



south ayrshire
health & social care
partnership

Child Protection Planning Meetings

Agenda



South Ayrshire Children's Health, Care and Justice Services

Agenda for Initial and Review Child Protection Planning Meetings

Meeting Preparation:

- All formal reports should be distributed prior to the meeting (2 working days ahead of an ICPPM and 5 working days ahead of a RCPPM).
- The Social Worker should ensure the parents have seen and read the CP1 including danger statements, safety goals and scaling questions prior to the meeting
- The social worker should offer the parents / carers / child the opportunity to meet with the chair ahead of the meeting via a home visit, office appointment or telephone call, dependant on their preference.
- Any restricted information should be shared prior to the meeting
- Where the meeting is face to face, the family should enter the room first

Meeting Agenda:

- **Introductions**
- **Danger Statement, Safety Goal:** These should be read out in full by the chair of the meeting in order to ensure everyone understands the reason for the meeting and the meetings aim – to create the beginnings of a safety plan that aims to meet the goal.

Where a CP1 has been completed by IRT, the worker will have developed an initial danger statement as part of the CP1. On completion of the CP1 (10 working days), case transfer to the Locality Social Worker will take place who will become the Lead Professional/Allocated Social Worker. The Locality Social Worker will develop the Safety Goal(s) and Scaling Question for the CPPM which will take place 28days from alert.

- **What is child's view?** What are they worried about? What is good in their life and family? What would they like to change? These sections form part of the CP1 but additional tools such as 'Three Houses,' 'Wizard and Fairy' may also be used/considered. Any advocacy reports, if the child gives permission, should be read for the meeting to hear.
- **Seek Clarity:** The chair will check with **all** people in attendance if any information is not accurate or is missing from assessments and that people agree the statements reflect the concerns/dangers.

- **Scaling Question(s)**: To be read out by the chair who will ask everyone (individually) to write down their score and the reasons why they have given it that.

It is important that the chair reminds the meeting that the number is not the important part but the reason behind it. The aim is not to agree collectively on a score. Note for the RCPPM this should be the same scaling question read at the ICPPM in order to review progress. An additional scaling question may be added if there are new concerns/dangers.

- **Scoring**: The Chair will ask everyone at the meeting to share their score and reasons for the score. (Ask parents if they would like to give theirs first or last and ensure all scores are recorded) Reasons for scale should be recorded.

In a RCPPM the minute taker should ensure the Chair has a copy of the previous scores and reasons prior to lead a conversation around progress

- **What Next?** The Chair will ask everyone to write down at least three things they would like to see happen in order for their score to be higher and then share with the meeting (ensure all information is recorded for the minute).
- **Interim Safety Measures and Developing a Safety Plan**: The Chair should always be provided with a copy of the interim safety plan. In an ICPPM this would be the interim plan. For RCPPM's this should be full safety planning as part of the Child's Assessment and Plan.

The below should be considered for ICPPM / Reviewed for RCPPM;

- Are there any bottom lines? (non-negotiables in relation to child safety)
- Consider suggestions from scaling question about what actions people would need to see happen to move up the scale, should these be added to plan, if so how will they help keep the child safer?
- Ask yourself for every action, will this help keep child safe/safer?
- Is the safety network clearly involved?
- Think about how the everyday lived experience of the child will change to keep them safe
- Is the child centre to this plan?
- Who/what are considered safe/protective people/factors for the child?
- Words and Pictures Explanation – who will do this and by when?

- Timeline for work - has this been completed? This should be in place for the RCPDM but must be a part of the lead professional's tasks to complete and agree at the first core group (ensuring plans and work have clear timescales)
- **Decisions:**
 - Is a Child Protection Plan required? (i.e. Registration)
 - Consider legal options such as a referral to SCRA and/or any necessary emergency measures.
 - Everyone in the room should be consulted and offer a view.
 - Identify/Confirm Lead Professional and Outline Dispute Resolution. Process as required.
- **Review Date:** to be agreed and issued.
- **Planning Meeting Date:** Date of First Child Protection Core Group Meeting to take place within 15 days of an Initial Child Protection Planning Meeting.

If a child is not registered, a Team Around the Child Meeting to be convened (the date for this not extending beyond 4 weeks). The Core Group or Team Around the Child meeting should develop and refine the timeline of work, the safety plan with the family and the child's safety network. Any tasks for the Core Group or Team Around the Child meeting should be identified and minuted.