Core Group Meeting Checklist

This guidance considers [Working Together 2018](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf) to ensure that all agencies and family working closely together to enable better outcomes for the child(ren). There is an expectation that a Core Group is held a maximum of 3 weeks prior to Review Conference to ensure the social worker report for conference contains the most recent information.

Please refer to [Pan Sussex Procedures Implementation of the Child Protection Plan – Lead Social Worker and Core Group Responsibilities](https://sussexchildprotection.procedures.org.uk/lkyppo/the-child-protection-plan/implementation-of-the-child-protection-plan-lead-social-worker-and-core-group-responsibilities) for further guidance

|  |  |
| --- | --- |
|  | 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 Child Protection 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. | |
| 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. |  |
| INTIAL CORE GROUP MEETING | |
| This meeting was held no more than 10 working days following Initial Child Protection Conference. |  |
| This meeting was chaired by the Lead Social Worker. |  |
| Professionals identified in the current Child Protection Plan attended meetings. |  |
| ALL SUBSEQUENT CORE GROUP MEETINGS |  |
| 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   (The Conferencing & Reviewing Officer (CRO) to be notified in these circumstances) |  |
| 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. |  |
| MOSAIC CORE GROUP RECORD |  |
| Minutes from core group meeting have been circulated within 10 working days of the meeting. |  |
| For the Core Group Record that is also the Social Worker’ report for the Review Child Protection Conference, the [Core Group Proforma](http://teamspace.westsussex.gov.uk/teams/CSC/Learningfrpractice/Child%20Protection/Forms/AllItems.aspx) has been referred to for ensuring the report to conference is of sufficient quality. This report is to be shared with the family, professionals and CRO a minimum of 5 days prior to Review Child Protection Conference. |  |