

Child's Plan Meeting: After Checklist

Item	Tick	Action required?
Have I communicated my thanks to all participants?		
Am I confident the child/young person felt listened to and included? If not, how can I address this?		
Am I confident parents/carers felt listened to and included? If not how can I address this?		
Have I communicated the date, time and venue of the next meeting to review the Child's Plan place to those people who couldn't attend the initial meeting and any new invitees?		
Have I booked a venue for the review meeting?		
Have I made arrangements to have the agreed Child's Plan and Record of meeting typed up, and made sure this is progressed?		
Have I made clear arrangements to have the Child's Plan (5 working days) and Record of Meeting (28 days) distributed in line with required timescales?		
Have I made sure any restricted information has been redacted as required so the Child's Plan/Record of Meeting is shared with the child/young person, parents/carers and wider Team Around the Child in line with any information-sharing agreements?		
Have I made arrangements for a post-meeting discussion with the child/young person?		
Am I confident the child/young person understands what has been agreed at their meeting and explained anything as needed?		
Have I recorded the child/young person's views?		
Have I made arrangements for a post-meeting discussion with the parents/carers?		
Am I confident the parents/carers understand what has been agreed and explained anything as needed?		
Have I recorded the parents/carers views?		
Have I made arrangements to have the plan signed ?		
Have I checked everyone who should be sent a copy of the Child's Plan has received it?		
Have I lodged a copy of the Child's Plan in relevant agency files?		
Have I made sure all decisions are recorded in agency records and updated the child/young person's chronology to reflect decisions made at the Child's Plan Meeting?		
Have I made sure relevant colleagues in my service are carrying out any actions agreed as part of the Child's Plan? (this includes services/organisations providing support to an adult who is a parent/carer/significant adult for the child/young person.		
Am I keeping the Child/Young Person, Parent/Carer, Named Person/Lead Professional/Team Around the Child regularly updated?		