

## Information on the child

Name of child

Date of birth

Date child became looked after

Legal status

Child's Independent Reviewing Officer

### Is the child in full time education?

Yes  No  N/A

Date of last dental appointment

### Has the child had a dental appointment in the last 6 months?

Yes  No

Reason dental did not take place

If other, please specify

### Does child have an advocate?

Yes  No

### Who is the advocate?

Associated Professional  Coram Voice  Family Member  Friend  LAC IRO

## Details

Date to be discharged  
from care (if known)

*Chair to contact team manager to prompt them to complete the Discharge from care form, for all children who are to be discharged from care*

Date child turns 18

## Information on the plan

Name of carer

Type of placement

Date of CLA review

## How was the child encouraged to take part or contribute to the meeting?

This section appears in both chairs reports and is where the chair should record how child(ren) were able to get involved in the meeting so that they could make their wishes and views known. The section should record whether they completed a consultation form, attended the meeting, or other action that was taken to make sure their views were heard at the meeting, for example use of an advocate or writing a letter.

## Review of the child's current Care Plan

### Child's plan

What are the child's care needs and how will they be met	What actions will be taken	Who will be responsible	When does it need to be done	Progress

### Permanence plan

What are the child's care needs and how will they be met	What actions will be taken	Who will be responsible	When does it need to be done	Progress

### Health plan

What are the child's care needs and how will they be met	What actions will be taken	Who will be responsible	When does it need to be done	Progress

### Education plan (PEP)

What are the child's care needs and how will they be met	What actions will be taken	Who will be responsible	When does it need to be done	How will the pupil premium be used to support this action	Progress

### Exploitation plan

What needs to change to reduce risk and increase support	What actions will be taken	Who will be responsible	When does it need to be done	Progress

What needs to change to reduce risk and increase support	What actions will be taken	Who will be responsible	When does it need to be done	Progress

Include details of anyone whom contact is restricted with.

### Arrangements for Family Time, including with siblings living apart

Person	Frequency	Type of contact	Arrangements

## Record of meeting

### People invited to the review meeting

Name	Agency	Attendance

### Reason for child being looked after

This section is intended to remind attendees at the meeting of the reason why the child came into care. It should be a brief statement detailing the main presenting issues and level of concerns that meant that the child could no longer remain at home and led to them becoming looked after. This information will prepopulate and will remain the same throughout.

## Purpose and expected duration of placement

This section should give a brief outline of how the child's current placement will support their care or pathway plan in terms of how long it is likely to last and the main objective.

## Record of discussion

*The summary should cover the key points discussed in the meeting.*

This should be a summary of the main points that were discussed at the meeting, normally in the format of the agenda used at the meeting. The record should provide an explanation as to why a child's care or pathway plan was changed and cover important aspects of the child's life including:

- Placement/accommodation
- Family relationships and contact arrangements
- Health
- Education
- Plans for permanency or transition to independence

The record should be written in plain English with no jargon so that professionals, parents, carers and child(ren) are clear about why the child remains looked after, the long term plan for their care or independence and how this will be achieved. Headings should be used to set out the areas of discussion clearly.

Where CSE or CCE has been discussed in the meeting the chair may record this discussion under a separate heading.

**Has it been agreed that the child can be visited at a minimum of every 3 months**

Yes

No

*After the first year of placement, frequency of visits can be reduced to a minimum of every 3 months where the placement is a permanent placement that will last until the child is 18 or is a*

long term foster placement agreed by the Agency Decision Maker **and** the statutory CLA review has agreed to reducing the frequency of visits.

## Proposed new Care Plan

The current plan drawn up at the last CLA or Pathway review meeting will pre-populate into the Plan table in the Chairs report, but will need to be amended in the light of any information from the updated assessment, any issues raised during discussion at the meeting and the progress reported by the social worker. All aspects of the updated plan should be discussed and agreed at the meeting by the professional network.

It is essential that plans are focussed only on the 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)

Date of this plan

### Proposed care plan

Subjects	What are the child's care needs and how will they be met	What actions will be taken	Who will be responsible	When does it need to be done

### Proposed Permanence plan

What are the child's care needs and how will they be met	What actions will be taken	Who will be responsible	When does it need to be done

### Proposed Health plan

What are the child's care needs and how will they be met	What actions will be taken	Who will be responsible	When does it need to be done

### Proposed Education plan (PEP)

What are the child's care needs and how will they be met	What actions will be taken	Who will be responsible	When does it need to be done	How will the pupil premium be used to support this action

**Is exploitation a concern?**

Yes

No

**Type of exploitation**

CSE

CCE

Both

**Will this child remain subject to an exploitation plan?**

Yes

No

If No, what date did exploitation planning end?

**Proposed Exploitation plan**

What needs to change to reduce risk and increase support	What actions will be taken	Who will be responsible	When does it need to be done

Include details of anyone whom contact is restricted with.

**Proposed arrangements for Family Time, including with siblings living apart**

Person	Frequency	Type of contact	Arrangements

**IRO views and recommendations**

**Do you endorse the plan?**

Yes

No

## Permanence plan

Child's permanence  
plan

## Chairs comments on permanence plan

## Permanence plan

**Please state what actions have been/will be taken to authorise the child's permanence plan:**

Fostering and Permanence Panel

Date of meeting

Regional Adoption Agency Panel

Date of meeting

Agency Decision maker

Date of meeting

Statutory CLA review

Date of meeting

**Is this review authorising a long-term fostering placement for a child aged 16/17?**

Yes

No

**Is this review authorising a child's return home as their permanence plan?**

Yes

No

## Outcomes



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

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This should be a broad statement of what CSSW hopes to achieve by looking after the child both in the immediate and long term. The statement should be clear to parents, children, carers and professionals as to what success looks like and what we are aiming for.

This section may also be used to record progress over time towards the overall goal so that children, carers parents and professionals can clearly see how the plan is ensuring stability and security for the child. This can be instrumental in helping children understand their predicament and help parents to continue to engage.

## What actions will be taken if the care plan does not work or cannot be carried out (contingency plan)?

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This section should make clear to the child, carers, parents and the professional network what action CSSW will take if the plan is unable to achieve a permanent and stable home for the child in a timescale that is right for them. It should include a clear statement of what actions will be taken, for example change of placement, seeking new legal orders, and in what timescale this might happen.

*Please state under what circumstances or events the contingency plan will be implemented. Examples of triggering events are parents not implementing a plan, professionals not being able to see the child, parents not taking up services, perpetrators returning to the family home in domestic abuse cases, children not attending school regularly.*

*Please give details of what actions will be followed and in what timescales in order to implement the contingency plan, for example convening a core group meeting professionals network meeting, legal planning meeting etc.*

## Which forms/reports should be distributed?

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- SW updated assessment
- Chairs report
- Other forms/reports

Please specify

## Distribution of Review Record

Name/ Agency	Date distributed

Date of scheduled  
midway review

Date of next review

## Consent to information sharing

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I agree to the minutes of this meeting being shared with other agencies and professionals over and above those who were present at the meeting and it has been explained to me why this may be necessary

Signed \_\_\_\_\_ Parent/Carer/Child