**Appendix A: Guidance for Child In Need Review Meetings**

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| **Guidance for Child In Need Review Meetings** | Initial Child In Need (CIN) meetings are arranged where a child/family has been assessed to require support under Section 17 of the CA 1989 in order to agree a CIN plan  It is an opportunity for the child, parents/carers and other key agencies to identify and agree the most effective inter-agency services to meet assessed need and to agree a CIN plan, which identifies outcomes to be achieved and actions to do this.  The family must be supported to encourage their engagement and attendance.  Consideration should be given to involving the child and supporting their attendance  CIN meetings can take place in a variety of locations to support full attendance  Parents/carers must give consent as it is a voluntary service.  If consent is not obtained, consideration must be given to how the child’s needs will be best met – escalate to CP Conference or for the needs to be met via an Early Help assessment or single agency response |
| **Timescales / Frequency**  **and Key Responsibilities** | **Timescales / Frequency**  A CIN Initial meeting must be convened within **10 working days** of a decision that the CIN plan is required. This decision may be made during or on the completion of the Child and Family Assessment.  The frequency of subsequent CIN review meetings will be determined at the Initial CIN meeting but should be held **at a minimum of twelve (12) weeks**  **If there are significant changes in the family circumstances, an early review should take place.**  Disability Review cases will be reviewed on a yearly basis. CIN Disability Cases will be reviewed at least six monthly. CIN Welfare cases will be reviewed at least eight weekly.  Once each CIN review meeting has taken place, the plan must be:  o updated within two working days  o circulated within 3 working days  **Key responsibilities**  Meetings will be chaired by the Social Worker, or the Senior Practitioner/ Practice Manager if required.  The Practice Manager maintains oversight of progress through supervision  The Social Worker is the lead professional and responsible for arranging the CIN Review Meetings and recording agreed updates to the plan and circulates the plan  Key practitioners are responsible for the formulation and implementation of the plan and for their own attendance |
| **Purpose of the**  **Child In Need Review Meeting** | Agree and clarify the actions of the CIN plan and then review progress against outcomes  Challenge the plan to ensure that it is robust enough to reduce any identified risks and develop strengths  Challenge the actions to ensure that they are SMART: Specific, Measurable, Achievable, Realistic, Timely.  Ensure that all actions have identified people responsible for them  Record decisions taken and actions agreed  Planning and intervention should be underpinned by a thorough assessment, which should be ongoing.  The plan will follow the Strengthening Families format.  Take appropriate action if risks escalate/de-escalate |
| **What needs to happen before the**  **Child In Need Review Meeting takes place** | Follow the Child in Need workflow on the CYP’s file and ensure visits have taken place within required timescales (at least every 15 working days)  Make arrangements for the CIN review meeting, and invite key participants.  Visit the child and family to prepare for the meeting and seek their views  Explore ways of engaging the child in the meeting and consider advocacy services if required  If invited practitioners are unable to attend the meeting they should update the social worker and provide a written update regarding their involvement with the family |