West Dunbartonshire Child Protection Committee

Complex Case Forum

TERMS OF REFERENCE – OCTOBER 2026

Governance

Oversight will be provided by West Dunbartonshire Child Protection Committee (WDCPC), and a quarterly update will be provided to the WDCPC by the Child Protection Lead Officer as part of the Data, Quality Assurance and Evaluation Subcommittee.

Remit of group

The Complex Care Forum's remit is to provide a participatory forum where the Team Around the Child (TACT) will have the opportunity to discuss the child/young person's circumstances, reflect on practice and any support or interventions provided to support the child/young person and family. The forum will also be a space for practitioners to reflect on challenges to intervening.

The group will support those involved with the child/young person and family to consider:

- the support that has been provided to date;
- the difference that has made;
- what has not changed for that child/young person and family; and
- alternative approaches of intervention.
- identifying when risk has been reduced; and
- how to manage risk when this cannot be removed completely.

An oversight group will be established to consider complex cases, undertake the role of 'critical friend' and provide advice and guidance to those managing the case.

The oversight group will have responsibility for identifying emerging trends in relation to a child/young person remaining on the child protection register for one year or more and will make recommendations to WDCPC in relation to this.

Frequency/timing of group

- Every 4 weeks (with option to step down if no cases to be heard)

Referral criteria

The complex case forum will consider and provide advice in relation to:

- Children/Young People who have been on the child protection register for more than 1 year. Cases should automatically be referred to the forum for discussion if the child/young person remains on the child protection register for a year.
- Children/Young People who have been on the child protection register multiple times
- Children/Young People who have been re-registered within one year of being de-registered.
- Children/Young People who have been on long term supervision.
- Children/Young People who have been referred to SCRA, however no further action has been taken by SCRA.
- Children/Young People who have been referred to the Social Work Department on multiple occasions, however, did not result in Social Work allocation.
- Children/Young People who have been referred to Social Work, but No Further Action has been determined on three separate episodes.
- Any other cases where a request for oversight is made by an operations manager from any Partner.

When a child/young person identified and selected for the Complex Case Forum, the Lead Professional will be asked to complete a short pro-forma (appendix 1) to give an insight into the child's/young person's circumstances. This should be sent to the Chair of the Complex Case Forum disseminate the information to the partner agencies.

Record of proceedings

- Recommendations made by the Complex Case Forum Panel will be recorded and will be shared with the TACT. TACT will have responsibility for implementing any recommendations and agreed actions will be included in the child's My Plan.
- Recommendations will be logged on CareFirst on the child/young person's file.

Escalation and Dissent

Where there has been disagreement between partner agencies during their involvement with the Child/Young Person and issues in direction have not been resolved, the Complex Case Forum can provided a space for partner agencies to reflect and find solutions to barriers.

Where partners disagree with the recommendations made to the TACT by the Complex Case Forum, they are advised to use the West Dunbartonshire Child Protection Committee Multi-Agency Dissent and Escalation Guidance, which is published here.

Chair (and Vice Chair if Chair is absent)

- Chair – Rory Anderson, Lead Officer – Child Protection
- Vice Chair – TBC

Membership (and arrangements for cover if member cannot attend)

Panel membership of the Oversight Group consists of representation from Social Work, Education, Health, Police, Scottish Children Reporter Administration (SCRA) and any other Partner deemed appropriate to the circumstances of the family who are at a Senior Management level. They should not have day to day input into the decision making for the child/young person and their family.

Panel members of the group should be of sufficient seniority within their organisation so that they can make decisions on behalf of the organisation in West Dunbartonshire.

Panel members will provide a named Depute. Deputes should attend by exception only.

If the identified person from your organisation is unable to attend, you must send a representative in your place.

In addition to panel members, the meetings will also be attended by the Team Around the Child/Young Person, and will include relevant Senior Social Workers and Team Leaders, who will attend for the duration of discussion in relation to their case.

Involving children, young people and their families

The views of the child/young person and family will be considered by the complex case forum.

Social Work Managers will be responsible for informing families that the case will be considered by the complex case forum.

Information sharing

Information will be provided securely in advance of complex case forum meetings and should remain confidential.

Secretarial support

Provided by public protection assistant.

Appendix 1

West Dunbartonshire Public Protection Committees
Complex Case Forum

Practice Case Study Proforma

Child ID:	
Team Around the Child: *List professionals and contact details*	
Social Work Senior and Team Leader details:	
Referral/presenting issue: *Clarify the service users' needs and the concerns*	
Background Information: *This should include relevant demographics, socioeconomic factors, family dynamics and previous involvement.*	
Assessment: *Present you assessment of situation, identifying the risks and need, and the strengths around the service user.*	
Plan: *Detail your intended approach, method of intervention and timeline.*	
Intervention: *This should include your outputs (what you did) and*	

how they contributed to change (outcomes).	
Barriers and Challenges: *Detail issues that have arisen during involvement with the family. This covers direct engagement with child and/or family or issues pertaining to multi-agency working.*	