

***For Further information or advice contact  
your Named Child Protection Professional:***

**Education: John Sullivan tel: 01926 742526 mob:  
07771552315**

**Health: Annette Dallas tel: 02476 378601**

**Or contact the Independent Reviewing Officer (IRO)  
01926 742368**



**[www.warwickshire.gov.uk/WSCB](http://www.warwickshire.gov.uk/WSCB)**

## **A Guide for Core Group Members**

*This leaflet is provided when you are invited to be a  
member of a core group to help you understand your  
part in the  
proceedings.*

### **What is a core group?**

- *When a child becomes the subject of a Child Protection Plan, the professionals most closely involved in implementing this plan meet together on a regular basis, usually with the parents/carers.*
- *The Core Group is led by a key worker appointed at the Initial Child Protection Conference. Although the key worker has the lead role, all members of the core group are jointly responsible for undertaking the work of the core group.*
- *Members of the core group report to the next scheduled child protection review conference on the progress of the plan.*



## ***The Role of the Core Group?***

- **To meet within 10 working days** of the Initial Child Protection Conference to flesh out the child protection plan and decide what steps need to be taken by whom.
- **Thereafter to meet regularly** (minimum of a monthly basis) to facilitate working together, monitor actions and outcomes against the Child Protection Plan and make any necessary alterations as circumstances change
- **To develop the outline child protection plan into a detailed working tool and implement it.**
- **To be clear with parents and carers the causes of concern which resulted in the child being subject to a Child Protection Plan, what needs to change and what is expected of them as part of the plan for safeguarding the child**
- **To compile a multi-agency chronology** and ensure it is updates at every core group meeting
- **To use WSCB core group documentation templates,** returning all completed documentation to the Independent Reviewing Officer

**Core group meeting after the Second Review Case Conference (9 months)**

- **To compile the WSCB Enhanced Risk Assessment**

## ***Tips for Effective Core Group Working***

- **Discuss your agency specific information you will share at core group with your manager or a colleague before attending, (if unsure) so you can be sure of the relevance to the case**
- **In most cases it is best practice to share your information with the parents and family before the core group so they will be prepared for what you will say**
- **If you haven't attended many core groups take a more experienced colleague with you/or discuss with named professional prior to the meeting**
- **Keep in regular contact with they core group key worker** who will be able to advise how the case is progressing
- **Notify the key worker** if the agreed level of contact with the child has not or cannot be maintained or there are any significant concerns
- **Prioritise attendance at core group meetings.** If you are unable to attend, give apologies to the key-worker and offer a verbal and /or written update on any input/contact they have had with the family since the previous meeting
- **There will be minutes produced from each core group.** Expect to obtain these via the key-worker on a regular basis for your records.
- **Seek further advice from your supervisor/manager or the Independent Reviewing Officer** if there are difficulties with the implementation of the Child Protection Plan or Core Group