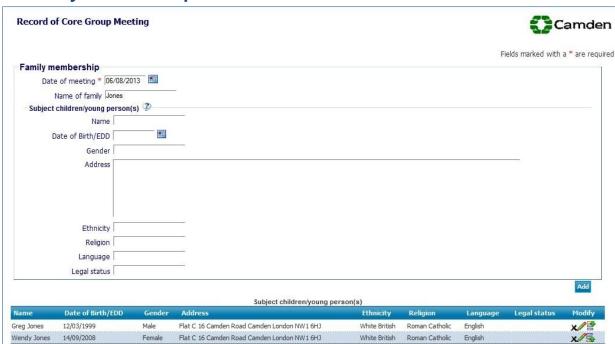
Record of Core Group Meeting Guidance

There is now one form to record all core group meetings. It is essential that SW's use this form and do not record the meeting in case notes or as a Word document.



1. Family Membership



Household members and other significant adults



Include here details of any children living at the address who are not subject to a child protection plan

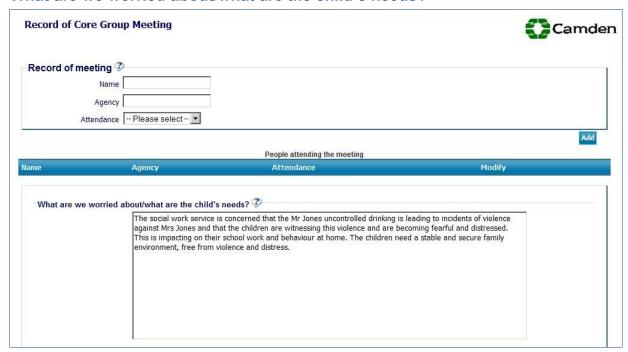
Category of abuse



The Category of abuse should be selected from the drop down list for each child

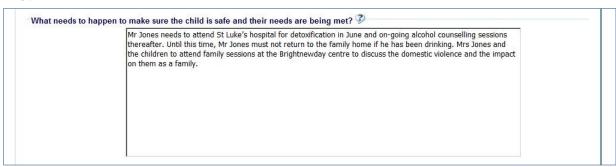
2. Record of meeting

What are we worried about/what are the child's needs?



This section should set out in 3 – 4 lines a succinct, overall summary of what the main concerns are and should be updated if/when the concerns/needs change

What needs to happen to make sure the child is safe and their needs are being met?

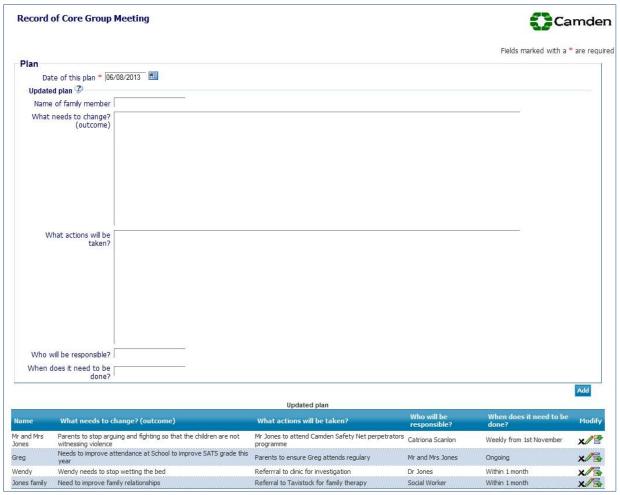


This section should very briefly summarise the overall plan for the child and should be updated when the plan changes

Summary of discussion	Tom the network and progress made on the CP plan	
	J	
he Summan	of discussion should contain details of	what was discussed at the
	using headings if required.	What was alsoadsed at the
inig, cor our	aomy noadmyo mroqumod.	
What are the parent's a	nd child's views on the situation?	
		26

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3. The plan



It is essential that the plans are focussed only on specific issues that require change, that the timescale and person responsible columns are completed and that the plan is SMART (Specific, Measureable, Achievable, Realistic and Timely)

4. Outcomes

How will we know if the plan is working (outcomes)?



The Outcomes box should contain a succinct summary of the main outcome to be achieved for this family

