**Updating CIN Meetings/ Core Group Meeting**

**Check date and time of review**

**Chronology**

* First events which social care are aware of.
* Most recent event which is your referral.
* Chronology- SW to put see full chronology on attachments and to just update significant events which have happened in between meetings. If there has not been any events, write this down. For CP add in any significant events between last conferences. CIN maximum of events for 6 months.

**What we are Worried About?**

* A summary of the past concerns. Why are we currently involvement with the family
* You need to make sure you have current concerns as a new sub heading. We need to talk about the current risks and impact. This should include professional’s views from what you have discussed at the meeting.

**Complicating Factors**

* What makes it more difficult to make the children safe? Please consider what is impacting on you working with this family in order to create safety.

**Child and Family Experience?**

* Date of when views were last gathered.
* This is the most up to date views of the child and the family. Please do not include previous updates and takes these out. Put date down when this was gathered. This could be from your most recent visit.
* This needs to be updated for every set of minutes/reports

**What’s Working Well?**

* You need to talk about the positives since the last meeting. What’s working well against the Plan and why?
* This needs to be updated every time.
* Celebrate with the family what has been going well

**Analysis and Judgement?**

* Danger statement/safety goal- you can add in new danger statements/safety goals through the plan.
* If the danger statement is bad, re write it!
* When CP plans end think about re writing the danger statement.
* You need to ensure you put updated scores from the CIN/Core Group Meeting from everyone who was there.
* Don’t fill in individual over all case scaling. Leave this blank.
* Please put an overall case scale and your rational. This is your brief analysis for the CIN/Core Group Meeting. Put sub heading as **ANALYSIS**

**What needs to happen?**

* Make sure you have a bottom line. This is what you would need to see from the family to work with them.
* Review discussion- this box is used to capture broader discussion, area of contention and information which is not captured in the mapping. The general information regarding what has happened should be captured in the what’s working well and what we are worried sections. Professional’s views should be in these sections. This is about the plan been reviewed in the meeting. Has the safety plan/trigger plan been updated?
* Time Line for the Plan- this is your CIN or Child Protection Plan. Please make sure you fill in the changes and outcomes (what do you want to achieve from this piece of work). Make sure you update progress with dates at every meeting. State on the form if it is completed. What is the task to end our involvement? What do we need to see happen. If you are adding new actions why and are they SMART?
* Plan rules- don’t fill in unless a plan was made at that meeting.

**Other points**

* Make sure dates are correct on all the forms for the date of the meeting
* Make sure you include who attended the meetings.