

# 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

| Name        | Date of Birth/EDD | Gender | Address                                     | Ethnicity     | Religion       | Language | Legal status | Modify   |
|-------------|-------------------|--------|---|---------------|----------------|----------|--------------|----------|
| Greg Jones  | 12/03/1999        | Male   | Flat C 16 Camden Road Camden London NW1 6HJ | White British | Roman Catholic | English  |              | X [edit] |
| Wendy Jones | 14/09/2008        | Female | Flat C 16 Camden Road Camden London NW1 6HJ | White British | Roman Catholic | English  |              | X [edit] |

## Household members and other significant adults

**Household members and other significant adults** ?

Name

Date of Birth

PR

Gender

Ethnicity

Address

Religion

Relationship to child

[Add](#)

| Household members and other significant adults |               |    |        |               |   |                |                       |        |
|--|---------------|----|--------|---------------|---|----------------|-----------------------|--------|
| Name   | Date of Birth | PR | Gender | Ethnicity     | Address                                     | Religion       | Relationship to child | Modify |
| Mr Jones                                       | 13/09/1978    |    | Male   | White British | Flat C 16 Camden Road Camden London NW1 6HJ | Roman Catholic | Father                | ✕      |
| Mrs Jones                                      | 13/09/1979    | ✔  | Female | White British | Flat C 16 Camden Road Camden London NW1 6HJ | Roman Catholic | Mother                | ✕      |

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

## Category of abuse

**Category of abuse** ?

Name

Category of abuse


[Add](#)


| Category of abuse |                   |        |
|-------------------|-------------------|--------|
| Name              | Category of abuse | Modify |
| Greg Jones        | Neglect           | ✕      |
| Wendy Jones       | Neglect           | ✕      |

? *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?

**Record of Core Group Meeting** 

**Record of meeting** 


Name


Agency

Attendance


[Add](#)

People attending the meeting

| Name   | Agency | Attendance | Modify |
|--|--------|------------|--------|
| <p><b>What are we worried about/what are the child's needs?</b> </p> <p>The social work service is concerned that the Mr Jones uncontrolled drinking is leading to incidents of violence against Mrs Jones and that the children are witnessing this violence and are becoming fearful and distressed. This is impacting on their school work and behaviour at home. The children need a stable and secure family environment, free from violence and distress.</p> |        |            |        |

 *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?

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

Mr Jones needs to attend St Luke's hospital for detoxification in June and on-going alcohol counselling sessions thereafter. Until this time, Mr Jones must not return to the family home if he has been drinking. Mrs Jones and the children to attend family sessions at the Brightnewday centre to discuss the domestic violence and the impact on them as a family.


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

## Summary of discussion

### Summary of discussion

*Include progress updates from the network and progress made on the CP plan*


|  |
|--|
|  |
|--|

 *The Summary of discussion should contain details of what was discussed at the meeting, set out using headings if required.*

### What are the parent's and child's views on the situation?


|  |
|--|
|  |
|--|


### 3. The plan

**Record of Core Group Meeting**


Fields marked with a \* are required









**Plan**


Date of this plan \* 06/08/2013 

**Updated plan** 

|                                 |  |
|---------------------------------|--|
| Name of family member           |  |
| What needs to change? (outcome) |  |
| What actions will be taken?     |  |
| Who will be responsible?        |  |
| When does it need to be done?   |  |


[Add](#)


| Updated plan     |   |   |                          |                               |   |
|------------------|---|---|--------------------------|-------------------------------|---|
| Name             | What needs to change? (outcome)   | What actions will be taken?                                 | Who will be responsible? | When does it need to be done? | Modify  |
| Mr and Mrs Jones | Parents to stop arguing and fighting so that the children are not witnessing violence | Mr Jones to attend Camden Safety Net perpetrators programme | Catriona Scanlon         | Weekly from 1st November      |   |
| Greg             | Needs to improve attendance at School to improve SATS grade this year                 | Parents to ensure Greg attends regularly                    | Mr and Mrs Jones         | Ongoing                       |   |
| Wendy            | Wendy needs to stop wetting the bed   | Referral to clinic for investigation                        | Dr Jones                 | Within 1 month                |   |
| Jones family     | Need to improve family relationships  | Referral to Tavistock for family therapy                    | Social Worker            | Within 1 month                |   |

 *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)?

|   |  |   |
|---|--|---|
| <b>Record of Core Group Meeting</b>   |  |  |
| <b>Outcomes</b>   |  |   |
| <b>How will we know if the plan is working (outcomes)?</b>  | <p>Mr and Mrs Jones will reduce their drug use through regular attendance at the Margaret Centre so that they are able to meet their children's physical and emotional needs. This should lead to an overall improvement in the children's progress at school and Wendy's bedwetting and poor behaviour.</p> |   |
| <b>What actions will be taken if this plan does not work or cannot be carried out (contingency plan)?</b> |  |   |

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

|   |
|---|
| <b>Agreement</b>  |
| <b>I/we understand why FSSW are worried about my child's safety and agree to work with the core group and carry out any actions required in the plan.</b> |
| <b>Signed:</b>  |
| Parent <input type="text"/>   |
| Date <input type="text"/>   |
| <input type="checkbox"/> Social worker, on behalf of FSSW   |
| Date of next core group meeting <input type="text"/>  |