



Agenda and guidance for initial core group meeting

Introductions

- It will be important to ensure that all core group members understand their roles and the roles and responsibilities of all professionals within the core group.
- It is essential that this initial meeting establishes clear practical arrangements to ensure the effective functioning of the core group.
- Principles of parental participation should also be agreed.

Dates for future meetings

- In order to ensure availability for attendance consideration should be given to agreeing dates of meetings in advance of the next review conference

Venues

- Flexibility around venues may enhance attendance and participation of core group members and family

Chairing arrangements

- The social worker as lead professional is responsible for chairing the core group meeting.
- There should be clear contingency arrangements within Children's Safeguarding Service if the social worker is not available.
- Consideration should also be given to the option of other core group members chairing in exceptional circumstances.
- The principle guiding these discussions and agreements should be the primacy of maintaining effective core group functioning.

Recording and production of the minutes

- This is primarily the responsibility of the social worker as lead professional but consideration should be given to contingency arrangements in the absence of the social worker. Other core group members may assist with this.
- It is essential that minutes are produced within 10 working days that reflect the ongoing risk analysis and progress of the plan.
- The social worker is responsible for distribution of the minutes.

Production of a multi-agency chronology

All core group members are required to provide agency chronologies for inclusion in the updated multi agency chronology

Communication between core groups

- All core group members must be clear of the expectations around communication with the key worker and other core group members specifically in the event of a significant incident

Parental participation and child's views

- Consideration should be given to best ways of ensuring parents participation and engagement in the plan and that ensures that the child remains central to planning.
- Agencies should have the opportunity to meet as a professional's only meeting if the ongoing risk analysis deems this necessary.

Dispute resolution

- Core group members need to be confident of actions to take in the event of disputes or complaints arising.

Formulation of the detailed child protection plan

- The outline child protection plan agreed at conference should be expanded into a more detailed plan of the actions required to ensure the progression of the child protection plan.
- All core group members should have a clear understanding of their specific role within the outcome focused plan.

Reporting to the review conference

- All core group members need to ensure that they effectively contribute to the review conference and have a view about the continuation of the plan.
- If an enhanced risk analysis is required all core group members need to contribute and ensure that this is presented to the review conference
- Where the core group is recommending that the child protection plan can cease consideration should be given to appropriate ongoing support arrangements to the family e.g. Child In Need plan or CAF process.