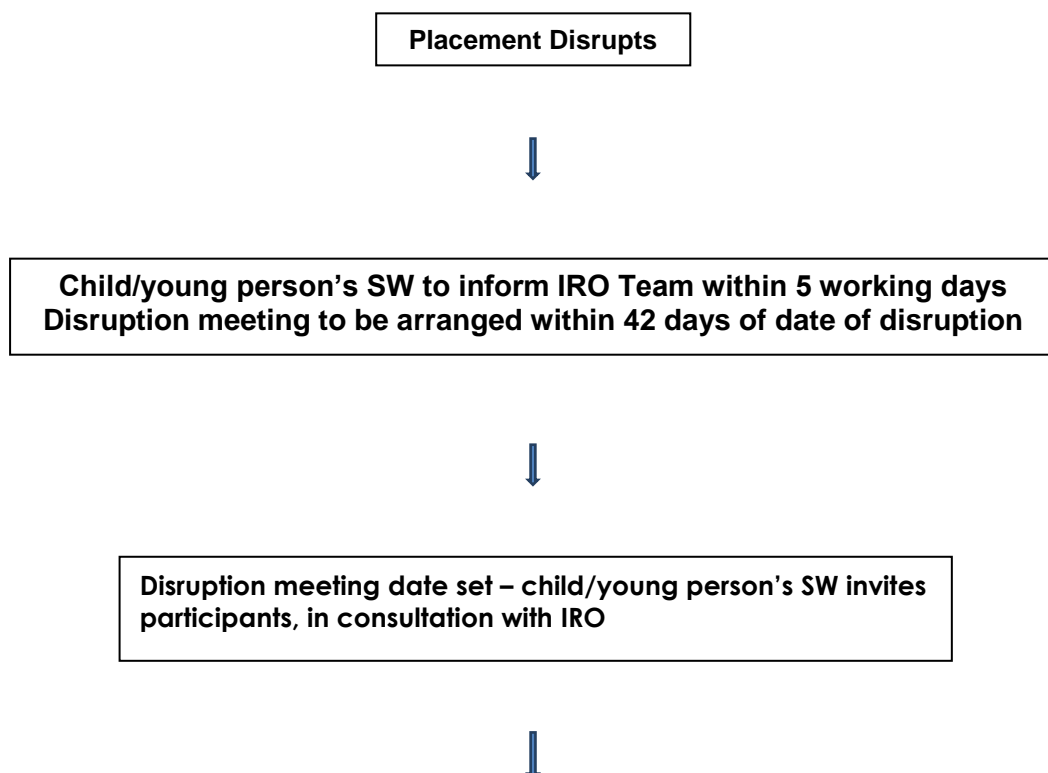


The aim of the meeting will be to hear from all parties involved in the placement to increase and share an understanding of the areas of difficulty and try to find ways to reduce the risk of breakdown and to improve the quality of the placement. The Placement Stability Meeting will usually include the child and young person. \* Occasionally it might be decided to hold the meeting in two parts to have some discussion between the adults first and then include the child. This will be an exception and the reasons for this need to be documented.



**Preparations:**

- Child/young person's SW books appropriate venue;
- Child/young person's SW prepares child/young person & birth parents as appropriate; advocate arranged via Children's Rights Services as required;
- Supervising SW prepares previous prospective adopters/carers;
- Child/young person, previous prospective adopters/carers & birth parents (as appropriate) to be offered opportunity to meet/have contact with chair prior to meeting;
- Child/young person's SW & supervising SW prepare report for meeting– to be with chair 5 working days prior to meeting;
- Previous prospective adopters/carers prepare report for meeting, with support of supervising SW – to be with chair 5 working days prior to meeting;
- Child/young person & birth parents, where appropriate, prepare report or alternative submissions, with support of SW and/or advocate;
- Chair to read child/young person's file & discussions to take place with relevant social workers.

**Disruption Meeting Held**

**Post disruption meeting:**

- Team administrator completes draft report for chair within 5 working days;
- Chair prepares draft summary, action plan for child/young person & previous prospective adopters/carers, practice feedback (for social workers & managers) & general recommendations, within 5 working days of receipt of minutes.

**Chair circulates draft to meeting participants requesting amendments re factual inaccuracies within 10 working days:**

- Practice feedback circulated to social workers & relevant managers only;
- Chair sends final version to child/young person's SW for the casefile.

**Issues raised & any necessary changes to policy, procedures & practice**

- Chair sends final version of summary, action plan, practice feedback & general recommendations to Permanence Panel administrator, who will advise of Panel date and whether attendance is required

**Permanence Panel considers summary, action plan, practice feedback & recommendations**

- Reviewing Officer Team will provide a yearly summary of all disruption meetings held;
- Reviewing Team Manager & Professional Advisor to Panel will meet regularly to monitor all recommendations of disruption meetings & make any necessary recommendations to the Agency Decision Maker regarding changes to policy, procedures & practice.