

Child's Plan Meeting: Before Checklist

Item	Tick	Action required
Am I clear why I think a meeting is required? Is the purpose and possible outcomes of this clear?		
Have I gathered information from all the relevant parties?		
Have I had time to analyse assessments and consider any risk based on a thorough knowledge of the child or young person and parents'/carers' circumstances?		
Have I discussed the need for this meeting with parents/carers and the child or young person and shared my assessment and analysis of the situation to them?		
Have I got all the information I need for my meeting including chronologies, reports, previous plans etc?		
If this is a review meeting, am I aware of/familiar with the existing Child's Plan? Has my service carried out any actions they are accountable for?		
Have I obtained explicit consent to share information from parents/carers and child/young person? (dependent on age/level of understanding)		
Have I considered how much time people will need to prepare and discuss things with parents/carers and child/young person before we meet?		
Have I considered everyone's needs when deciding where the best place to hold the meeting is?		
Are there any issues such as race, language, disability, advocacy etc that we need to consider?		
Have I invited all the right people and requested reports from people who can't attend? (Have invites been sent?)		
Have I explained to the parents/carers and or child/young person who will be present at the meeting?		
How will I support and enable the child or young person and parents/carers to express their views/wishes or have them represented?		
If the child or young person can't attend, or chooses not to, have I taken steps to clarify how their views will be represented?		
Is there someone in the parents'/carers' network of support that they would wish to attend the meeting as a supporter?		
Have I planned time after the meeting to check the child or young person and the parents/carers feel listened to and understand what has been agreed?		
When calling a Child's Plan meeting have I considered in advance who may be best placed to be Lead Professional?		
Have I discussed this with the family and the likely Lead Professional, so no surprises or disagreements ensue in the meeting?		