accountable to the Waltham Forest Safeguarding Children Board (WFSCB) and supports it to fulfil its statutory responsibility to monitor and evaluate the effectiveness of local arrangements to safeguard and protect people.

### **Membership**

The DRM meeting will be attended by:-

- PPD/Police (MASH) Supervisor or representative
- LBWF(MASH) Team Manager or Deputy Team Manager
- Health
- Education
- Missing person Co-ordinator
- Adult Social Care
- Early help practitioner
- DRM Co-ordinator
- Social Care Duty Team Representative

And other practitioners who would be deemed to have an interest in the case being discussed and virtual attendance can be facilitated.

The Meeting will be chaired by MASH Team manager and Public Protection Desk supervisor.

### **Information Sharing**

Sharing of Information within the DRMM is covered by the Information Sharing protocols in place between all agencies. Below is the legal basis for sharing information in the meeting.

*“Some concerns regarding children where information will need to be shared under this agreement will often fall below a statutory threshold of Section 47 or even Section 17 Children Act 1989. If they do however fall within these sections of the 1989 Act then these sections will be the main legal gateway.*

*Sections 10 and 11 of the Children Act 2004 place ... obligations upon local authorities, police, clinical commission groups and the NHS Commissioning Board to co-operate with other relevant partners in promoting the welfare of children and also ensuring that their functions are discharged having regard to the need to safeguard and promote the welfare of children.*

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*Section 10 and 11 of the Children Act 2004 create a 'permissive gateway' for information to be shared in a lawful manner. Such information sharing must take place in accordance with statutory requirements pertaining to the disclosure of information namely the Data Protection Act 1998, the Human Rights Act 1998 and the Common Law duty of confidentiality".(p7-8)*

The statutory guidance Working Together to Safeguard Children: A guide to interagency working to safeguard and promote the welfare of children March 2015 states that ...

*"Effective sharing of information between professionals and local agencies is essential for effective identification, assessment and service provision". (Paragraph 22)*

*"no professional should assume that someone else will pass on information which they think may be critical to keeping a child safe. If a professional has concerns about a child's welfare and believes they are suffering or likely to suffer harm, then they should share the information with local authority children's social care". (Paragraph 24)*

## **Process**

The DRM meeting will take place every weekday commencing mid-day

Safeguarding is everyone's responsibility and as such any professional can use their professional judgement to make a referral into the DRMM.

Referral (See appendix 1) will be send via Email to .....@walthamforest.gov.uk to the DRMM co-ordinator before 10am on the day of the meeting for it to be considered that day. This will allow for research and preparation to be completed before the meeting. Any referrals received after this time will be discussed the following day.

The DRM meeting begins with discussion of overnight critical incidents affecting children and adults, followed by discussion of prioritised vulnerable subjects.

Where the threshold for a joint investigation is met. The DRM will ensure that relevant professionals are in attendance and the information sharing, decision making and planning will be recorded as a strategy discussion.

## **Recording**

A record of the DRM must be kept within Framework i on the persons file and minutes will be produced with an action plan and distributed to partners to ensure that the actions are undertaken. The minutes will record.

- Name
- DOB

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- Gender
- Ethnicity
- Concern's /Gangs/Misper/CSE
- Known/Unknown
- Friends and associates
- Action

The MASH Team will ensure that a case note is recorded on the subject's case file (if known) and provide feedback to the allocated Social Worker/Team on open cases of the information shared during the DRM meeting. If the case is unknown a record will be kept as outlined above. The action plan and minutes will be updated during the DRMM.

### **Escalation Process for any issues**

If partner agencies are concerned that issues are not being resolved or managed appropriately via the DRMM these should be raised initially with the Head of MASH in the first instance.

If this action is unable to resolve the issue, or the issue is with the Head of MASH then this should be escalated to the agencies line manager or the Assistant Director for Safeguarding and Family Support for further consideration.