##

## 4.2 [Child In Need Agenda](#_Child_In_Need)

**Child In Need Meeting Agenda template**

The following is a suggested template to support practitioners within Child In Need meetings *(practice guidance in italics)*

**1.** **Welcome and introductions - overview of the purpose of the Child In Need Plan**

* *Parents should be aware of and understand the basis on which ICS is working with them (i.e. s17 Child In Need) and be in agreement with this.*
* *Why we are here.*

**2.** **What’s happened since the last Child In Need Meeting? (if appropriate)**

* *Significant incidents / progress from parent’s perspective first - then professionals. Both positive things and things that have not gone so well.*

**3. Child In Need Plan – Review and update the plan**

* *For the first Child In Need meeting the Team Manager/ Senior Practitioner / Social Worker should attend with a draft plan which has been informed by the C&F assessment and a summary of the Children and Families Assessment.*
* *For subsequent review Child In Need meetings – measure progress and impact on the child. Consider the aims and actions, what has been achieved and what impact this has had on the child. Pick out positives and areas which need further development/ intervention.*
* *Plans should be SMART.*

**4.** **Views of the Child**

* *Children and young people should be encouraged to attend their meeting’s depending on their age, their views can be shared at the meeting in other ways.*
* *Questions to be considered at meeting or asked before meeting: Do they understand the plan? What do you think the concerns within their family are, what is good, and what do they want to be different? Do they want to attend their meeting?*

**5.** **Views of the Parent**

* *Consider: Do parents understand what they need to do? Do they think it’s realistic? Do they feel that the support is targeted in the right area? Are there areas of support that they require that are not part of the plan?*
* *What do parents want to be different? Are we working towards this?*

**6.** **Discussion regarding what is working well and what we are (still) worried about**

* *General discussion about the plan, is there anything additional that needs to be added to the plan?*
* *The CIN meeting is a good forum for all members to question each other and to express a difference of opinion but this discussion always needs to conclude by identifying how the disagreement can be resolved.*

**7.** **Overall progress & effectiveness of the plan**

* *Consider: Is there evidence that parents have/can implemented / sustained the changes? Are agencies supporting the plan? Are there any barriers to achieving the plan?*
* *What are the parent’s views about the progress of the plan?*
* *What are the professionals / other agency views on the progress of the plan?*
* *Parent’s and professionals asked to scale (Scaling questions to be used if appropriate)*

**8.** **What needs to happen next**?

* *Consider: does the plan need to continue / escalate for consideration of CP/ step down to EH/ close?*
* *If recommendation for escalating & for Strategy discussion / meeting each agency to offer their view re the need for escalating the CIN plan for a strategy meeting – with rationale considering the risk.*
* *If recommendation is to Step Down to EH, what is the plan for EH and when will this happen? What are the parent’s views/ professionals’ views?*
* *If recommendation for closure, what are the parents / professional views? Does anything need to be in place to support closure? i.e. referral to another service.*

**9***.* **Family Safety planning - is there an up to date safety plan in place?**

* *If not already discussed in all of the above*

**10. Contingency planning**

* *Consider contingency planning across all potential outcomes: what will happen if the plan doesn’t work?*
* *Escalation / recommendation for Strategy discussion - what is the immediate safety planning?*
* *Consider have extended family been contacted, what support is available to support the family*
* *Step Down to EH/ closure – what circumstances or changes would tell us things are deteriorating? How will professionals know? What should professionals/ parents do if this happens?*

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1. **Welcome and introductions - overview of the purpose of the Child In Need Plan***.*
2. **What’s happened since the last Child In Need Meeting (if appropriate)**

1. **Child In Need Plan – Review and update the plan.**

1. **Views of the Child/ Young person**
2. **Views of the Parent**
3. **Discussion regarding what is working well and what we are (still) worried about.**
4. **Overall progress & effectiveness of the plan**
5. **What needs to happen next**?

1. **Family Safety planning - is there an up to date safety plan in place?**
2. **Contingency planning**