

Guidance for Child In Need Meetings

Child In Need Meetings	Timescales / Frequency and Key Responsibilities	Purpose of the Child In Need Meeting	What needs to happen before the Child In Need Meeting takes place	What should the Child In Need Meeting include	Actions following a Child In Need Meeting	Recording the Child In Need Meeting
<ul style="list-style-type: none"> Child In Need (CiN) meetings are arranged where a child/family has been assessed to require support under Section 17 of the CA 1989 It is an opportunity for the child, parents/carers and other key agencies to identify and agree the most effective inter-agency services to meet assessed need and to update a CiN plan The family must be supported to encourage their engagement and attendance. Consideration should be given to involving the child and supporting their attendance A record of attendees is maintained CiN meetings can take place in a variety of locations to support full attendance Parents/carers must give consent as it is a voluntary service. If consent is not obtained, consideration must be given to how the child's needs will be best met – escalate to CP Plan or for the needs to be met via an Early Help assessment (incl. CAF) or single agency response 	<p>Timescales / Frequency</p> <ul style="list-style-type: none"> A CiN Initial meeting must be convened within 15 working days of a decision that the CiN Meeting is required. This decision may be made during or on the completion of the Child and Family Assessment The frequency of subsequent CiN meeting will be determined at the Initial CiN meeting but should be held at least every three months For disabled children, the Team Manager may decide that the CiN meetings can take place every six months Once each CiN meeting has taken place, the plan must be: <ul style="list-style-type: none"> updated within two working days circulated within five working days It is an expectation that a child should not be subject to a CiN plan any longer than 12 months. The SDM will review the case at nine months to decide the next steps <p>Key responsibilities</p> <ul style="list-style-type: none"> The Social Work Team Manager should chair the Initial CiN meeting The Social Work Team Manager maintains oversight of progress through supervision and discussing next steps with the relevant Targeted Services Leader An agreement should be reached within the Initial CiN meeting regarding who will chair subsequent CiN review meetings A Social Work practitioner is the lead professional and responsible for arranging the CiN Meetings and recording agreed updates to the plan and circulates the plan Key practitioners are responsible for the formulation and implementation of the plan and for their own attendance The Service Delivery Manager is responsible for reviewing the case at nine months 	<ul style="list-style-type: none"> Agree and clarify the actions of the CiN plan Challenge the plan to ensure that it is robust enough to reduce any identified risks and develop strengths Challenge the actions to ensure that they are SMART: Specific, Measurable, Achievable, Realistic, Timely Ensure that all actions have identified people responsible for them Record decisions taken and actions agreed Planning and intervention should be underpinned by a thorough assessment, which should be ongoing <p>Review</p> <ul style="list-style-type: none"> All of the above, and 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/de-escalate 	<ul style="list-style-type: none"> Follow the Child in Need workflow on Frameworki Make arrangements for the CiN meeting Three to four weeks in advance, send out invitation using the CiN Meeting template letters Visit the child and family to prepare for the meeting and seek their views Explore ways of engaging the child in the meeting and consider advocacy services if required If the child has a communication needs, consult with parents/carer/ school and consider creative methods of communication including: visual aids, toys, Boardmaker, Makaton, photographs If invited practitioners are unable to attend the meeting they should update the social worker and provide a written update regarding their involvement with the family (a template is available to be sent out with invitations) 	<ul style="list-style-type: none"> Introductions Maintenance of attendance list – attendees, apologies and absentees Review progress of agreed actions Challenge the identified actions Share any written information from professionals Note changes or updates to the plan Identify issues that cannot be resolved Review invitees - should membership be extended to others (professionals, family members, and friends?) Set a date for the next CiN Meeting If there is agreement for the case to de-escalate to CAF or single agency response, ensure a lead professional is identified and agreed 	<ul style="list-style-type: none"> Update the plan (2 days) Circulate to the family, child and key professionals within (5 days) Record on Frameworki and set up next meeting Raise any identified issues that cannot be resolved with the Team Manager Contact any proposed new invitees The Initial CiN plan should be shared with the family and signed by them (the social worker could carry this out at a Visit) and signed again if there are significant changes Share the Initial CiN Plan with the Team Manager for approval and signature and again for each subsequent plan review 	<p>Frameworki Recording</p> <p>Record the Child in Need Meeting on Frameworki within the timescales identified</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) Key discussions at the meeting can be recorded using bullet points, ensuring that significant events, areas of disagreement are recorded with a level of detail to appropriately reflect the discussions held