

Guidance for arranging and chairing Core Group Meetings

Core Group Meetings	Timescales / Frequency and Key Responsibilities	Purpose of the Core Group	What needs to happen before the Core Group takes place	What should the Core Group meeting include	Actions following a Core Group and Quality Assurance	Recording the Core Group
<ul style="list-style-type: none"> Core Group meetings are arranged following a Child Protection Conference (initial or review) The family must be fully involved to support their attendance Consideration should be given to involving the child and supporting their attendance Core Group meetings are formal, statutory meetings Updates to the Child Protection Plan are recorded A record of attendees is maintained Core group attendees are originally agreed at Initial Child Protection Conferences Core Group meetings can take place in a variety of locations to support full attendance 	<p>Timescales / Frequency</p> <ul style="list-style-type: none"> The First Core Group is convened within 10 working days of the Initial Child Protection Conference (ICPC) Subsequent Core Groups must take place at least every six weeks thereafter – whether a review takes place in the period or not Once each Core Group has taken place, the plan must be: <ul style="list-style-type: none"> updated within two working days circulated within five working days <p>Key responsibilities</p> <ul style="list-style-type: none"> The social worker is the lead professional The social worker is responsible for arranging and chairing the Core Group meetings The social worker records agreed updates to the plan The social worker circulates the plan Core Group members are responsible for the formulation and implementation of the plan Core Group members are responsible for their own attendance 	<p>First Core Group</p> <ul style="list-style-type: none"> Agree and clarify the actions of the outline child protection plan Challenge the outline plan to ensure that it is robust enough to reduce and eliminate identified risks in the risk statement Challenge the actions to ensure that they are SMART: <ul style="list-style-type: none"> Specific Measurable Achievable Realistic Time-scales identified Ensure that all actions have identified people responsible for them Record decisions taken and actions agreed <p>Subsequent Core Groups – all of the above and:</p> <ul style="list-style-type: none"> Review and monitor progress against the intended outcomes set out in the plan Amend and update the plan as required Take appropriate action if risks escalate 	<ul style="list-style-type: none"> Set up Core Group activity with due date on Frameworki Send out invitations for the Core Group Meeting After the ICPC, the Outline Child Protection Plan is sent out within 24 hours by ISU to Core Group members The Child Protection Plan should be shared with the family and signed by them (the social worker could carry this out at a Statutory Visit). Signatures should be captured on the plan agreed at the First Core Group Meeting and again if there are significant changes made to the plan at Subsequent Core Group Meetings Share the Child Protection Plan with the Team Manager for approval and signature The updated Child Protection Plan should be circulated to Core Group members 	<ul style="list-style-type: none"> Introductions Maintenance of attendance list – attendees, apologies and absentees Review progress of agreed actions Challenge the identified actions Note changes or updates to the plan Identify issues that cannot be resolved Review membership of the Core Group - should membership be extended to others (professionals, family members, friends?) Set a date for the next Core Group meeting 	<p>Actions</p> <ul style="list-style-type: none"> Update the plan Circulate to core group members within timescales Record on Frameworki Contact any proposed new Core Group members Raise any identified issues that cannot be resolved with the Team Manager If these identified issues are not resolved by discussion with the Team Manager, raise these with the Independent Safeguarding Unit (ISU) Send a copy of the developed plan to the ISU <p>Quality Assurance</p> <ul style="list-style-type: none"> Child Protection Chairs (ISU) carry out Quality Assurance checks / audit to identify if Core Group meetings have taken place If the Core Group meeting has not taken place, a decision is recorded by Child Protection Chairs on the Case Episode <ul style="list-style-type: none"> Hold a Core Group within five working days Child Protection Chair will email Team Manager and Service Delivery Manager 	<p>Frameworki Recording Record the Core Group on Frameworki within the timescales identified</p> <p>Record the Activity as: Type – Child Protection Sub Type</p> <ul style="list-style-type: none"> 1st Core Group Subsequent Core Group <p>Copy the updated plan into the activity directly from the Core Group Meeting template</p> <p>Set up the next Core Group activity on Frameworki</p> <p>Ensure that the signed copy of the plan is placed in the paper file</p> <p>Quality of recording</p> <ul style="list-style-type: none"> Check all actions have allocated responsibilities and action by dates Be mindful of the purpose of the recording Be mindful of the potential audience for the recording (young people, families, inspectors etc) The plan should not be written up as minutes of the meeting but as updates to the planned actions