

## Practice Guidance - Core Group Meetings

Cwm Taf Safeguarding Board	Date: September 2017	Status: Approved September 2017
Author: PPG	Previous version: June 2015	Review Date: September 2020

# CWM TAF SAFEGUARDING BOARD

## 1. PURPOSE

The purpose of the Core Group is to develop and implement the Child Protection Plan (Care and Support)<sup>1</sup> agreed at the Child Protection Conference.

All members of the Core Group are equally responsible for its functions.

The specific responsibilities of the Core Group are:

- To agree priorities and identify who will be responsible for implementing the individual elements of the Plan
- Review progress against outcomes set out in the Plan
- Identify and seek to resolve any barriers to achieving the outcomes of the plan
- Ensure up to date information is provided to subsequent Child Protection Conferences
- Request that the Child Protection Conference is brought forward where there are significant changes in the Plan
- Initiate the Challenging Cases protocol when the Plan for a child or young person on the Child Protection Register is not reducing the risk

## 2. MEMBERSHIP

The membership of the Core Group is agreed at conference. The Core Group is managed and co-ordinated by the key worker and needs to comprise of:

- Key professionals from agencies involved with the child and/or their family, as identified by conference or co-opted by the Core Group itself
- Parents
- The child / young person (where appropriate)
- The child's carers (family members, foster carers or residential carers)

Where other agencies become involved the key worker must include them as members of the core group.

### **The Role of the Chair of the Core Group Meeting**

The Chair of the Core Group can be any member and does not necessarily have to be the key worker. The Chair will:

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<sup>1</sup> From hereon in referred to as the Plan

# CWM TAF SAFEGUARDING BOARD

- Ensure that the Plan is being implemented
- Ensure that members are clear about their roles and responsibilities in implementing the Plan
- Ensure that everyone contributes to the meeting

The Key Worker's responsibility is to:

- Act as the point of contact for the child and their family
- Organise Core Group meetings within specified timescales
- Make sure the Plan is updated and circulated to members of the Core Group within five working days following the meeting.
- Coordinate the contributions of family members and other agencies and plan individual's actions within the Plan.

The responsibilities of other Core Group members are:

- To chair the meeting as necessary
- To prioritise attendance at Core Group meetings
- Bring a copy of the Plan to Core Group meetings
- To carry out agreed tasks, including contributing to any assessments
- To alert the key worker to any new concerns or change in circumstances without delay
- To initiate the Challenging Cases protocol if required.
- To alert the key worker to any issues of non-compliance without delay
- To jointly provide a report to the Child Protection Conference in relation to the progress of the Plan

## 3. CORE GROUP MEETINGS

### Frequency

The Core Group needs to meet within a maximum of 10 working days from the Initial Child Protection Conference. Thereafter it needs to meet no later than every six weeks but must be more often if necessary to safeguard the child.

### Venue

Core Group Meetings should not take place at the family home. The family's personal circumstances must be considered when arranging the venue for the Core Group meetings.

### Record of the Core Group Meeting

The recording of the meeting will involve a review of the Plan (Appendix 1).

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## **Deciding Not to Implement Any Aspect of the Plan**

The outcomes set at Conference can only be removed at the Review Conference. If the Core Group decides that any aspect of the Care and Support plan is no longer necessary then this should go back to the Conference for a decision. Outcomes that are achieved must be recorded as such on the plan.

The Core Group can add to the outline plan that is produced by conference.

## **Non Co-operation of Families**

There can be a wide range of uncooperative behaviour and all agencies that work with children and their families will come into contact with families whose compliance is apparent rather than genuine, or who are more obviously reluctant, resistant or sometimes angry or hostile to their approach.

In these cases the Core Group should refer to the Cwm Taf Protocol for Working with Families who are not Co-operating with Safeguarding Concerns.

## **Disagreement amongst Professionals about the Plan**

Members of the Core Group are encouraged to actively support and challenge one another to ensure that the outcomes in the Care and Support Plan are achieved.

In cases where any issues cannot be resolved in the Core Group then professionals should refer to the Protocol for Resolving Concerns about Inter-Agency Safeguarding Practice.

## **Reporting to the Review Conference**

The Core Group is jointly required to provide relevant reports to the Child Protection Conference in relation to the progress of the Plan.

When making recommendations around removing a child's name from the child protection register, this should always be informed by a re-assessment that evidences that the risk has reduced.

The conference and the child/family should then consider any continuing support services that are necessary and make recommendations in respect of these. There should never be an automatic withdrawal of help.

## Cwm Taf Safeguarding Children Board

### Care and Support Plan – Part 4

Is this a Child Protection Plan Yes  No

Full name	DOB:	Gender:	ICS No:

Social Worker:	Reviewing Officer - (Chair of CP Conference if applicable)

Date of Plan:	If applicable date of CPR:	Date of last Review:

Date of this Review (Care and Support plan Review, Core Group or Review Conference):	Is this different from date originally set:	If so why:	Date of Next Review (Care and Support plan Review, Core Group or Review Conference):

Note any other Plans that apply: (e.g. Court Care Plan, Risk Management Plan, PLO Contract of Expectations)

# APPENDIX 1

Overall aims identified in proportionate assessment	Date of Assessment

Is the child/young person at risk and if so what action to be taken

## Care and Support Plan

Well-being Definitions	What needs to be achieved (Personal Outcomes)	Action - What needs to happen to achieve the personal outcomes- (If D.P amount and frequency must be stated)	By who e.g. child, parents, carers, professionals	By When	How will we know the outcome has been achieved? How will we measure progress?	Review Score (0-10)
Physical and mental health, emotional well-being, intellectual, social and behavioural development						
Protection from abuse and neglect						

## APPENDIX 1

Well-being Definitions	What needs to be achieved (Personal Outcomes)	Action - What needs to happen to achieve the personal outcomes- (If D.P amount and frequency must be stated)	By who e.g. child, parents, carers, professionals	By When	How will we know the outcome has been achieved? How will we measure progress?	Review Score (0-10)
Education, training and recreation						
Domestic, family and personal relationships						
Contribution made to society						
Securing rights and entitlements						
Social and economic well-being						

## APPENDIX 1

Well-being Definitions	What needs to be achieved (Personal Outcomes)	Action - What needs to happen to achieve the personal outcomes- (If D.P amount and frequency must be stated)	By who e.g. child, parents, carers, professionals	By When	How will we know the outcome has been achieved? How will we measure progress?	Review Score (0-10)
Suitability of living condition						

Record of discussion in the Core Group or Plan review meeting (to be completed by the social worker)
<p><b>Progress made since the last review</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p><b>Are there any barriers to progress and if so what are we going to do to reduce them?</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p><b>Is the plan achievable?      Yes                  No</b>  <b>If no, what are we going to do?</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p><b>Next steps / Agreed Priorities</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p><b>Child / young person's views</b></p>



# APPENDIX 1

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Family members views

Professionals views

### Review Conclusion

- Confirm Care and Support Plan
- Amend Care and Support Plan
- End Care and Support Plan
- Re-assessment required

**By signing you are agreeing to the Care and Support Plan and to information in the Plan being shared with other professionals**

Signed by	Print Name	Signature	Date
Child / Young Person			
Family Member			

# APPENDIX 1

Social Worker			
Team Manager			
<b>If Child Protection, Core Group members to sign below</b>			

**The Care and Support Plan Review must be signed and dated by the Social Worker and Team Manager**