

# Child in Need Plans and Meetings Policy

## SCOPE

This policy relates to children who meet the tier for intervention under Section 17 of the Children Act 1989. To be eligible for a service children will meet the threshold as described in Kent Inter-Agency Threshold Criteria for Children and Young People.

This policy does not apply to children who do not meet the threshold for Integrated Children's Services intervention but require more than universal services. They can be offered an Early Help assessment and support where required. This policy does not apply to children who are the subject of a Child Protection Plan

## RELEVANT GUIDANCE

[Guidance for Child in Need Plans and Child in Need Meetings](#)

[SMART Plans Guidance](#)

[Safety Planning Guidance](#)

## RELEVANT POLICIES AND PROCEDURES

[Kent and Medway Safeguarding Children Partnership Procedure.](#)

[Kent support level guidance – Kent Safeguarding Children Multi-Agency Partnership \(kscmp.org.uk\)](#)

[Disabled Children's Services Procedure See: Short Breaks Procedure- Short Breaks Procedure](#)

[Children with CP plans across Local Authorities Transfer in Progress](#)

[Ceasing to Look After a Child \(proceduresonline.com\)](#)

Transfer Policy and procedures for Specialist Children's Teams

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## 1. Child in Need Definition

A Child in Need is defined under the Children Act 1989 as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development are likely to be significantly or further impaired, without the provision of services; or a child who is disabled. Children in Need may be assessed under Section 17 of the Children Act 1989, in relation to their special educational needs, disabilities, as a carer, or because they have committed a crime.

Section 17 of the Children Act 1989 imposes a general duty on Integrated Children's Services to safeguard and promote the welfare of children who are 'in need', and to promote the upbringing of Children in Need by their families by providing a range and level of services to meet those children's needs. Other agencies have a duty to cooperate with Integrated Children's Services in carrying out their duty to assess the needs of children and to provide services, as necessary.

To determine whether a child is 'in need' according to the above definition, a Child & Family (C&F) Assessment will be undertaken by a qualified social worker. For assessing children in need see [Assessments \(proceduresonline.com\)](#). For assessing Children in need who are disabled see [Disabled Children's Services Procedure](#). For assessing young carers, see [Young Carers \(proceduresonline.com\)](#).

## 2. Principles of Child in Need

This policy is intended to ensure that there are clear plans of intervention in place for those children receiving Integrated Children's Services involvement. The principles and values that underpin working with a Child in Need are:

- Social workers should not be involved in the life of children and families unnecessarily.
- The approach to Child in Need work should always be informed by a determination to actively promote change. Child in Need meetings should never be used simply as a way of monitoring without intervention. The work undertaken should be creative and innovative, and informed by what is going to work best for this particular child in this particular family. There is no one size fits.
- The welfare of the child should always remain the focus.
- Integrated Children's Services works with Children in Need and their families based on consent. ([See Section 3](#))
- A holistic approach must be adopted. The child's needs must always be seen in the context of their family and their community.
- The best outcomes for vulnerable children are achieved when constructive relationships exist between professionals and family members.

- It should be assumed that children, young people and their families and friends come up with their solutions, and they must be empowered to assume as much control over their lives as possible.
- For social workers to work effectively with children and families they require high-quality supervision and professional support.
- A decision to end Integrated Children's Service's involvement with a child and their family should only be made at formal Child in Need meetings.

### 3. Consent

Integrated Children's Services works with Children in Need and their families based on consent. From the first referral, those with Parental Responsibility should be informed of the referral and asked for consent to undertake a Child and Family Assessment. Parents' agreement to any social work intervention or services for their child is necessary. Young people of an age of understanding, particularly those aged 16 or over should be asked for their consent as well.

If parents refuse consent after the social worker has made sure that they have been given full information about the benefits of assessment and support, this refusal should be accepted and recorded on the file. If it is considered that the child is likely to suffer significant harm without social work intervention, consent is not required and the assessment should then be carried out under Section 47 following the procedures (see [Kent and Medway Safeguarding Children Procedures Manual, Child Protection \(Section 47\) Enquiries Procedure](#)). Parents must be informed of the change of approach, the reasons for the concerns and the discussion recorded on the file.

### 4. Child in Need Plans

If the Child and Family Assessment conclude that the child is 'in need' and requires a statutory social work service, the social worker should develop a Child in Need (CiN) plan with the family. The plan should explicitly focus on the areas of strength and safety and the key worries which are specific to the family, identified through the assessment.

The social worker's role is to assist the family to explore problem-solving solutions and develop a plan that sets out clearly what the worries are, what needs to change and how the family network can make those changes, with the support of services. To develop the plan, the social worker should organise a Child in Need meeting with the family network and key professionals who could support the family. The plan should be written to the child/children.

The Child in Need plan will include a safety plan for the child and family. Safety Plans should not be separate documents from the plan (unless made in crisis and/or are an additional document with a simplified plan for an adult or child). Planning for safety should be intrinsic within any plan for a child. [See Safety Planning Guidance](#).

Plans need to be S.M.A.R.T - **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime-scaled with a step-by-step approach, about how the family will make the changes and keep their children safe. [See SMART Plans Guidance](#)

A good plan will be clear and specific about:

- What are we trying to achieve for the child (the outcome being sought)?
- What needs to happen/change to reduce worries and reach those outcomes?
- What is working well that can be built on to increase support around the child?
- How we will know when the outcomes have been achieved, and how will the child's experience look different, how we will measure it?
- Ensuring the changes being sought are realistic and achievable in the child's timescale.
- Who in the family can help support and motivate the parents/carers/family to make the necessary changes and what they will do?
- What services are needed to help the family achieve the outcomes?
- What is the backup (contingency) plan is?
- Who will do what, by when, setting out clear timescales for action, change to be achieved and reviewing the plan?

In writing the plan the social worker should avoid using jargon, write in a language that everyone can understand, be unambiguous and write the plan to the child under the following headers:

What needs to happen? What is the change we are looking for?	What do the child/young person/family feel might impact on the changes being successfully achieved?	How will it happen? What are the Tasks?	Who will do this?	By when	Wellbeing / Safety Goal What is the expected impact?
Free text	Free text	Free text	Free text	Calendar field	Free text

## 5. Child in Need Meetings

It is important that children are given an opportunity to attend their initial and review Child in Need meetings (depending on their wishes, age and understanding) and the time, venue etc should be arranged in consultation with them. If it is not considered

appropriate for the child to attend, their views **MUST** be sought prior to the meeting by the social worker and shared.

Parents/carers, the family network and those agencies who can support the family should also be invited and any additional support considered and discussed with invitees prior to the meeting, such as whether interpreting services or advocates are required. A record about the discussion should be noted on the file. [See Guidance for Child in Need Plans and Child in Need Meetings](#) and [Appendix 1 Top Tips from Children about positive meetings](#).

### Initial Child in Need meeting

The social worker is responsible for convening the meeting and arranging invitations.

The Child in Need Meeting should take place **within 10 working days** of completing a Child and Family Assessment which identifies the child needs services under s17. On some occasions, this may be before the completion of the Child and Family Assessment.

If a Child in Need Plan is made at the Child Protection Conference, a Child in Need Meeting should be held to review the progress of this plan- **within four weeks**.

If a family on a Child in Need Plan moves from another Authority to Kent, Kent should seek to convene a Child in Need Meeting - **within 20 working days** of the family being resident in the area. See [Transfer Policy and procedures for Specialist Children's Teams](#).

The initial Child in Need meeting, including the first meeting following a child being "stepped down" from Child Protection and a transfer in Child in Need meeting, should be chaired by a Team Manager.

The purpose of the initial Child in Need meeting is for the child and family to network together with key agencies to:

- Reflect on the outcome of the assessment.
- Share information between all those involved.
- Explore worries and consider possible solutions.
- Agree on the outcomes for the child.
- Outline the actions needed to make the changes necessary.
- Confirm the Child in Need Plan (including the immediate Safety Plan).
- Agree on the frequency that the social worker will visit the child & family, this should be no less than every 4 weeks.

In addition, the family and professionals need to know:

- How often the child and family will be visited by other professionals as well as the family safety network to support the plan.
- What would lead to case closure and expected timescales.
- What the “bottom lines” are i.e., what is essential and therefore non-negotiable and what would happen if the plan were not successful, and the child’s needs are not being met? Specifics need to be given on what could happen, e.g., holding a Strategy Discussion, Child Protection Conference, Legal Planning Meeting.
- How often Child in Need meetings will be held. Reviews should be a **minimum of every 12 weeks**, however, if held earlier they can ensure drift is avoided and there is good oversight of the plan.

[See Appendix 2: Initial Child in Need Agenda](#)

There is an expectation a scaling question is agreed upon and used at the initial meeting. This should be used for future meetings to measure the progress of the plan. (See additional information on scaling in the [Guidance for Child in Need Plans and Child in Need Meetings](#)).

A case note should be put on the child’s file by the minute taker, noting who chaired the meeting and the date of the next meeting – **within 1 working day**.

A copy of the plan will be forwarded to the Team Manager to authorise and be placed on the child’s file – **within 5 working days**.

Minutes of the meeting will be written to the Child and distributed with the Child in Need Plan to all those present – **within 10 working days** of the meeting. (If there are others who need copies of the record but are not present at the meeting, this should be agreed upon at the meeting).

### Child in Need review meetings

The social worker is responsible for convening the meeting and arranging invitations. Reviews should be chaired by a Team Manager or Senior Practitioner. It is important there is continuity and wherever possible, the same chair is used for future reviews.

The Review Child in Need meeting should be held a **minimum of every 12 weeks**.

However:

- Where there is a level of risk and/or a high level of support needed, services should be reviewed at a Child in Need meeting more frequently. This also avoids drift.

- An early Child in Need meeting should be convened if circumstances change (i.e.: the Safety Plan has been updated because of an incident, or change in worry)
- [See section 6](#) for reviews for Disabled Children's Services.

The purpose of the review meeting is to:

- Share information between all those involved on any changes and significant events.
- Ensure the views and observations of the child are considered.
- Review the progress of the plan - what has been achieved, what is working well, what we are still worried about.
- Ensure that the tasks are being completed within the timescales set. If there is any drift agree how this will be resolved.
- Consider the impact and outcomes for the child/children and adjust the plan where required.
- Consider if the family should remain open on a Child in Need plan, step down to Early Help or be closed.
- If the child's circumstances have not improved and/or have deteriorated, then consideration must be given to whether there is a risk of Significant Harm, resulting in the need for a Strategy Discussion/Meeting and possible Section 47 Enquiry.
- Agree next steps, including the date, time, and membership of the next meeting.

There is an expectation the scaling question will be considered at each review and family and professionals' views sought on the reason for their scale. Additional questions may be asked by the Chair about the score, e.g., what would lead it to go up by a half or more? This is to help consider progress. (Additional information on scaling is in the [Guidance for Child in Need Plans and Child in Need Meetings](#))

Any disagreement to end, keep the Child in Need plan, or escalate the family should be recorded in the minutes. The family should be informed about the Local Authority's Complaints Procedures and how to access them. See [Complaints and Representations Procedure](#) and agencies reminded they can discuss the matter with their safeguarding leads and use the formal escalation process if necessary. See [Management Oversight](#)

[See Appendix 3: Review Child in Need Agenda](#)

Following the review, a case note should be put on the child's file by the minute taker, noting who chaired the meeting, the decision from the meeting (e.g., if to step down, continue or close) and the date of the next meeting - **within 1 working day.**



A copy of the plan will be forwarded to the Team Manager to authorise and be placed on the child's file - **within 5 working days**.

Minutes of the meeting will need to be taken, written to the Child, and distributed with the Child in Need Plan to all those present - **within 10 working days of the meeting**. If there are others who need copies of the record but are not present at the meeting, this should be agreed upon at the meeting.

## 6. Children open to the Disabled Children and Young People's Service

Reviews of Child in Need Plans for children open to the Disabled Children and Young People's Service should take place within 3 months of the start of the plan and thereafter at least every 6 months.

Reviews are conducted more frequently where circumstances require it, e.g., where there has been a significant change in the child's circumstances or with the resource or resources involved, where there are parenting concerns, or the child has a high level of disability.

The decision and rationale regarding how often Child in Need Meetings are held and the timescale for visiting the child should be authorised by the Team manager, clearly documented in the case summary, and reviewed in each supervision.

For children who receive a package of care to support and meet their complex additional needs and where there are no safeguarding issues, the care package should be reviewed on a six-monthly basis. One of the reviews each year may be incorporated into the child's annual review of the Education, Health, and Care Plan to ensure partnership working to meet the child's assessed needs.

If a child is open to receiving financial support only, the alternate reviews can be held by telephone. A telephone review may be conducted by the allocated worker contacting all those involved in the plan. The worker will then prepare a summary of the comments and observations and any changes required in the plan. This will then be authorised by the Team Manager. Where necessary, changes to the Child in Need Plan will be made and the amended plan circulated to all involved.

For children in receipt of direct payments and/or limited service to support them and their family to have a short break or domiciliary care, where no safeguarding issues have been identified, a review should take place every six months and should be recorded on the child and young person's plan. The child's annual Education, Health and Care Plan review will constitute one of the reviews.

Children receiving overnight short breaks where no safeguarding issues have been identified should be reviewed every 6 months unless concerns have been identified or the needs of the child or family have changed significantly (Care Planning Regulations 2010). One review each year should take place at the short break



placement and the other will be at the child's annual Education, Health and Care Plan. Each review should be recorded on the child and young person's plan and consider the child's social needs, health needs, home environment and plans for transition where appropriate and any safeguarding issues.

If a child has short breaks for more than 75 nights per year or stays overnight in more than 2 settings including residential school, hospice, or social care placement their review should be chaired by an Independent Reviewing Officer.

See: [Short Breaks Procedure](#)

See: [Disabled Children's Services Procedure](#)

With all reviews, the voice of the child should be included and considered within the planning and the minutes are written to the child. See [Guidance for Child in Need Plans and Child in Need Meetings](#).

## 7. Ending a Child in Need Plan

A Child in Need Plan can cease in one of the following circumstances:

- On the decision by a CIN Review Meeting to cease the plan because the child is no longer a child who needs services.
- On the decision of a child protection conference that the child is subject to a child protection plan.
- The child has become looked after.
- On the expiry or revocation (or transfer on the decision of the Court to another local authority) of the Supervision Order by which the child was subject to a CIN plan and where there are no unmet needs identified at the CIN Review Meeting.
- The child has formally transferred to another local authority.
- The child has moved permanently outside England and Wales.
- The child's 18th birthday has occurred.
- The child has died.

If a Child in Need case is being considered for closure or being stepped down to Early Help Services, the Team Manager should review the case and record on the child's file the rationale for agreeing on this before the final Child in Need meeting.

For those occasions when there is no longer a need for Integrated Children's Services intervention, formal letters of closure will be sent to all involved parties.

When the plan ends and the child is closed, the case summary, chronology of significant events, as well as all case recordings, must be completed and up to date. The record should evaluate the success and impact of the Child in Need Plan, including the views of the child and parents on how helpful the social work intervention was to them. Child and parent views should be recorded on the child's file within the closure summary.

## 8. Children in Need Moving in or out of Kent Local Authority

If a Child in Need moves from one Local Authority (LA) to another, the Children Act 1989 is clear that responsibility for safeguarding and promoting the welfare of the child lies with the LA where the child is living. This is regardless of whether the move is temporary. However, there are some circumstances where a transfer may remain with the Local Authority for a short period, or a transfer may not occur as outlined in 7.1 and 7.2.

In all cases, where a child subject to a Child in Need Plan in Kent has moved to a different Local Authority, the allocated social worker should notify the Children's Specialist Service in that Local Authority, regardless of whether transferring the child at that time - within 1 working day (of the move, or once known if an unplanned move).

Parent/carer's permission should be sought to share information with the receiving Local Authority in line with Information sharing advice for safeguarding practitioners. However, the Data Protection Act is not a barrier to 'sharing information where the failure to do so would result in a child or vulnerable adult being placed at risk of harm' or where seeking consent might increase the risk of harm.

Urgent consideration/assessment should be given as to the impact of the move on the child in respect of their vulnerability, particularly where children and their families may have moved on more than one occasion in a short space of time.

The parent/carer should be made aware of their responsibility to ensure the child receives appropriate education and health support in the area they plan to move to, together with any other specialist service required for the child.

The social worker should assist and promote the family's accessing relevant and appropriate services concerning meeting the child's needs. Any deficits in services to meet specific needs by the receiving local authority should be noted.

The family should be kept informed of any respective responsibilities during a transition stage and when the receiving local authority, (where the family reside), take full responsibility.

If the move is to Kent, there is an expectation that:

- A Request for Support Form is sent to Kent Front Door Service to share information about the family. This should set out the updated case information, highlight key issues, important dates and any urgent actions and the request for a transfer.
- The Front Door Service will request information, including an up-to-date chronology and genogram; the most recent Child in Need plan: a copy of the

last assessment; a case summary report identifying the needs of each of the children, key issues, important dates, and any urgent action before to transferring to the District.

- The District will decide on an action, including if any additional information is required and discuss a transfer date which should be within 20 working days of being notified of the move.
- A Child in Need meeting should be held by the receiving District and include the family, relevant local agencies and, where possible, the social worker and other specialist staff where the child and family have moved from - within 20 working days of being notified of the move
- Formal Transfer will happen at the Child in Need meeting. During the period before to the formal transfer of case responsibility, the originating authority should continue to monitor the plan.

If the move is out of Kent, there is an expectation that:

- The referral to the receiving Authority notes the request to transfer the family to their Authority (rather than just share information).
- The case-holding social worker will provide the information the receiving Authority require and ensure Kent transfer principles, process and standards are followed, as outlined in section 2 – within 5 working days.
- The social worker should ensure that other agencies involved in the Child in Need Plan are made aware of the move.
- Where possible, the social worker should seek to meet their counterpart and where geography allows, consider a joint visit.
- The outgoing social worker will attend the first Child in Need meeting with the receiving Authority (virtually or in person).
- During the period before to the formal transfer of case responsibility, Kent Authority should continue to monitor the plan.
- The Team Manager will ensure the case summary and chronology of significant events, as well as all case recordings are completed and up to date. If the family move is unplanned, this needs to be done within 5 working days.

### 8.1 Circumstances where a transfer may remain with the Local Authority for a short period

- Where an S17 or S47 assessment has already commenced but is yet to be completed
- Where a pregnant woman has moved or is likely to move repeatedly (more than twice) between Local Authority areas for short periods (less than 4 weeks), it would be good practice for the originating authority (i.e., where the concern was first identified) to retain case responsibility until the woman has settled i.e., has

been placed in housing for a period that will exceed 4 weeks. This is to ensure some continuity in the arrangements for the protection of the unborn child.

- If a child is the subject to a Child in Need plan because of concerns of extra-familial harm or exploitation and moves to another local authority area because of those concerns, then the originating authority should retain case responsibility until the objectives of the Child in Need plan have been achieved or 3 months, whichever is the shorter.

## 8.2 Circumstances where a Child in Need case may not transfer

The only reasons why case responsibility for children subject to a Child in Need plan should not transfer from the originating authority to the receiving authority are:

- If the Child in Need plan only relates to the provision of financial support for housing and or subsistence.
- If the child is the subject of a statutory Order to the originating authority.
- If the child has been temporarily placed by the originating authority in the area for the assessment, treatment (psychological or medical) or education, with or without their parents and will be returning to the originating authority.
- If the child has been remanded into custody or received a custodial sentence.
- If the child is temporarily living with relatives or friends in the area but will be returning to the care of a parent in the originating area [1].
- If the child and their family have been placed in temporary accommodation in the receiving authority for a specified period, which is less than 4 weeks, after which they will be located elsewhere.

[1] If the child is "placed with "the relative or friend by the originating authority, then the originating authority will be responsible for the assessment and approval of the relative or friend as required by the fostering regulations.

For children on a Child Protection Plan see [Children with CP plans across Local Authorities Transfer in Progress](#)

For Children Looked After see [Out of Area Placements Procedure](#)

## 9. Management Oversight

Child in Need procedures should not be used indefinitely and should be regularly reviewed by Team Managers. The length of a Child in Need Plan should be considered within case supervision, case progression meetings (see [Case Progression Policy](#)) and Child in Need panels when convened.

All actions, decisions and arrangements should be fully recorded on the child's case record by the Team Manager. This includes when:

- There is any dissent or agreement to end a Child in Need Plan, including if this is earlier than expected.
- It is decided that a Child in Need Plan will be sufficient to promote a child's welfare where it has been assessed and established the child has suffered or is likely to have suffered, significant Harm. The rationale for this, along with other professionals' views that have been sought and any dissent must be noted.
- A child who stepped down from Child Protection is not a remaining subject of a Child in Need plan for a minimum of three months. The written view of the Assistant Director must be sought and a management rationale noted on the file
- Transfer arrangements occur, see [Transfer Policy and procedures for Specialist Children's Teams](#).

Child in Need plans will be commented on and signed off by Team Managers. Team Managers should identify the rationale for any decisions made, especially where specific services cannot be provided and/or it is considered the child is no longer a Child in Need.

Where there is a dispute about case responsibility; delay in the receiving local authority accepting the responsibility of the case, or a dispute about Children in Need thresholds, the Team Manager should promptly notify the Service Manager who should decide regarding the next steps, including, where necessary, to take legal advice. All actions, decisions and arrangements should be fully recorded on the child's file during this process.

## Appendix 1: Top Tips Positive Meetings.

# Top Tips For Positive Meetings

These tips were written by a group of young people who work with a variety of Kent County Council Workers and attend a range of meetings where their lives are discussed

### Before:

- Personally invite me to the meeting in advance so I know it is coming and have time to prepare
- Explain to me what the purpose of the meeting is and who will be there, and why
- If possible, let me have a say on when and where the meeting will take place and who will attend so I feel comfortable
- If I want one, organise a pre-meeting with me to discuss what will be spoken about in the main meeting and what I want to say. Don't just give me a form to fill out!
- Support me to prepare for my meetings by giving me different ways that help me share my views. This could be prompt cards or flashcards

"I was often too angry to say anything. I didn't know what was going to be spoken about. I wasn't prepared"

"Sometimes meetings seem to be convenient for everyone but the child"

### During:

- Introduce all the workers at the meeting. Tell me why they are there and how they support me - especially if they are strangers to me
- Speak to me directly in the meeting and give me clear opportunities to share my views in a way that suits me. Don't speak to each other as if I'm not there. Ask me what I think and take me seriously even though I'm young
- Use language that I understand, not acronyms and jargon
- Don't judge me, say "I know how you feel" or dismiss my opinions; you haven't lived my life and experienced what I am going through
- Don't prioritise my family's or other workers' views above mine
- Include a section in the meeting about what is going well and what I enjoy. Take an interest in my life, don't just focus on the negatives
- Be as open and honest as possible about what is happening now and what might happen in the future
- Check up on me during the meeting and provide breaks if I need them

"I feel like an object just sitting there being stared at and no one's actually speaking to me"

"Being involved in your meetings makes everything a lot better; it's good if the person you're working with is more open with you"

### After:

- Give me time and/or a safe space after the meeting to think about what has been said. Meetings can sometimes be an emotional rollercoaster for us!
- If my meetings take place during school time, let my teachers know that I may not be able to rejoin the class and start learning straight away
- Provide me with a copy of the report or plan. Ask me if I want to get the same plan as the workers, a short version or just an overview. The plan should be easy for me to understand and written with my reactions in mind
- In the report or plan, write what I say - not your interpretation of it!
- Let me know how I can contact you in between meetings if I need you or want to discuss the meeting or anything else with you
- Keep me updated on what happens after the meeting, especially if things don't go to plan or happen more slowly than expected
- Check up on me after the meeting. It shows you care about me and my feelings

"They didn't send me anything. I was told I wasn't allowed and it was given to my carer"

"We talk about difficult things and I just have to get on with it"

But mostly, **LISTEN** to us. We are all different and all want to take part in our meetings and receive information about our plans in different ways. Get to know us and ask us what we would like.





## Appendix 2: Initial Child in Need Agenda

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### **Welcome and introductions – overview of the purpose of the Child in Need Meeting**

- Introduction and who is present
  - Apologies received
  - Reports/assessments received for the child in need meeting
- 

### **Why are we here today?**

- Parents should be aware of and understand the basis on which Integrated Children's Services is working with them (i.e., s17 Child in Need) and be in agreement with this.
  - The Chair will refer to the draft danger (or worry) statement/s, any existing strengths, protective factors, and complicating factors identified from the C&F Assessment.
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### **Views of the Child – see Top Tips from Children about positive meetings (on KPON)**

Children and young people should be told about the meeting, what it involves and asked if they want to attend and options on how to do this, along with ways they can contribute their views to the meeting.

Examples of things to explore with the child and share at the meeting: What do you think is good about home, what do you want to be different? What are you worried may happen? Is there anything you would like help with or are worried about (this may be to do with home/school/ community/friends)? What do you think people may be worried about? (Explain why you are involved). What do you think would help to make things different? What do you think should be in the plan?

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### **Views of the Parent**

- What do parents want to be different? Are we working towards this?
  - Do parents understand what they need to do? Do they think it is realistic? What do they feel may get in the way of doing it / be the barriers?
- 

### **Agree the plan – see SMART plan guidance (on KPON)**

- Consider the current worries and impact on the child, what the aims are and actions to achieve them (by family and professionals). Ensure the actions noted are measurable and have timescales. Plans need to be SMART.
  - Ensure the family own and agree the plan and it is written to the child/children.
  - The plan is the safety plan, and it must be clearly stated what is being done to ensure safety. This includes what family and friends may do to assist.
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### **Consider the contingency plan and scale the current situation**

- Agree with the family what their back up plan is.
  - Note what would lead to the Child in Need plan ending or stepping down to Early Help.
  - Note the Local Authority contingency plan and what would lead to them escalating the situation.
  - Agree how any disagreement can be resolved.
  - Scale with family and professionals. *To be effective the scaling question needs to be thought about before the meeting and a clear explanation given on what would be 0 and what would be 10. (10 is not about being perfect but being confident the goal is achieved and seen over time).*
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### **Future meeting dates and times – if applicable**

- Agree membership of the Child in Need meeting and consider any other professionals, family or friends who may be helpful to attend.
  - Agree the date for the next Child in Need meeting (within three months).
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To access the agenda on KPON please click here: [Initial CIN agenda](#)



## Appendix 3: Review Child in Need Agenda

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### **Welcome and introductions – overview of the purpose of the Child in Need Meeting**

- Introduction and who is present
  - Apologies received
  - Any reports/assessments received for the child in need meeting
  - Brief overview of why there is a Child in Need Plan currently
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### **What has happened since the last Child in Need Meeting?**

Any significant events, positives, new worries – request parents views first, then professionals.

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### **Views of the Child - see Top Tips from Children about positive meetings (on KPON)**

Children and young people should be told about the meeting, what it involves and asked if they want to attend and options on how to do this, along with ways they can contribute their views to the meeting.

Seek their views on the plan and how it is going, anything they think should be added or taken off, anything they want family and professionals to know, change or help with?

You can ask them to scale how they think things are going – use the same scale or adapt, given age/cognitive ability.

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### **Review the Child in Need Plan – what has been achieved, what is working well, what we are still worried about, the impact on the child/children and update the plan**

- Ensure parents views are gathered first, then professionals (unless parents request otherwise) on the progress of the plan and any barriers.
  - Consider the aims and actions, what has been achieved or not achieved, the impact this has had on the child and measure progress.
  - Consider positives and areas which need further development/ intervention.
  - Review the whole plan or note why any part is not discussed.
  - Do parents or others feel anything else needs adding to the plan – be clear in the minutes why.
  - Ensure the plan continues to reflect the safety plan, is SMART and written to the child.
  - If actions have been completed check with the family if they still want it left in the plan but noted as completed or be deleted.
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### **Consider and scale the effectiveness of the plan and gain professionals view on threshold**

- Is there evidence that parents have implemented and sustained the changes, or can?
- Is the risk increasing or decreasing? Does the contingency plan need to be implemented?
- Should the family remain open on a Child in Need plan, step down to Early Help or be closed?
- Are the concerns so great that the family need escalating, and a strategy meeting occur?

**USE THE SCALING QUESTION FROM THE INITIAL CIN MEETING – remind parties of their previous score if given (and questions can be asked what would increase the score)**

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### **Future meeting dates and times – if applicable**

- Agree membership of the Child in Need meeting and consider any other professionals, family or friends who may be helpful to attend.
  - Agree the date for the next Child in Need meeting (within three months).
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To access the agenda on KPON please click here: [Review CIN agenda](#)