

# What meeting am I attending?



Name	Reason for meeting	Who will be there?	What happens next?	What do I need to bring/prepare for the meeting?
<b>Team around the family (TAF)</b>	<p>Team around the family meetings are part of the Early Help process. They bring together the family and agencies into one meeting where a child or family needs support within the Early Help Framework. An Early Help Assessment is voluntary and always includes parents/carers and young people (as appropriate).</p> <p>In the TAF meeting an action plan is agreed between the family and agencies involved in delivering support. Agencies are invited to the meeting with the consent of the parents/carers. After the initial TAF, further meetings are held every 4 - 12 weeks.</p>	Parents/carers, children/young people (where age-appropriate), the lead professional (the person who completed the EHA and organised the meeting) and other agencies involved. Other agencies may only attend with parents/carers consent.	<ul style="list-style-type: none"> <li>Action plan agreed</li> <li>Next meeting date decided</li> <li>TAF closed (if family are no longer in need of support)</li> <li>Escalation to Child in Need if there are significant concerns.</li> <li>Implement any school actions on the plan</li> </ul>	<ul style="list-style-type: none"> <li>Previous action plan if this is not the first meeting.</li> <li>Update as to how the child/young person is doing in school</li> <li>Any progress made on any school actions</li> <li>Any new concerns</li> </ul>
<b>Child In Need Meeting (CIN) (Section 17)</b>	<p>Child in Need (CiN) meetings are initiated by Children's Social Care teams to formulate Child in Need plans.</p> <p>This is a family meeting, including the child (where appropriate), and professionals to meet together to share information, identify need, and agree the most effective multi agency plan. The plan should set clear measurable outcomes for the child and expectations for the parents. It is one step up from a TAF but one step down from a Child Protection plan.</p>	Parent/carers, child/young person (where age-appropriate), social worker, health professionals, education professionals	<ul style="list-style-type: none"> <li>CiN plan in place</li> <li>CiN review meeting</li> <li>Strategy meeting convened</li> <li>Step down to Early Help</li> <li>Implement any school actions on the plan</li> </ul>	<ul style="list-style-type: none"> <li>Information about how the child is doing in school - attendance, progress, behaviour, parent engagement, any concerns and any relevant safeguarding information.</li> <li>Update on any school actions from the plan</li> </ul>

	Review CiN meetings are convened to review Child in Need plans.			
<b>Strategy meeting</b>	<p>Whenever there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm there should be a strategy meeting involving Children's Social Care, the police, health, education and other appropriate agencies.</p> <p>The purpose of a strategy meeting is to determine the child's welfare and plan rapid future action if there is reasonable cause to suspect the child is suffering, or is likely to suffer, significant harm.</p> <p>Decisions will be made whether to begin a child protection assessment (under Section 47), a child and families assessment (under Section 17), or whether other support services need to be involved.</p>	<p>Social Worker, police, health professionals, education and any other professionals involved with the family such as GP, midwife, CYPS etc.</p> <p>Parents and children are not invited to these meetings and don't usually get any notification that they are going to happen.</p>	<ul style="list-style-type: none"> <li>• Section 47 enquiry</li> <li>• Child and Families assessment</li> <li>• Early Help</li> <li>• No further action</li> </ul>	<ul style="list-style-type: none"> <li>• Information about how the child is doing in school - attendance, progress, behaviour, parent engagement, any concerns and any relevant safeguarding information.</li> </ul>
<b>Initial Child Protection Conference (ICPC) and Review</b>	<p>A Child Protection Conference is a meeting which is held when Children's Social Care or another agency are concerned that a child or children are at risk of suffering significant harm. They are chaired by an Independent Reviewing Officer.</p> <p>The Initial Child Protection Conference brings together family members, the child/young person when appropriate and those professionals most involved with the child and family, usually following enquiries undertaken by a Children's Social Care team under section 47 of the Children Act 1989.</p> <p>The purpose of the conference is:</p> <ul style="list-style-type: none"> <li>• To bring together and analyse in a multi-agency setting the information which has</li> </ul>	<p>Parent/Carers, child/young person (where appropriate), other family members who are involved (such as Grandparents or aunts/uncles).</p> <p>The Independent Reviewing Officer will chair the meeting. All agencies involved will attend the conference including:</p> <ul style="list-style-type: none"> <li>• Local Authority Solicitor (not always present)</li> <li>• Social Worker</li> <li>• Senior Social Worker (or team manager)</li> <li>• Minute taker (usually from</li> </ul>	<ul style="list-style-type: none"> <li>• CP plan in place</li> <li>• CiN plan in place</li> <li>• It is highly unlikely that the meeting will end with no further action.</li> <li>• Implement any school actions on the plan</li> </ul>	<ul style="list-style-type: none"> <li>• A Conference Report from school that can be shared with other professionals and parents/carers. This should be completed before the meeting and sent to the minute taker.</li> <li>• The report should be shared with parents by the school before the meeting and their views documented in the report</li> <li>• The report should cover in as much detail as possible how the child/young person is doing at school including attendance, behaviour, progress, parent engagement, safeguarding concerns and any other</li> </ul>

	<p>been obtained about the child's development needs, and the parents' or carers' capacity to respond to these needs, to ensure the child's safety and promote the child's health and development.</p> <ul style="list-style-type: none"> <li>• To consider the evidence presented to the conference and taking into account the child's present situation, information about his or her family history and present and past family functioning, make judgements about the likelihood of the child suffering significant harm in the future and decide whether the child is at continuing risk or likely to suffer significant harm.</li> <li>• To decide what future action is needed to safeguard and promote the welfare of the child.</li> </ul> <p>Review Conference The purpose of the Review Conference is:</p> <ul style="list-style-type: none"> <li>• To review whether the child is at continuing risk or likely to suffer significant harm a</li> <li>• To ensure that the child continues to be safeguarded from harm</li> <li>• To consider whether the Child Protection Plan should remain in place or be changed.</li> </ul>	<p>the local authority)</p> <ul style="list-style-type: none"> <li>• Police Officer</li> <li>• Health professionals</li> <li>• Education professionals</li> <li>• Any other agencies involved – examples include the Probation Service, Community Psychiatric Nurse, Domestic Violence key worker, YOS.</li> </ul>		<p>relevant information.</p> <ul style="list-style-type: none"> <li>• You should arrive at the meeting 30mins before the start time so that you can read the report written by the Social Worker and the child/young person's health report if available.</li> <li>• At the end of the ICPC you will be asked to share your views on whether the child/young person should be placed on a CP plan or if you think a CiN is more appropriate. You will also be asked under what category; physical, emotional, sexual or neglect.</li> <li>• Make sure you make your own professional decision and share this with confidence in the meeting. Others may have a different opinion but it is important to have honest and individual views from all professionals who attend.</li> </ul> <p>Review Conference</p> <ul style="list-style-type: none"> <li>• Updated Case Conference Report on how the child is doing at school.</li> <li>• Update on any progress towards any school actions on the plan.</li> <li>• You will be asked to share your views on whether the child/young person should remain CP or whether you think the plan can be stepped down.</li> </ul>
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<p><b>Core Group meeting</b></p>	<p>When it has been established that there is a need for a multi-agency Child Protection Plan, a Core Group of professionals who will formulate and implement the plan are identified at the Conference. Parents and carers are members of the core group.</p> <p>Under the leadership of the social worker, the Core Group will formulate, record, implement and review the Child Protection Plan. The first Core Group will meet within ten working days of the Initial Conference.</p> <p>The purpose of the first meeting is to:</p> <ul style="list-style-type: none"> <li>• Formulate the detailed Child Protection Plan based on the outline Child Protection Plan.</li> <li>• Ensure agreement is reached on what steps need to be taken to complete the social work assessment within the agreed timescales.</li> </ul> <p>All parties should be clear about the respective roles and responsibilities of family members and different agencies in implementing the plan.</p> <p>Thereafter, the Core Group should meet regularly to consider the outcome of the social work assessment, update the chronology, facilitate working together, monitor actions and outcomes against the child protection plan, and make any necessary changes as circumstances change.</p> <p>Each member of the Core Group has a responsibility to work closely with the social worker, attend meetings which are required for the development and monitoring of the plan, bring information to update the chronology and fulfil the roles and</p>	<p>Parent/carers, child/young person (where appropriate), other family members who are involved (such as Grandparents or aunts/uncles), social worker, health professionals, education professionals. Any other agencies involved.</p>	<ul style="list-style-type: none"> <li>• Implement any school actions on the plan</li> </ul>	<ul style="list-style-type: none"> <li>• Update on how the child/young person is doing in school.</li> <li>• Update on any progress towards any school actions on the plan.</li> <li>• Any new concerns</li> </ul>
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	<p>responsibilities outlined in the plan.</p> <p>The Core Group has a responsibility to make agreed changes/amendments to the plan as required. However, when significant changes are being considered these decisions can only be made at a full Review Conference.</p>			
<b>Care Team meeting</b>	<p>The Care Team is the group of designated professionals from different agencies who collectively will implement and monitor each looked after child's statutory care plan.</p> <p>A care team meeting can also be called a core group meeting, and is a statutory meeting to share information and to ensure the care plan for the looked after child is still appropriate and the child's needs are being met.</p> <p>The care team meets regularly (approx. every 6 weeks) to monitor the plan, to carry out the Looked After review, or whenever there is an urgent reason to make a decision about the child.</p>	<p>The social worker arranges Care Team meetings. Invitations are written and will include:</p> <ul style="list-style-type: none"> <li>• Parent(s)</li> <li>• Child/ren</li> <li>• Independent Reviewing Officer Foster Carer/residential worker Foster Carer's Social Worker</li> <li>• Child/ren's Social Worker</li> <li>• Health professional (GP, school nurse)</li> <li>• any specialist healthcare professional such as CYPS or speech therapist)</li> <li>• Designated teacher</li> <li>• SENDCO</li> </ul>	<ul style="list-style-type: none"> <li>• Care Plan in place/ Care Plan reviewed</li> <li>• Implement any school actions on the plan</li> </ul>	<ul style="list-style-type: none"> <li>• Update on how the child/young person is doing in school.</li> <li>• Update on any progress towards any school actions on the plan.</li> <li>• Any new concerns</li> <li>• If you can't attend the meeting in person then you should send a full written report detailing: <ul style="list-style-type: none"> <li>○ What is going well</li> <li>○ Any concerns you have</li> <li>○ Suggested actions</li> </ul> </li> </ul>
<b>Personal Education Plan (PEP) meeting</b>	<p>All looked-after children must have a high quality PEP which forms part of their Care Plan. It is a statutory requirement for all school age looked after children which highlights the shared commitment of the care team and school to ensure they get the best educational opportunities available to them, while meeting individual needs and raising aspirations.</p> <p>The initial PEP review will be arranged by the school within 5 working days of the child</p>	<p>The Designated Teacher will send out the invitations to the multi-agency PEP meetings. A member of staff from ESLAC will attend the first meeting.</p> <p>Attendees include:</p> <ul style="list-style-type: none"> <li>• The young person</li> <li>• Social Worker</li> <li>• Carer</li> <li>• Parents (if this has been</li> </ul>	<p>Pupil Premium Plus (PP+) is dispersed to schools for eligible pupils who evidence that SMART educational outcomes are in place. These must be monitored and reviewed regularly.</p> <p>Multi agency PEP reviews will take place</p>	<p>The Designated Teacher should have a discussion with subject teachers to ensure targets are SMART.</p> <p>Information to bring to the PEP meeting will include:</p> <ul style="list-style-type: none"> <li>• Up to date information about progress and attainment</li> <li>• Feedback from teaching and pastoral staff</li> </ul>

	becoming looked after and submitted in time for the initial 20 day Looked After Review.	<p>requested by the Social Worker).</p> <p>Any other professionals deemed appropriate e.g health or any others requested by the young person.</p>	<p>every 6 months, or when there has been a significant event or change that may impact on education.</p> <ul style="list-style-type: none"> <li>The Designated Teacher can make changes and add information to the PEP at any time. It is a fluid and evolving record.</li> </ul>	<ul style="list-style-type: none"> <li>Strengths</li> <li>Pupil views</li> <li>Achievements</li> <li>Attendance</li> <li>Personal development e.g friendships</li> <li>Emotional wellbeing</li> <li>Barriers to learning</li> <li>Exams or transitions</li> <li>Additional support</li> <li>Extra curricular activities</li> </ul>
<p><b>EHCP review</b></p> <p>All supporting documentation and guidance for Annual Reviews is available <a href="#">here</a>.</p>	<p>Where a child or young person has an Education, Health and Care Plan (EHCP), there is a legal requirement that the Plan is formally reviewed every year. If the child is under 5, the review should happen every six months.</p> <p>The purpose of the meeting is to provide an opportunity for everyone involved with the child/young person to reflect on the previous year and plan for the future. It should ensure that the EHCP is always an up to date record of the child/young person's needs, and that the provision described within it is fit for purpose. This covers the Education, Health and Social Care needs. The meeting should look at the progress of the child/young person towards the outcomes identified in the Plan and should suggest amendments if they are needed.</p> <p>The paperwork, a record of the discussion at the meeting, will provide advice to the Local Authority of whether the Plan needs to be amended or if a change in level of funding or school place needs to be considered.</p>	<p>The meeting needs to be arranged by the school (usually the SENDCO), and invitations should be sent to all those involved with the child/young person. This will vary and be individual to them. Invitations should be issued as far in advance as possible to maximise the chance of attendance, and anyone invited should be invited to not only attend but also to submit a written report in advance. These written reports should be circulated to everyone at least 2 weeks in advance of the meeting date.</p> <p>Attendees should include:</p> <ul style="list-style-type: none"> <li>Child/Young Person where possible</li> <li>Parent/Carer</li> <li>SENDCO</li> <li>Class teacher and/or Support Staff</li> <li>Health professionals eg</li> </ul>	<p>SENDCO completes the documentation following the meeting which details the discussion, describes progress and indicates suggestions for any changes if considered necessary.</p> <p>Documentation is returned to the SEND Assessment and Monitoring Team. Significant changes are taken to the SEND Commissioning Panel for consideration</p> <p>School will update their SEND Support Plans which detail the smaller steps towards the outcomes in the Plan. These must reflect the progress made and the support that the learner needs for the coming</p>	<p>Class teachers should prepare a report which details the progress over the preceding year, and reflects on the impact of any support that has been in place</p> <p>The SENDCO should consider and add to the report where appropriate.</p> <p>Parents/Carers and the learner should be asked to complete written advice where possible, and be given appropriate support to do so (forms available on the <a href="#">Local Offer</a>).</p> <p>Reports from other professionals should be gathered as far as possible, written on headed paper.</p>

		<p>SALT, OT, PMHW, CYPS, Health Visitor etc</p> <ul style="list-style-type: none"> <li>• Social Care professionals eg SW, FSW etc</li> <li>• Any other agencies involved</li> </ul>	<p>year</p> <p>If amendments are made to the Plan, a new Final Plan will be issued to the family and to school</p>	
<p><b>Care, Education and Treatment Review (CETR)</b></p>	<p>Care, Education &amp; Treatment Review (CETR) is a meeting about a child or young person who has a learning disability and/or autism and who is either at-risk of being admitted to, or is currently detained in, an in-patient (psychiatric) service.</p>	<p>The CETR brings together those responsible for commissioning and providing services. This will include nurses, social workers, education, commissioners and other health, education and social care professionals, alongside strategic commissioners where appropriate. The child and family will also be present and the focus will be on making sure their views are heard.</p>	<p>The CETR will ensure that care and education is delivered in a way that is culturally sensitive to the child or young person. Each person on the CETR panel can say if something does not seem right about the child or young person's care or education. The panel will make recommendations to improve the care and education the child or young person receives – this is called an action. Actions will go into the CETR report which is agreed by the panel at the end of the CETR.</p>	<p>As the education representative at the meeting you should take</p> <ul style="list-style-type: none"> <li>• Education Health &amp; Care Plans or SEND Support Plans</li> <li>• Up to date educational attainment, levels and progress made.</li> <li>• Feedback from teaching and pastoral staff</li> <li>• Pupil views</li> <li>• Attendance data</li> <li>• Information relating to personal development</li> </ul>