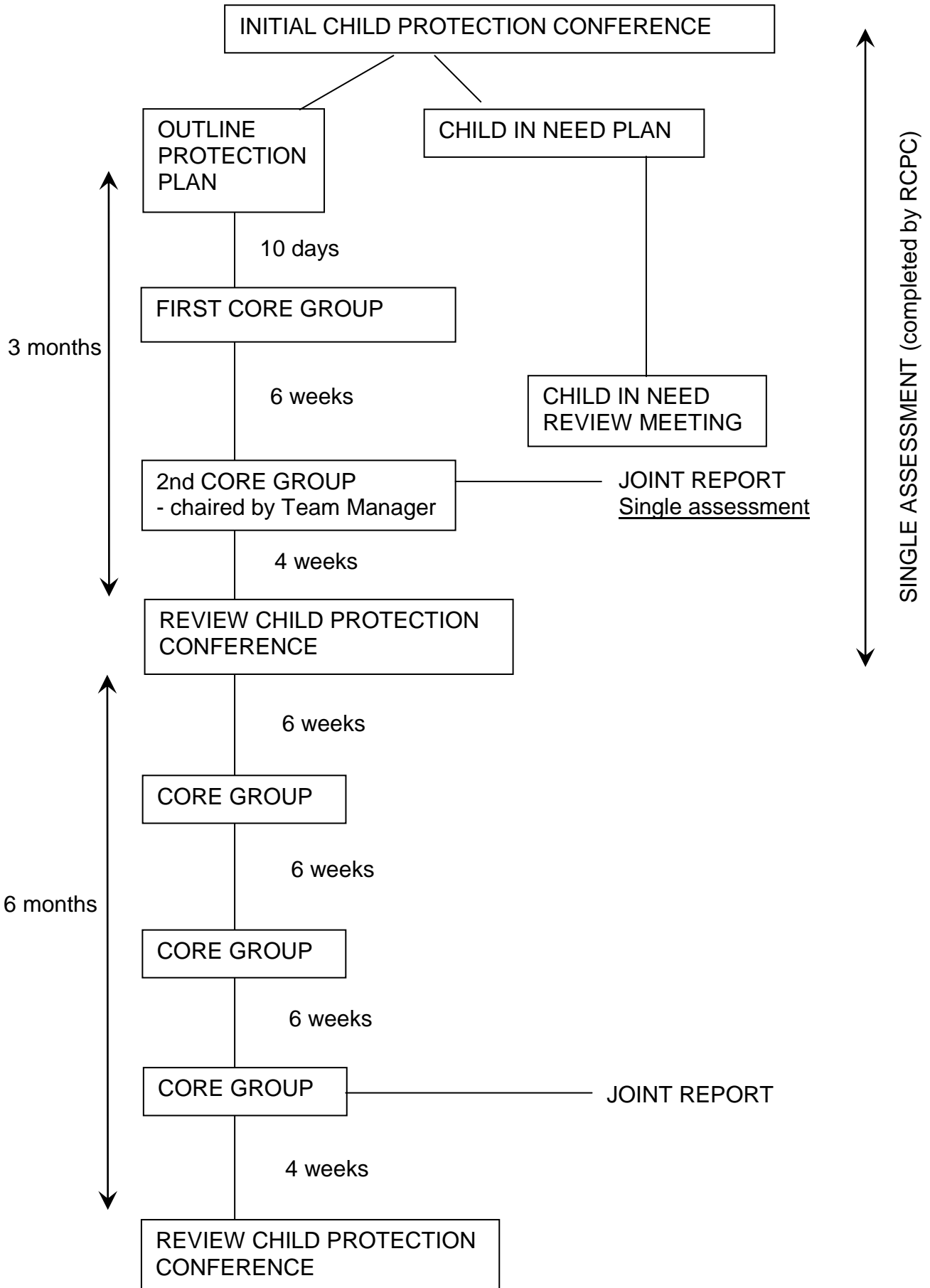




## **Guidance Notes on Core Group and Joint Report Process**

# FLOW CHART FOR FREQUENCY OF CORE GROUPS



## **Guidance Notes on Core Group and Joint Report Process**

*To be read in conjunction with the Rough Guide to Child Protection Conferences and Core Groups; Rough Guide to Planning and Review; and Rough Guide to Outcomes produced by HSCB.*

**Core Group Membership** – At the first core group it is important to ensure that all of the agencies working with the child and family are represented on the core group and are a part of the creation, implementation and review of the protection plan. Details of the core group members should be recorded on the attached core group sheet at the first core group and distributed with the notes of this meeting. Core group members may be opted in and out as appropriate as the needs of the family change and agency interventions may cease or begin.

**Chair and note taker** – there should not be an expectation that the same practitioner both chairs and minutes core group meetings. Both tasks cannot be undertaken effectively and robustly at the same time. At the beginning of each core group members should determine who chairs the meeting and who will take the minutes. These tasks should be shared amongst core group members as each person has a significant role and an equal responsibility towards the production, implementation and progress of the protection plan. The individual writing the minutes should provide a written copy to the social worker within 5 days. The social worker will be responsible for disseminating the minutes along with the agreed updates to the protection plan to all core group members including the family. The social worker, as lead professional, should be in attendance at each core group, however if an unavoidable situation arises the core group should still proceed following the agreed format.

Remember-there should be **one** shared set of minutes for all agency records

**Update Outline Protection Plan and agree detailed Protection Plan** – The outline protection plan is a draft. The purpose of the first core group is to develop and implement the plan, focusing on the detail. The plan should clearly identify what the need is for the child; what outcomes are desired for the child; and what actions are required; how will the actions be undertaken; who will be responsible for undertaking the action; and when it will be achieved or reviewed for progress. Remember the plan needs to be SMART (Specific-Measurable-Achievable-Realistic-Timely)

(See Rough Guide to Planning and Review)

**Progress of Protection Plan and updates required to Protection Plan** – The purpose of the subsequent core group is to review and update the protection plan. The core group has been referred to as the “engine room” of the child protection process and it is essential that it is used to drive forward the protection plan. The core group should review the progress made towards implementation of the actions and how far these are securing the desired outcomes for the child. What is going well should be highlighted and any barriers or concerns regarding the implementation or progress of the plan should be documented in the notes. The note taker should use the format attached in this guidance to record the key points of discussion. The core group should agree any updates required to the plan should an action be

completed and a need met; or to review an action; or should a new need arise not already contained in the plan. The social worker will formally update the plan and send to core group members along with the notes of the meeting. The updated plan and notes will be shared with the family and child by the social worker.

**Reports provided by non-attendees** – Each core group member is responsible for the production of written information to the core group for discussion and dissemination with the notes if unable to attend a core group meeting. The written information should pertain to the agency's role within the protection plan and should review how far they are progressing with implementing the action and achieving the outcomes for the child, what is working well and what is not; and updates that may be required to the plan. It is not acceptable for an agency to not attend a core group meeting and not provide any written information to the social worker via secure email or hand delivered to the social work office.

**The Voice of the Child** – Within each core group there should be a focus on what life is like for the child living in their current home circumstances. Core group members should consider the impact the protection plan is having on the child in improving their outcomes and provide evidence as to why this is the case. Direct work undertaken with the child and their wishes and views about their life and future **must** be undertaken and shared with the appropriate practitioners..

**Agencies written contributions to Joint Report to be discussed and submitted** – At the final core group before the review child protection conference each core group member should provide a written account to the social worker to be included in the joint report using the report format contained within this guidance. The written information should pertain to the areas in the protection plan designated to the core group member/agency. The account should detail how far planned outcomes have been achieved or partially achieved; what actions/services were the most effective; and identify if there are continuing or newly identified needs.

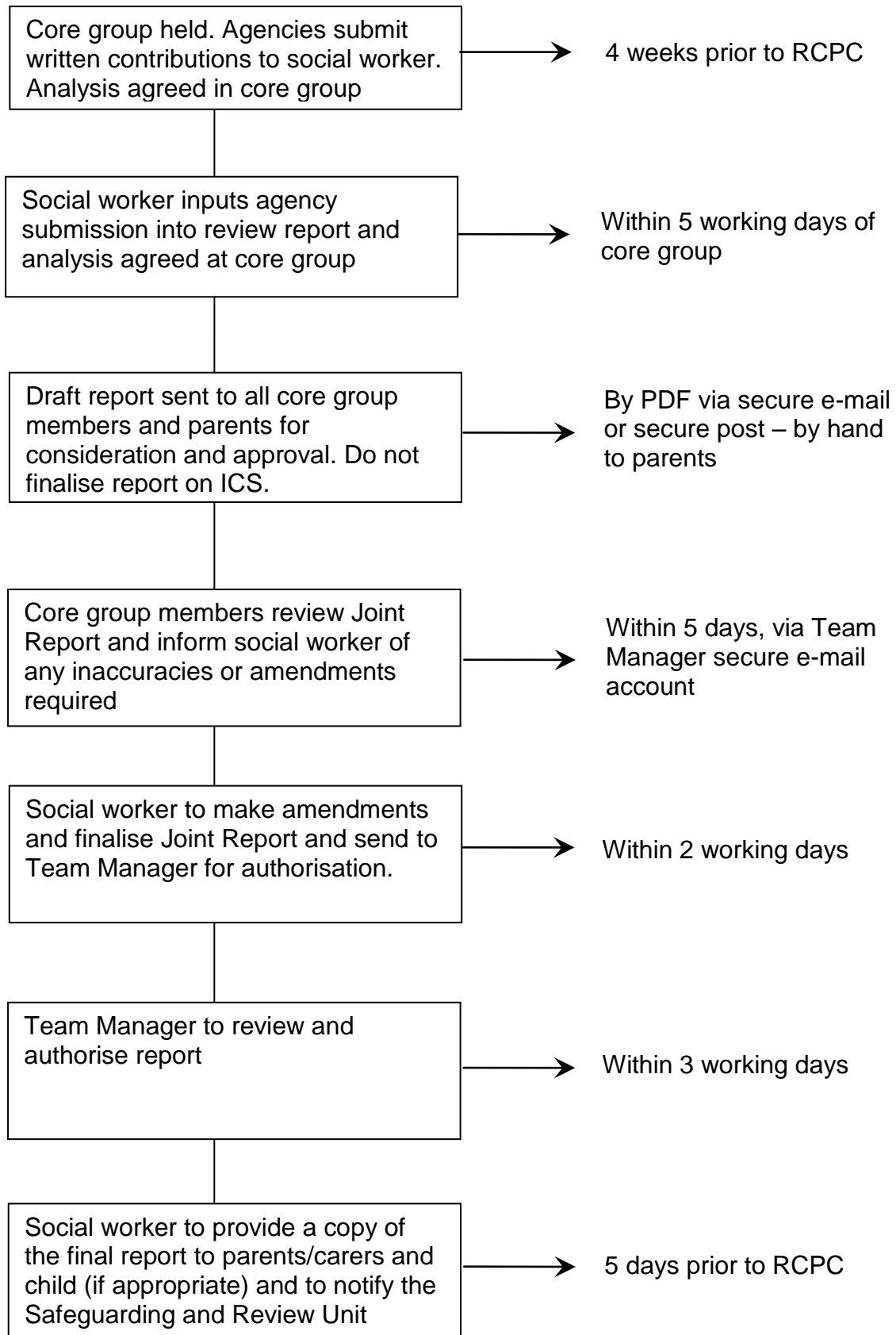
**Multi agency analysis for Joint Report to be discussed and agreed** – at the final core group before the review child protection conference all core group members should analyse the implications of the information obtained on the child's future safety, health and development. There should be an identification of risk; strengths and protective factors and an analysis of the implementation and success of the protection plan. There should be agreement by core group members regarding the recommendation to be made to the review child protection conference on whether the child still requires a protection plan. If core group members are unable to agree on a recommendation then this is to be noted within the joint report and a further discussion held at the review child protection conference facilitated by the independent chair.

**Completion of the Joint Report** – the social worker will collate the written contributions from the core group members and produce a draft joint report on the electronic report format. This will be distributed to the core group within 5 working days and discussed with the parents. Any amendments or additions

will be fedback to the social worker within 5 working days to allow the final report to be available 5 days prior to the review child protection conference.

( *See flow chart on Production of Joint Report Process*)

## FLOW CHART FOR JOINT REPORT PROCESS



## **AGENDA FOR FIRST CORE GROUP**

1. IDENTIFICATION OF NOTE TAKER
2. INTRODUCTIONS AND APOLOGIES
3. PURPOSE OF THE MEETING AND EXPLANATION TO FAMILY MEMBERS ABOUT THE ROLE OF THE CORE GROUP
4. CONFIRMATION OF CORE GROUP MEMBERSHIP AND RECORDING OF CONTACT DETAILS ON PROFORMA
5. CHECK MEMBERS HAVE A COPY OF THE OUTLINE PROTECTION PLAN
6. ASSESSMENT: CONTRIBUTIONS FROM CORE GROUP MEMBERS AND ARRANGEMENTS FOR COMPLETION
7. CHILD'S VIEWS
8. PARENT'S VIEWS
9. REVIEW OF PROGRESS AGAINST OUTLINE CHILD PROTECTION PLAN AND DEVELOPMENT OF THE DETAILED PROTECTION PLAN ( Agree key action points with timescales)
10. ANY FURTHER RELEVANT INFORMATION WITH REGARD TO THE CHILD'S SAFETY AND WELFARE
11. DATES, TIMES AND VENUES FOR CORE GROUP MEETINGS UNTIL SECOND REVIEW CONFERENCE

## **AGENDA FOR THE CORE GROUP PRIOR TO REVIEW CHILD PROTECTION CONFERENCE – PRODUCTION OF THE JOINT REPORT**

1. IDENTIFICATION OF NOTE TAKER
2. INTRODUCTIONS AND APOLOGIES
3. PURPOSE OF THE MEETING
4. REPORTS PROVIDED BY THOSE UNABLE TO ATTEND
5. NOTES OF PREVIOUS MEETING/MATTERS ARISING
6. CHECK MEMBERS HAVE A COPY OF THE PROTECTION PLAN
7. CHILD'S VIEWS
8. PARENTS/CARERS VIEWS
9. [FIRST REVIEW CORE GROUP] – PROGRESS OF THE ASSESSMENT: (Date for completion and arrangements for providing a copy to family members, core group members and independent chair )
10. WRITTEN CONTRIBUTIONS TO THE JOINT REPORT
11. REVIEW OF THE PROGRESS OF THE PROTECTION PLAN AND UPDATES REQUIRED (agree key actions with timescales)
12. IDENTIFICATION OF RISK FACTORS/PROTECTIVE FACTORS
13. MULTI-AGENCY ANALYSIS/RECOMMENDATION TO REVIEW CONFERENCE
14. ARRANGEMENTS FOR THE COMPLETION OF THE JOINT REPORT
15. DATES, TIMES AND VENUES FOR FUTURE CORE GROUPS



## **AGENDA FOR SUBSEQUENT CORE GROUP**

1. IDENTIFICATION OF NOTE TAKER
2. INTRODUCTIONS AND APOLOGIES
3. PURPOSE OF THE MEETING
4. REPORTS PROVIDED BY THOSE UNABLE TO ATTEND
5. NOTES OF PREVIOUS MEETING/MATTERS ARISING
6. CHECK MEMBERS HAVE A COPY OF THE PROTECTION PLAN
7. CHILD'S VIEWS
8. PARENTS/CARERS VIEWS
9. REVIEW OF PROGRESS OF THE PROTECTION PLAN AND  
UPDATES REQUIRED (agree key action points with timescales)
10. ANY FURTHER RELEVANT INFORMATION WITH REGARD TO THE  
CHILD'S SAFETY AND WELFARE
11. DATES, TIMES AND VENUES FOR FUTURE CORE GROUPS

## **FORMAT FOR NOTES: CORE GROUP**

### **NOTES OF CORE GROUP MEETING HELD (TIME, DATE, VENUE)**

1. NOTE TAKER (name, agency)
2. INTRODUCTIONS AND APOLOGIES  
(Who attended (name, agency))

Apologies

2. PURPOSE OF THE MEETING AND EXPLANATION TO FAMILY MEMBERS ABOUT THE ROLE OF THE CORE GROUP
3. CONFIRMATION OF CORE GROUP MEMBERSHIP/RECORDING OF CONTACT DETAILS



9. VOICE OF THE CHILD

10. DATES, TIMES AND VENUES FOR CORE GROUP MEETING UNTIL  
SECOND REVIEW CONFERENCE (at first core group)

**AGENCY CONTRIBUTION TO JOINT REPORT FOR REVIEW CHILD PROTECTION  
CONFERENCE**

**Name of Child/ren**

**Report provided by (name, agency)**

**Chronology of agency involvement since the last conference**

*(Include information about significant events with dates and details of outcomes)*

**Review of Progress of the Protection Plan**

*(Use the headings from the plan to provide information with regards to the actions for which you have responsibility. How far have the expected outcomes been achieved? What actions / services were most effective? Are there continuing or newly identified needs?)*

**Updates Required for the Plan**  
*(Key actions with timescales)*

**Any Other Relevant Information**

**Risk Factors / Protective Factors**

*(Refer to child protection conference minutes – are there new or different risk factors? Any changes in the protective factors?)*

**The Voice of the Child**

## **Parent / Carers Views**

### **Analysis**

*(What is your understanding of the family history and context? What are the needs of the child/ren and family? What is the predicted impact on the child/ren if these needs are not met? What is the assessment of how able the parents are to meet these needs? What help will they receive?)*

### **Recommendation**

*(Should the child/ren continue to be subject to a Protection Plan or not?)*

## CORE GROUP MEMBERSHIP AND CONTACT DETAILS

<b>NAME</b>	<b>AGENCY</b>	<b>CONTACT DETAILS</b> (address, telephone number, e-mail address)	<b>HOW WILL INFORMATION BE SHARED SECURELY?</b>