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| **INITIAL PRE-PROCEEDING MEETING MINUTES** |
| **Date of Meeting** |  |
| **Name(s) of Child(ren)** |  |
| **1.**  | **Team Manager – Introductions**  |
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| **2.**  | **Team Manager – confirmation that letter (and draft Parenting Assessment Plan if sent out with the letter) received and reviewed with legal representative** |
|  |
| **3.** | **Team Manager – confirmation of decision to enter pre-proceedings and what this means** |
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| **4.** | **Social Worker – brief summary of what is working well, what we are worried about, what we have done to help & what more we are able to do/offer (as detailed in letter)** |
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| **5.** | **Team Manager – confirmation of period pre-proceedings will last** |
|  |
| **5a.** | **Team Manager – confirmation of what needs to be done from letter** |
| **What needs to be done** | **Parent’s comments** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
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| **5b.** | **Team Manager - names of family and friends to be approached, exploring the genogram** |
| **Name** | **Relationship to child** | **Contact details (or TBA)** |
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|  |  |  |
| **6.** | **Legal respresentative for parent – questions / comments** |
|  |
| **7.** | **Legal representative for local authority – questions / clarification / next steps (pre-proceedings plan & consent form)** |
|  |
| **8.** | **Team Manager – close meeting – confirming engagement is required & timescale for process / agree date of RPPM (during Week 16)**  |
|  |
| **8c** | **Date of RPPM agreed:** \*\* |
| **Team Manager – approval of minutes**  |
| **Name:**  |
| **Date:**  |