**TEMPLATE FOR CHAIRING CHILD IN NEED MEETINGS**

This template has been put together to help standardise Child in Need meetings. The aim is to promote consistency in approach and to facilitate meetings that have purpose, direction and promote good outcomes for children and their families.

**AGENDA FOR CHILD IN NEED MEETING - NAME OF CHILD ……………………………..**

**- DATE OF MEETING ………**

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| **PART 1**   * Introductions –Parents/Carers Professionals role and name * Apologies received * Check family basic details |
| **PART 2: REASON FOR MEETING - Why are we here today?**   * Social Worker shares reason formeeting **-** refer to assessment , harm & danger/worry statement, * Check parents understanding for the meeting, and invite them to comment on the assessment and harm & danger /worry statement and any other reason they wanted to discuss – setting early parameters for the meeting enables chairing and discussions to be kept focused. * Invite professionals and other family members to comment on the assessment, Harm & danger/ worry statement and any other issue * Share the voice of the child either from direct work, advocacy, or letter. Ask the attendees what they think the child would say or want to share if they were at the meeting. |
| **PART 3: THE DISCUSSION**   * What is working well? – What help is being offered? Has anything changed since the assessment * What are we worried about? – ensure the worry links to impact for the child * Are there any complicating factors? * What needs to happen?   + Safety goals (who/what/when);   + Safety/ Wellbeing plan presented by the family   + The details of the overall CIN/ Wellbeing Plan and what professionals can do to support this.   + Contingency Plan – clarify bottom line expectations and requirements * Trajectory – what is the time frame? How will we know change is on track? What will it look like? – specificity enables movement and ownership. |
| **PART 4: SCALING (safety scale 0 to 10)**  **•** All responses to be recorded – Where are we now?  What would it take to move up the scale?  Any specific issue or worry can be scaled in order to understand and reflect on the Childs lived experience  **------------------------------------------------------------------------------------------------------------------------------**  **PART 5: CONCLUSION**   * Is the help and support being offered helping the child and family with the outcomes they and the professionals want to see? * In light of the scaling outcome it is important to review specific decisions * Based on what has been heard is the threshold for Child In Need met? Does this need to be either stepped up or down? * Are there any disagreements? * Based on the information gathered in the meeting do we feel the plan reflects the needs and strengths of the family? * Are any changes required? * Parental/carer views * Children/young person’s views * Contingency plan if appropriate * Reflect Overall Trajectory and clarify the prescribed timescales * Conclude outcome of meeting & next review date   **Doc drafted March 2019** |