

## Team around the Child Planning Meeting Checklist

### 1. Welcome and Introductions

Chair to meet the family and considering their preference either bring them into the meeting or arrange for them to be already in the room – remember “family most important”.

Introductions – chair first, round table, apologies etc.

### 2. Housekeeping

- Members to point out any jargon used – ensure shared understanding of language
- Mobile phones off/silent/vibrate
- Location of toilets
- What to do if fire alarm sounds
- Break if the family need it

### 3. Process and Purpose of Meeting

Explain as follows:

**“The purpose of this meeting is to develop a *Child and Family Plan* and we expect meeting members to make suggestions and contribute in the form of actions/services. The *Child and Family Plan* will be reviewed as needed. We are here to listen to the views of ..... [child/ren/family] and work together to put a supportive plan in place.”**

#### **The meeting:**

- Is planned to take no longer than 1 hour
- Includes participants who are already involved in supporting the family
- Will look at strengths identified from the *Child and Family Assessment* and any identified at the meeting
- Will look at needs identified in the *Child and Family Assessment* and any identified at the meeting
- Will result in a *Child and Family Plan* which is goal/outcome focused
- Will identify the Lead Worker

#### 4. Confidentiality Statement

Explain as follows:

**“We are all here to co-coordinate the support for child/family about to be discussed. The child/ren/parents/carers have agreed to share information about them for this purpose. I would remind people that information remains confidential to this meeting. If the family have chosen not to be present then the completed Child and Family Plan will be shared with them. As with all our work with children and families, the confidentiality of information is not absolute and if there were concerns that a child may be at risk of harm we would seek to share relevant information with appropriate services. Where appropriate we would seek to inform the family of this.”**

#### 5. Support

**Ask who is or has been involved in supporting the family.**

This is not a full discussion as this will take place in the next section.

#### 6. Strengths

Outline the strengths from the *Child and Family Assessment* and then ask the child/family and others around the table to add to these.

#### 7. Needs

Outline the needs for the *Child and Family Plan* and then ask the child/family and others around the table for their views.

#### 8. Goals

**Work together to identify the intended outcomes/goals – remember family at the centre. Goals and aims need to be owned by them.**

- Identify actions to achieve those goals
- Remember small steps to achieving goal/outcome
- Working collaboratively in the group
- Suggestions and thoughts welcome
- Make sure the child/family have at least one action

#### 9. Checks

**Check that everything has been covered and check the family are happy with the *Child and Family Plan* and all understand what is to happen.**

#### 10. Identify a Lead Worker

Make sure contact details are on the form and that child/family have them

## **11. Circulation of the Child and Family Plan**

### **Parental/child's consent to circulate the *Child and Family Plan*.**

Circulate the *Child and Family Plan* within 7 working days - this includes to the parents/carers and the child as appropriate

## **12. Close**

**Close the meeting, set a review date and thank all for attending.**