



| CHILD IN NEED MEETING  |   |
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| <b>Purpose of the Child in Need Meeting</b><br><br>A Child in Need meeting will be attended by a group of relevant professionals and family members who work together to create, implement and review a Child in Need Plan.  | <b>The Child in Need Plan</b><br><br>The Child in Need Plan sets out the work that needs done, why, when and by whom.   |
| DETAILS  |   |
| <b>First Child in Need Meeting</b> <ul style="list-style-type: none"><li>Following the Child and Family Assessment, the allocated social worker will discuss with the child (depending on age and understanding) and the family members the potential attendees of the first Child in Need Meeting</li><li>The allocated social worker will set a date, time and location for the first Child in Need Meeting and invite the relevant professionals and family members</li><li>A chair and minute taker will need to be identified; the chair does not need to be the lead social worker</li><li>The primary aim of the first Child in Need Meeting is to develop a detailed child in need plan setting expected outcomes for the child to be achieved within clear timescales</li><li>It is the responsibility of each family member and professional to have a clear sense of understanding of their role in respect of the Child in Need Plan, what tasks they have responsibility for and the timescale for completion of the tasks. This must be achieved at the initial and future Child in Need meetings</li><li>The date, time and location for the next Child in Need meeting needs to be set as per the agreed timescale determined by the allocated social worker and their line manager but no less than 8 weekly</li><li>The allocated social worker will send a copy of the completed Child in Need plan and the minutes to the child, family and professionals within ten working days of the initial Child in Need meeting</li><li>It is the responsibility of the family and professionals to ensure that the tasks for which they are responsible are progressed following the Child in Need Meeting</li></ul> | <b>Subsequent Child in Need Meetings</b> <ul style="list-style-type: none"><li>The Child in Need Meeting will be convened at the agreed intervals</li><li>It is the responsibility of the lead social worker to ensure that all attendees have a copy of the most recent child in need plan to review at the meeting</li><li>The chair will review each identified need against the intended outcome, the individual responsible for the action and within the identified timescale to determine what has been achieved in the Child in Need Plan</li><li>The purpose of the Child in Need review is to check progress against the plan, review the risk of harm in light of any lack of progress in respect of identified tasks and what new actions need added to the plan</li><li>The Child in Need review will determine whether the child is no longer child in need and can be closed or supported through an Early Help plan, the child continues to be child in need or that there appears to be a risk of significant harm which will require a strategy meeting</li><li>If the child is to remain open on a Child in Need Plan, this will need to be updated to reflect what needs to happen next</li><li>If the child is to step down to <a href="#">Early Help then the step up step down process must be followed.</a></li><li>The date, time and location for the next Child in Need meeting needs to be set as per the agreed timescale</li><li>A copy of the updated child in need plan and the Child in Need minutes must be sent to all family members and professionals within ten working days of the Child in Need meeting</li></ul> |