

Form 2 - Foreign travel and associated expenditure approval (occasional travel)

For use by teams not listed in Guide 1 who do not have prior agreement of the need for overseas travel. For more guidance, see the Foreign travel, gifts and hospitality policy.

Employees planning to travel:

Employee name(s):	Job title(s):
	Childrens and Families (C&F) Service Manager, Team Manager or Senior Practitioner x2

Purpose/reason justifying the visit:

Details:

The Children and Families Advisory Support Service (Cafcass) supports the Foreign and Commonwealth Office programme that aims to improve the standards of child protection in the British Overseas Territories. ECC have been approached to see if we would like to deploy one or two of our staff on a three-month deployment in the Turks and Caicos Islands in the role of Practice Mentors, from January to March 2019.

It provides a development opportunity for our Service Managers to work alongside Turks and Caicos Island social workers and support them to put basic standards more reliably in place. The individuals would learn a variety of different working methods as part of this experience which would be of benefit to ECC through skills and learning disseminated to all C&F individuals through this opportunity.

The role brief is as follows:

Role brief for the two TCI practice mentors

Location: Providenciales, Turks and Caicos Islands, Western Caribbean

Duration: Three months from early January 2019 until the end of March 2019.

Objectives:

- 1) Initially, to get alongside social workers and managers in TCI, gaining their confidence and trust and to establish a mechanism for working together to achieve positive change during the 3-month deployment;
- 2) To advise on how incoming referrals are best handled e.g., a triage protocol and procedure and/or a local model for initial assessment;
- 3) To put in place those basic systems and processes which underpin a safe child protection system e.g., a centralised filing system, inter-agency strategy discussions, planning and reviewing arrangements for all open cases including children in state care;

- 4) Simultaneously, to draft short policy and procedure notes to support those systems and processes and which also contribute to practice improvement. This to include the start of a TCI Operating Manual, setting down the interventions for children and families in use and to be developed, especially the evidence base to be used for and within these interventions.

Outcomes:

1st outcome: Strong engagement by staff and key stakeholders in the professional journey towards safe services and practice improvement

2nd outcome: Establishment of a clear professional model for referral and assessment and compliance with it in respect of new referrals

3rd outcome: A clear plan for further system and practice improvement in 2019/20

Anticipated value / benefit to ECC / Essex:

Details:

All expenses for the trip are paid for by the Foreign and Commonwealth Office, but ECC would be required to pay salaries during the three-month duration.

Details of visit – dates, itinerary, people/organisations to be visited:

Include also potential engagements –state not yet finalised where this is the case.

Details:

The assignment is January – March 2019 inclusive with pre-deployment interviews and briefings during December 2018.

Process and timescales for the remainder of the project are as below:

- Initial meetings/induction during first two weeks in January - not full time but as part of the working week
- Interim evaluation – mid-February with Anthony Douglas on island.
- Final evaluation – end of March, including decisions about next steps and a 2019/20 support and improvement plan

Estimated costs:

Refer to policy for key areas, eg travel, accommodation, hospitality, gifts if required, and so on. Add information needed to give a clear understanding of the visit and likely expenditure. Show actual

costs where known. Where actual costs are not available in advance, please give estimates and then update the actual costs upon your return – see below.

Item:	Notes:	Cost - £ estimate:	Cost - £ actual:
Travel	Paid for in full by the Foreign and Commonwealth Office	Nil	
Accommodation	Paid for in full by the Foreign and Commonwealth Office	Nil	

Authorisation to travel:

The Executive Director will copy this form to each employee approved to travel. The Executive Director will also retain a copy and forward the original to the Executive Director for Corporate and Customer Services. If actual costs are not known before travel, please resubmit the updated form upon your return to the Executive Director, who will repeat the above process.

Executive Director:

Name	Signature	Date
Helen Lincoln		6.12.18

Comments:

Prior approval of travel plans and budget is also required by the relevant Committee – see policy.

Approval of actual costs by Executive Director (after travel):

Name	Signature	Date