

**Agenda for Initial Planning Meeting**

**Indirect Contact Arrangements**

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| **1** | **Attendance and Introductions (who is present, any apologies)**  |
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| **2** | **SKYPE accounts** (has a Skype email account been set up? how will they be tested if new arrangements? Have permissions forms been signed and returned by email/photo) what support/action is needed now and by who? (CSW / SSW / VCS) |
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| **3** | **Overview -** why is supervised contact is needed/ current care plan for child (CSW**)** |
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| **4** | **Revised Contact Arrangements**– duration / frequency – what is manageable? (CSW / Carer /SSW) |
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| **5** | **Parameters for safe contact –** bottom lines / what is permissible / what is not (CSW)and (SSW) |
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| **6** | **Role of Carers** – see guidance section 5 roles and responsibilities what is their role during contact? (SSW / Carer) |
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| **7** | **Preparation for contact** Children ages / development stages and plan for activities during contact (CSW) and (Carer) see guidance section 11-13 |
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| **8** | **Written Account** – Who records what. Appendix 8 and 9 for VCS and carers |
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| **9** | **Review** – What needs to happen after and between contacts? Post call debrief (CSC / VCS / Carer) and what will be arrangements for review of contact |
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| **10** | **IRO Informed?** **Additional Comments**  |
|  |

**Date**

**Signature of chair**

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| **Review / Contacts / References** |  |
| Document title: | Initial Planning meeting form |
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| Approving body: | Policy & Practice and QA Steering Group  |
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| Related internal policies, procedures, guidance: |  |
| Document owner: | AD Corporate Parenting |
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