



Care Planning and Care Planning Meeting Practice Hub Quick Guide

What is Care Planning?

Care Planning is the means by which agencies, carers, family members and the child concerned share information about the child's needs, make decisions in the child's best interest and monitor the progress of the child's Care Plan.

Care Planning should be informed by an up to date holistic assessment of the child's needs. A new child assessment should be completed annually. If significant events occur during the 12 months, the Social Worker and their Manager must ensure these events are analysed and that the family assessment is updated. This will ensure the child's Care Plan continues to meet the child's needs.

The overall aim is to provide children and young people in care with the quality of care a good parent would want to provide for their own child. This will ensure the child is supported in achieving good outcomes during their childhood and establish continued relationships with nurturing parents and care-givers.

Care Planning Meetings

All children in care will have their Care Plans pro-actively pursued to ensure the actions contained in those Care Plans are fully completed and outcomes achieved.

By holding a **Care Planning Meeting** at key points in the Care Planning process, we can ensure smooth transitions and avoid drift. Care Planning Meetings differ from the child's statutory Child in Care Review Meeting, which is the child's meeting, chaired by an Independent Reviewing Officer.

Purpose

The purpose of the Care Planning Meeting is to:

- Develop the Care Plan prior to the first and subsequent statutory reviews;
- Formulate the Permanence Plan for the child prior to the second statutory review;
- Monitor the progress of Care Plans in meeting the needs of the child in relation to: *Health, Education, Emotional and Behavioural Development,*

Identity, Family and Social Relationships, Social Presentation and Self-Care Skills.

- Ensure all elements of Permanence Plans are implemented and monitored for children who are in care.

Frequency

There should be a minimum of one Care Planning Meeting between each review for those children not settled in their long term placement and the meeting should agree the Care Plan to be presented to the next review.

In some cases it will be necessary to have Care Planning Meetings as regularly as monthly.

The regularity of Care Planning Meetings over and above the minimum should be recorded in supervision notes.

Chairing the Meeting

All Care Planning Meetings will be chaired by the allocated Social Worker, however for those cases where there is complexity or contentious issues consideration should be given to the meeting being chaired by the Team Manager or Senior Practitioner.

Agenda and Minutes

The meeting agenda should be used to review the Care Plan and further discussion should be recorded as minutes using the template below: Care Planning Meeting Record.

The minutes should be distributed and uploaded on to the child's electronic file within 5 working days.

Informing the Independent Reviewing Officer

If changes to the Care Plan arise from Care Planning Meetings, or any other assessment/meeting, the Independent Reviewing Officer should be contacted to discuss the change and to decide whether a review is required to endorse these changes to the Care Plan.

If there are substantial changes made to a child's Care Plan as a result, a statutory review must be convened ideally within ten working days. Any agreed changes should be recorded on the Care Plan. The Independent Reviewing Officer has a responsibility to ensure Care Plans are informed by an up to date assessment.



Care Planning Meeting Record

Name of Child / Children	
D.O.B	

In attendance:

Name and Position	Name and Position

Purpose of the meeting and agreed frequency of Care Planning Meetings

(For example: Development of a Care Plan, review of Care Plan, to formulate a Plan of Permanence, concerns re: current Care Plan)

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Plan for permanence

Current Plan / Proposed Plan and Permanence options being considered – feedback from all parties on the Plan

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Progress of Care Plan

(Address specific risks and concerns about the child's safety, and their needs with consideration of their health, education, emotional and behavioural development, identity, family and social relationships, social presentation and self-care skills)

What's working well?

What are we worried about?

What needs to happen?

(This section should be used to provide an overview of actions required to develop or progress a child's Care Plan. The child's plan must be updated to reflect the outcome of this meeting and shared with the Manager and IRO. The table below can be used for specific agreed actions)

Action	Responsible	Timescale