

# Child's Plan Meeting: Chairperson Checklist

Start the Meeting Positively...		See Also: <a href="#">Child's Plan Meeting: Before Checklist</a>
Item	Tick	Action required
<b>Warm Welcome</b>		<ul style="list-style-type: none"> <li>Be upbeat and positive, smile and make lots of eye contact</li> <li>Welcome everyone on arrival by name</li> <li>Have Wellbeing Indicators/My World Triangle/Resilience Matrix available for reference</li> </ul>
<b>Housekeeping</b>		<ul style="list-style-type: none"> <li>Inform people of fire evacuation procedures and toilet location</li> <li>State the meeting's anticipated finishing time</li> <li>Note any comfort breaks/water/tissues etc available</li> </ul>
<b>Introductions &amp; Apologies</b>		<ul style="list-style-type: none"> <li>Ensure meaningful introductions: Ask people to give their name, role and relationship to the child/young person/parent/carer/family</li> <li>Check everyone knows who is at the meeting today and why</li> <li>Get participants to explain who they work for (professionals)</li> <li>Mention anyone who was invited but unable to attend/has given apologies</li> <li>Check with participants that nobody else was expected to be at the meeting</li> </ul>
<b>Positive Meeting Expectations</b>		<ul style="list-style-type: none"> <li>Emphasise this is the child/young person's meeting and they must be kept at the centre</li> <li>Everyone will get a chance to have their say</li> <li>Contributions should be positive and constructive - Be respectful when disagreeing</li> <li>It's okay to take a short break if needed</li> <li>Remind people about confidentiality</li> <li>This is a supportive meeting, people are happy to explain anything - no questions are silly</li> </ul>
<b>The purpose of the meeting today is...</b>		<ul style="list-style-type: none"> <li>Not about blame/criticism - but we do need to acknowledge what needs to change</li> <li>Discussing the child/young person's wellbeing needs</li> <li>Hearing what the child/young person and parent/carer would like to change</li> <li>Discussing what supports and interventions might help the family</li> <li>Look at how everyone here today will play a role as part of the solution</li> <li>Everyone is here for the same reason: to improve things by working together as the Team around the Child/Young Person/Family</li> <li>Check the child/young person/family understands why the meeting is taking place</li> </ul>
<b>During the meeting today we will...</b>		<ul style="list-style-type: none"> <li>Hear things from the child/young person and family members point of view</li> <li>Hear a summary of assessment information shared by each professional/service</li> <li>Look at the whole situation for the child/young person/family (My World Triangle)</li> <li>Identify strengths so we can build on these</li> <li>Be clear about any concerns/risk identified for the child/young person</li> <li>Agree if we need a Child's Plan, and if so, we'll agree what should be included in that Plan</li> <li>Discuss any other decisions we might need to make today</li> <li>Identify a Lead Professional (if a Child's Plan is agreed)</li> <li>Agree how and when we will review things</li> </ul>
<b>If reviewing a Child's Plan: Briefly Recap</b>		<ul style="list-style-type: none"> <li>Have existing actions been fully met, partially met or unmet?</li> <li>If people begin lengthy explanations, gently direct them to pause and explain more detail will be given when we get to the My World Triangle discussion/updates</li> </ul>
<b>My World Triangle/Resilience Matrix Discussion</b>		
<b>Child/Young Person's Views</b>		<ul style="list-style-type: none"> <li>Make the point that the child/young person's views are really important</li> <li>Check if the child/young person has any comments/questions throughout the meeting</li> <li>If the child/young person isn't there, make sure their views are clearly represented to the meeting. (drawings, Viewpoint, My Life Clouds, Video clip, My Views, My Wellbeing Web, family/practitioner observations, shared on their behalf by someone at the meeting etc</li> </ul>
<b>Parents/ Carers Views</b>		<ul style="list-style-type: none"> <li>Parents views can be shared in different ways too. Keep checking the parents/carers/family views throughout and ask their thoughts on particular discussion points</li> </ul>

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<p><b>Updates from Professionals in wider Team Around the Child/Family</b></p>		<ul style="list-style-type: none"> <li>• Ask the child/family if each service shared/discussed their assessment with them</li> <li>• Ask professionals to share key points from their assessment and highlight what's going well/strengths and areas of need/risk</li> <li>• Input should be kept relevant and focus on the impact on the child/young person</li> <li>• Services should give an overview of their involvement/contact with the child/young person/parent/carer/family and any proposed support (includes Adult Services)</li> <li>• The Chair will share updates from those who gave apologies</li> <li>• Remember, keep checking child/young person/family's views - have we missed anything?</li> </ul>
<p><b>Chairperson Recap:</b></p> <p><b>Summary of Child/Young Person's Wellbeing Needs</b></p>		<ul style="list-style-type: none"> <li>• If it's a Review: Get updates from the child/young person/family/professionals on how things have been since the last meeting</li> <li>• Discuss what progress is being made with actions in the plan.</li> <li>• Ask the child/young person/family what difference the support has been making (or not)</li> </ul>
<p><b>Decisions</b></p> <p>a) Child's Plan</p> <p>b) Other Decisions</p>		<ul style="list-style-type: none"> <li>• What are the main issues we've identified</li> <li>• Will the proposed supports address the child/young person's wellbeing needs?</li> <li>• Or - how well is support in place improving outcomes for the child/young person</li> <li>• Positive progress and strengths should be noted</li> <li>• Concerns and risks should be noted</li> <li>• Are any Targeted Supports ending or starting?</li> </ul>
<p><b>Develop/Update Child's Plan (if applicable)</b></p>		<ul style="list-style-type: none"> <li>• If it's a Review: Are things getting better? Worse? Staying the same? Explicitly consider any changes to the level of need or risk</li> <li>• What does this mean in terms of impact on the child/young person's wellbeing?</li> <li>• Is additional risk or specialist assessment required?</li> <li>• Does the group think commissioning the National Risk Framework would be helpful?</li> </ul>
<p><b>Decisions</b></p>		<ul style="list-style-type: none"> <li>• Is required – Move to Child's Plan Template</li> <li>• Is not required (Universal Services Monitor/Review)</li> <li>• Will end - 1 or more targeted supports are no longer provided</li> <li>• Review - Child's Plan will continue - update outcomes/actions</li> <li>• Review - Agreement to move from single to multi-agency</li> <li>• Review – Agreement to move multi to single agency</li> </ul>
<p><b>Develop/Update Child's Plan (if applicable)</b></p>		<ul style="list-style-type: none"> <li>• NRF to be commissioned</li> <li>• Decision on Options Appraisal recommendation</li> <li>• Agreement a Coordinated Support Plan will be considered</li> <li>• Child Protection Procedures to be initiated following accumulated concerns/deterioration in ongoing situation (eg example neglect)</li> <li>• Need for Compulsory Measures of Supervision (and referral to SCRA)</li> <li>• Any other decisions</li> </ul>
<p><b>Develop/Update Child's Plan (if applicable)</b></p>		<ul style="list-style-type: none"> <li>• The Child/Young Person and Team Around the Child/Family are all involved</li> <li>• Do outcomes/actions address the child/young person's identified wellbeing needs?</li> <li>• Refer to support being provided to parent/carers by Adult Services (further detail of this sits in any Adult Care/Support Plans)</li> <li>• Is the Child's Plan SMART? (See <a href="#">Smart Planning Checklist</a>)</li> <li>• If reviewing a Child's Plan make sure completed tasks are recorded/removed</li> <li>• Update outcomes/actions to make sure they remain current/relevant</li> </ul>
<p><b>Agree Lead Professional</b></p>		<ul style="list-style-type: none"> <li>• Consider relevant statutory professional responsibilities in Team Around the Child</li> <li>• Who provides majority of targeted support so can best coordinate this?</li> <li>• If reviewing a Child's Plan - is a change of Lead Professional needed?</li> </ul>
<p><b>Unmet Need Contingency Review</b></p>		<ul style="list-style-type: none"> <li>• What (if any) contingency arrangements are in place? Are there any unmet needs?</li> <li>• Set a Review date/venue (including where single agency/Universal Services planning)</li> </ul>
<p><b>Information Sharing</b></p>		<p>Make sure the need to restrict/redact information in the Record of Meeting/Child's Plan is fully discussed and recorded so it can be taken into account for distribution.</p>
<p>See Also <a href="#">Child's Plan Meeting: After Checklist</a></p>		