**Agenda for Initial Meeting Before Proceedings**

1. Introductions
2. Purpose of the meeting and explanation of the process
3. Social worker reviews the summary of the safety concerns detailed in the letter before proceedings, outlining:
* current safety concerns
* what is working well
* what needs to happen to make things safer
* the current safety plan
* interventions/Services already provided and outcome of these
1. Parents/carers are provided with the opportunity to respond to the concerns and overall summary
2. Expectations of the parents/carers discussed and amended, added to as deemed necessary to be able to safely manage current and future harm.
3. If relevant, identity of the child(s) father (s) to be confirmed and contact details/identifying information to be provided to the local authority
4. Support networks to be explored and potential family & friends’ carers to be identified.
5. Outline given of any further assessments proposed to be undertaken/arranged by the local authority. Agreement to participate in these to be sought from the parent/carer and agree letter of instruction or timescale for when this will be agreed by.
6. Seek agreement if any parent/carer consent is required e.g. release of medical records/reports to the local authority
7. Summarise the next steps and expectations that have been agreed at the meeting.
8. Agree a date for a review meeting and the arrangements for the meeting minutes to be approved.