Core Group Meeting Checklist

To Be Completed at Every Core Group Meeting

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|  | Y / N |
| CORE GROUP RESPONSIBILITIES (ALL MEMBERS) |
| * Collecting and sharing information to assist the Lead Social Worker in compiling and completing ongoing Assessment;
* To develop the Child Protection Plan – that is well understood my parents/carers
* Formulation and implementation of the Child Protection Plan as a detailed working tool;
* Monitoring progress of the plan against specified objectives;
* Making recommendations to subsequent Review Conferences about the need for and content of any future protection plans;
* Identifying possible further assessments that are required, and referring to locally available services, and/or to management within partnership agencies for consideration of the core group’s suggestion. Each agency is responsible for taking requests back to their own agency for consideration.
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| This meeting included parents/ carers, child (if appropriate) and other relevant family members. If they did not attend, they were advised that they may contribute to the meeting in writing. |  |
| This meeting included professionals and foster carers in direct regular contact with the child. |  |
| FIRST CORE GROUP MEETING |
| This meeting was held within 10 working days of the Initial Conference. |  |
| This meeting was chaired by the Lead Social Worker’s Team Manager. |  |
| Professionals identified in the initial Child Protection Plan attended meeting. |  |
| SUBSEQUENT CORE GROUP MEETING |
| This meeting was held no more than 6 weeks from the last Core Group meeting. |  |
| This meeting was chaired by the Lead Social Worker. |  |
| Professionals identified in the current Child Protection Plan attended meetings. |  |
| CHILD PROTECTION PLAN |
| The Child Protection Plan was developed as per the Core Group outcomes. |  |
| The Objectives identified to meet the child’s needs are developed in a S.M.A.R.T (Specific, Measurable, Achievable, Realistic, Timely) way. |  |
| Each item of the Child Protection Plan is discussed at Core Group Meetings to ensure the objectives are appropriate for the child’s needs. |  |
| Difficulties with the Child Protection Plan (e.g. inability to access child, difficulties implementing the plan or disagreements about the plan) are documented and addressed by the Core Group and best efforts are made to resolve issues within the core group meeting before considering escalation.  |  |
| The following actions have been considered where difficulties identified impact on the child’s safety:* A section 47 Enquiry
* Bring Forward Child protection Review Conference
* Immediate Legal Action
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| Any disagreements or concerns between professionals about the plan are addressed between line managers of each agency at the first instance. If issues are not resolved, disputes are referred to the Heads of Service for each agency involved. |  |
| MINUTES |  |
| Minutes from meeting have been circulated within 10 working days of the meeting. |  |