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| **Multi-Agency Record of Core Group Meeting** |

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| **Date of Core Group:** |  | **Time of Meeting:** |  |
| **Venue:** |  | | |

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| **Children and young people's names** | **Date of birth** |
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**People present**

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| **Name** | **Role** | **Organisation** | **Contact Number** |
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**Apologies**

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| **Name** | **Role** | **Organisation** | **Contact Number** |
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| **Review of the initial or existing Child Protection Plan** |

Pull through existing Child Protection Plan (one per family) and review the effectiveness of the plan (last column) within the meeting.

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| **What do we want to achieve?** | **How are we going to do it?** | **Who and By When? (family member, extended family, friend, practitioner, other) and by When** | **Review at each Core Group - has it happened?** |
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| **Review Notes (in brief)** |

**Legal Status**

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| **New agreed actions:**  (bullet point) |  |

**Child / young person's needs** (for each child)

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| **New agreed actions:**  (bullet point) |  |

**How the children are looked after / parenting**

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| **New agreed actions:**  (bullet point) |  |

**Family, home, community and support networks**

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| **New agreed actions:**  (bullet point) |  |

**Child or young person's comments**

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**Parent's or carer's comments**

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| **Details of Next Core Group Meeting** | **Date and Time:** | **Venue:** |
| **Details of Next Child Protection Conference** | **Date and Time:** | **Venue:** |

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| **Updated Child Protection Plan** |

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| **Child(rens)/Young Person(s) Name:** |  |

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| **Date plan agreed:** |  | **Date Plan to be reviewed:** |  |

List outcomes in order of importance, one plan per family addressing individual needs of child(ren). Distribute copies amongst all Core Group members.

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| **What do we want to achieve?** | **How are we going to do it?** | **Who and By When? (family member, extended family, friend, practitioner, other) and by When** |
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**What might happen if this plan is not followed?**

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