

**Practice Guidance for Team Managers**

**Managing Strategy Meetings**

1. **Aims**

This document provides practice guidance for team managers involved in chairing child protection strategy meetings.

The guidance should be read alongside the following additional guidance:

* [West Midlands Chid Protection and Safeguarding Procedures Manual](https://westmidlands.procedures.org.uk/)
* [Working Together to Safeguard Children Guidance July 2018](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)
* [The Trust’s Practice Standards](https://intranet.birminghamchildrenstrust.co.uk/homepage/292/practice_standards)
1. **Before the meeting**

Prior to the meeting taking place the team manager chairing the meeting is to open the strategy meeting form on eclipse.

1. **Managing the meeting**
2. At the start of the meeting the team manager should begin by providing the child/children/young person’s details and confirming that all professionals are in the correct meeting.
3. The team manager should then introduce themselves and ask all professionals attending the meeting to also provide introductions of their name and role.
4. The team manager should then share the reasons for the strategy meeting being held, and then provide an overview of any previous social care involvement.
5. The meeting should then progress by each professional sharing the key information they have in respect of the family. It would be beneficial to start with the agency that made the referral to confirm if they have any additional information they want to add about the referral before providing their overview of involvement with the child/family.
6. Once all professionals have shared their key information, the team manager should then provide a summary of the worries, protective factors and any grey areas.
7. The team manager will lead the discussion as to whether the information results in a S17 assessment or whether there is ‘*reasonable cause to suspect that the child is at risk of significant harm*’ and the rationale for this. If yes, the threshold is met to initiate child protection enquiries.
8. The team manager should then lead on setting out the actions to be taken under section 47 or section 17 assessment. As a minimum:
9. Where, when and by whom the child is to be seen and spoken to
10. Where, when and by whom the parent/carers are to be seen and spoken to
11. Where, when and by whom the accommodation where the child usually resides is to be visited

(Laming compliance)

1. Clearly specify the interim safety plan for the child
2. Agree how, when and who will share the information gathered with whom, and further next steps agreed.
3. Finally, the details of the allocated social worker including telephone number should be shared with all professionals.
4. **After the meeting**

Following the meeting, once the meeting notes have been recorded by business support, the team manager will need to check over these and make any necessary amendments.

Once satisfied that the meeting notes reflect the key information shared, the team manager should then authorise the strategy meeting form and reassign the eclipse worklist to MASH PSS (for children and young people who we are not currently working with) or the area business support for children and young people who we are already working with, for the meeting notes to be distributed.