**Information Sharing Meeting**

**Purpose**

To pool information from those people who have played a significant part in the child’s life so that the foster carers/adoptive parents can determine whether or not they wish to pursue the link, with full understanding of what this may entail.

**Organisation**: The Social Worker and Supervising Social Worker to agree who is placed to organise the meeting

**Chair:** The Practice Supervisor in the child’s team should chair the meeting

**Minutes:** There should be a minute taker

**Agenda**

1. Introductions, explanations of the agenda and respective contributions
2. Who and what professionals are currently involved with the child/young person, and what their professional role is
3. Description of the impact that the background and lifestyle issues of each parent has had on their parenting ability
4. Capture in chronological sequence the major events and changes in the child’s life (including pre-birth experiences)
5. Link issues of neglect and abuse with the developmental stages of the child, including changes of carer and attachment history
6. Description of child’s current behaviour, understanding of present situation and clarification of preparation work undertaken thus far
7. Capture anecdotes and memories of the child throughout his/her life
8. Look at strategies to solve potential problems and provide future support as identified
9. Summary of main point/issues arising and any actions that need to be taken, by who and when

**Information Sharing Meeting:**

**Child’s Name:**

**Date of Meeting:**

**Name: Title: Work Base / Address**