**Template for Child In Need Review Minutes for CWD**

**Headings:**

Orange Bold is expected for all children; Italics not Bold where appropriate consider it.

**Guidance/ Prompts:**

In black text. Don’t copy the Guidance in the minutes. Capture discussion for each heading.

**Summary of Discussion**

**Attendees/Apologies**

Names, and titles/relationship to the child

# Reason for the Meeting

Section 17 CIN Review with brief description of intervention (ie support package only, dual support – parenting intervention and support package, etc.)

**Views of *Enter Child/Young Person’s Name***

How does the child participate? If they are not present, explain why? What are their views, and how/when where they obtained? What would they want everyone to know?

**Actions from Last Review**

Review previously agreed actions and outcomes. Consider progression of the CIN Plan.

# Child In Need Plan Package of Support Details

What’s working well? What’s not working well? Is the plan working for the child/family? What is the current impact? Do we need to remove/change actions in the CIN Plan? Is it the least restrictive? Is it aspirational?

*If relevant & not already considered:*

*Emotional/Behaviour Development*

*General demeanour? Age appropriate? Signs of refusal behaviours? Awareness of danger? Do trusted adults have to intervene? Self-Injurious behaviour?*

 *Health* 1

*Doctor appointments/interventions, medications, sleeping patterns, general wellbeing?*

*Education*

*Education, Health, & Care Plan (EHCP)? How is school going? Friendships? Support at school? Transport?*

*Family Life*

*Sibling relationships and safety? Needs of siblings? Parental relationship? Impact of caring on parents? Wider family network & friends? Religious organisations or clubs? Specific Areas of Concern for the Family*

*Transport? Mindworks LD Service? Finding Personal Assistants (PAs)? Other support accessed ie GP, benefits, housing? Occupational Therapy*

*If involved, status update.*

*Keeping Safe*

*Are there any new concerns that have emerged since the last review? Status of known safeguarding concerns? Need to consider escalation or stepping down? Risks associated with disability (link with above discussion)? What is the impact for the child and/or their family? What are we doing to minimise risk and increase safety?*

# Actions and Persons Responsible & Contingency Plan

Possible outcomes of the actions. Please update the CIN Plan to reflect the discussion and actions from today. If not in attendance, how will the child receive feedback?

**Upcoming Appointments**

Next home visit? Next CIN Review? EHCP review?

# Observations

If the child/young person is present at part or all – interactions with family members and practitioners? What were they doing during the review? How did they seem? How were they included?

To be reviewed by March 2025 with APS lead Built upon the Surrey Practice Standards, 2022

|  |  |
| --- | --- |
| **Title** | CWD CIN Review Template |
| **Purpose** |  |
| **Updated by** | Emily Hart |
| **Approved by** | Jenny Brickell |
| **Date** | February 2025 |
| **Version** | V1 |
| **Status** | Final |
| **Frequency** | 12 Months |
| **Next review date** | February 2026 |