**Initial Child in Need (CiN) Meeting Agenda**

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| **Welcome and introductions – overview of the purpose of the Child in Need Meeting*** Introduction and who is present
* Apologies received
* Reports/assessments received for the child in need meeting
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| **Why are we here today?** * Parents should be aware of and understand the basis on which Integrated Children’s Services is working with them (i.e. s17 Child in Need) and be in agreement with this.
* The Chair will refer to the draft danger (or worry) statement/s, any existing strengths, protective factors and complicating factors identified from the C&F Assessment.
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| **Views of the Child – see Top Tips from Children about positive meetings (on KPON)**Children and young people should be told about the meeting, what it involves and asked if they want to attend and options on how to do this, along with ways they can contribute their views to the meeting. Examples of things to explore with the child and share at the meeting: What do you think is good about home, what do you want to be different? What are you worried may happen? Is there anything you would like help with or are worried about (this may be to do with home/school/ community/friends)? What do you think people may be worried about? (Explain why you are involved). What do you think would help to make things different? What do you think should be in the plan?  |
| **Views of the Parent*** What do parents want to be different? Are we working towards this?
* Do parents understand what they need to do? Do they think it is realistic? What do they feel may get in the way of doing it / be the barriers?
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| **Agree the plan – see SMART plan guidance (on KPON)*** Consider the current worries and impact on the child, what the aims are and actions to achieve them (by family and professionals). Ensure the actions noted are measurable and have timescales. Plans need to be SMART.
* Ensure the family own and agree the plan and it is written to the child/children.
* The plan is the safety plan and it must be clearly stated what is being done to ensure safety.This includes what family and friends may do to assist.
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| **Consider the contingency plan** **and scale the current situation*** Agree with the family what their back up plan is.
* Note what would lead to the Child in Need plan ending or stepping down to Early Help.
* Note the Local Authority contingency plan and what would lead to them escalating the situation.
* Agree how any disagreement can be resolved.
* Scale with family and professionals *To be effective the scaling question needs to be thought about before the meeting and a clear explanation given on what would be 0 and what would be 10. (10 is not about being perfect but being confident the goal is achieved and seen over time).*
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| **Future meeting dates and times – if applicable*** Agree membership of the Child in Need meeting and consider any other professionals, family or friends who may be helpful to attend.
* Agree the date for the next Child in Need meeting (within three months).
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