

Change of Lead Worker: Terms of Reference

Attendance

- Lead Worker
- Family and child(ren) - (plus support if wished)
- New Lead Worker
- Members of the Team around the Child
- Interpreter if required
- Minute/note taker (if available)

Consider

- How are things currently working? What has improved?
- What changes are needed (if any) and how were actions achieved?

Plan

- Is there anything the family want/need to change?
- What will be done to support this change?
- What will be the impact of this change?
- How will it be measured?

Agreements and handover

- When will meetings take place (frequency to be agreed at the first meeting and reviewed at each subsequent meeting)?
- Who will record these? (minute taker)
- Chronology to be up to date (if in place) and will be held with the Lead Worker
- It is the Lead Worker's responsibility to hold the chronology in accordance with the agreed standards