**Core Groups and Child in Need Review Meetings**

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| 1. | **Core Group** for children subject of a Child Protection Plan or **Child in Need Review meeting** for children subject of a Child in Need Plan must be held within the appropriate timescales:   * **Children in Need** – as an integral part of a Child & Family Assessment carried out under S17 of the Children Act 1989 and every three months / 60 working days thereafter * **Core Group** for children who have Child Protection plans - **within 10 working days of the ICPC** and then **at least every 6 weeks** |
| 2. | **Record the meeting** in the child’s Mosaic workflow **within 10 working days** and circulate the record to everyone involved in delivering the child’s plan. |
| 3. | Record **contact details for all involved professionals**on the child / young person’s record and updated them at least **every 3 months / 60 working days**and confirmed they are correct at Core Group / Child in Need review meetings |
| 4 | Make sure meetings are fully representative of networks for all children in a **sibling group**. |
| 5. | Plan and book the Core Group / Child in Need Review meetings for **6 months in advance** to secure attendance from partner agencies and make sure the plan is making progress for the child. |
| 6. | **Hold professionals to account** for their contribution to the plan and attending Core Group or Child in Need review meetings, **escalating any concerns** about multi-agency contribution to my line manager. |
| 7. | Use the meeting to get the professionals and family members to **focus on** **progress** of the child / young person’s**plan**to achieve **good outcomes for the child / young person**within the**agreed timescales.** |
| 8. | **Involve all important family members** who are critical to delivering the child’s plan |
| 9. | **Explain to the child** what a Core Group or Child in Need Review meeting is and, if they are an appropriate age, invite them to the meeting. If they don’t want to be at the meeting, agree how you will make sure their voice, wishes and feelings are heard in the meeting. |
| 10. | **Ask the child** about what they want to be different/better in their life, what has changed and what still needs to happen. Use what they tell you to assess whether the plan is working, **how it is making a difference to the child** and how to make it work going ahead. |
| 11. | If the**child doesn’t attend,** tell them what was talked about and decided and whether there have been any changes to their plan. |
| 12. | Talk with the child, family and partner agencies to **agree where the Core Group / Child in Need Review meetings should be held**. When children attend their **Core Group** / **Child in Need Review meetings arrange** them **outside of school hours** |
| 13. | **Prepare** children, families and partner agencies for the **Core Group** / **Child in Need Review meetings** by explaining what will happen, what will be talked about and what will be decided |
| 14. | Explain to everyone attending the meeting how the discussion and decisions will be recorded and **provide a record of the meeting within 10 working days** |
| 15. | **Include** a summary of the contribution of the multi-agency professionals, the family and the child/young person to the Core Group or Child in Need Review meetings in **Updated Assessments**. |
| 16. | Keep the child’s needs paramount if transferring them to a new service by inviting the social worker or early help practitioner in the receiving service to a Core Group meeting or a Child in Need Review meeting so the plan can be handed over without any drift or delay to progress. |
| 17. | Agree with the **Core Group** / **Child in Need Review meetings**about **managing disagreements**, what will happen if they cannot be resolved and how worries that can’t be solved will be escalated. |
| 19. | Familiarise yourself with the [Wandsworth Safeguarding Partnership Inter-Agency Escalation Policy](http://www.wscb.org.uk/downloads/file/54/inter_agency_escalation_policy) and will seek to **resolve differences through discussion within one working week**or a timescale that protects the child from harm (whichever is shortest) |
| 20. | The social worker is responsible for **co-ordinating the Core Group or the Child in Need Review**networkand communication with the people working with the family |
| 21. | Team managers should attend a **Core Group within 10 days**of the ICPC or where relationships are complicated and/or the social worker needs support |