**LANCASHIRE SAFEGUARDING CHILDREN BOARD**

**AGENDA FOR CORE GROUP**

1. Introduction/Apologies
2. Status of meeting and confidentiality statement
3. Agreement of Chair and agreement who will take notes
4. If this is the first Core Group, formulation of the Child Protection Plan
	1. Identification of risk factors;
	2. How will these be addressed;
	3. Who will address these;
	4. Timescale/frequency;
	5. Outcome.
5. If this is not the first Core Group a review of previously agreed Child Protection Plan
	1. Progress on all actions/interventions;
	2. What has worked;
	3. What hasn’t worked and why;
	4. Any new risks identified and how these will be addressed;
	5. Removal of completed actions and adjustment of actions/interventions required for the forthcoming period of work, including roles and timescales
	6. Contingency plans if elements of the Plan fail.
6. Views of child, parents and carers
7. How to keep the child and family informed about the Plan if they are not able to attend or are not part of the Core Group
8. Any disagreements about the Plan should be noted in writing and the Chair should ensure that any disagreements/conflicts of interest do not undermine the best interests of the Child.
9. Identify agencies and other people who are not members of the Core Group but require a copy of the notes and a copy of the revised Child Protection Plan.
10. Where this is the last Core Group prior to a Review Child Protection Conference a Core Group recommendation as to whether the Child Protection Plan should continue is required.
11. Any Other Business.
12. Agreement of date, time and venue for next meeting.

**Notes for Agencies/Professionals:**

Chair will emphasise the meeting's confidential nature and in what circumstances information can be shared with non Core Group Members. No new significant information should be shared with the child or parents at a Core Group. Sensitive matters should be discussed with them in advance and in a more private setting. The notes of any previous Core Group will also be considered.

A progress report will be required from an absent member.

The notes of the Core Group meeting should be given to the Chair for typing and distribution.

Where this is the last Core Group and a professional/agency has not attended they will be required to submit a written report to the Review Child Protection Conference using the standard report proforma within 48 hours of the Conference.