**Review 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
* Any reports/assessments received for the child in need meeting
* Brief overview of why there is a Child in Need Plan currently
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| **What has happened since the last Child in Need Meeting?**Any significant events, positives, new worries – request parents views first, then professionals.  |  |
| **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. Seek their views on the plan and how it is going, anything they think should be added or taken off, anything they want family and professionals to know, change or help with?You can ask them to scale how they think things are going – use the same scale or adapt, given age/cognitive ability. |  |
| **Review the Child in Need Plan – what has been achieved, what is working well, what we are still worried about, the impact on the child/children and update the plan*** Ensure parents views are gathered first, then professionals (unless parents request otherwise) on the progress of the plan and any barriers.
* Consider the aims and actions, what has been achieved or not achieved, the impact this has had on the child and measure progress.
* Consider positives and areas which need further development/ intervention.
* Review the whole plan or note why any part is not discussed.
* Do parents or others feel anything else needs adding to the plan – be clear in the minutes why.
* Ensure the plan continues to reflect the safety plan, is SMART and written to the child.
* If actions have been completed check with the family if they still want it left in the plan but noted as completed or be deleted.
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| **Consider and scale the effectiveness of the plan and gain professionals view on threshold*** Is there evidence that parents have implemented and sustained the changes, or can?
* Is the risk increasing or decreasing? Does the contingency plan need to be implemented?
* Should the family remain open on a Child in Need plan, step down to Early Help or be closed?
* Are the concerns so great that the family need escalating, and a strategy meeting occur?

**USE THE SCALING QUESTION FROM THE INITIAL CIN MEETING – remind parties of their previous score if given (and questions can be asked what would increase the score)**  |  |
| **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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