

# Meeting Record



**Chair of meeting:**

**Minute taker:**

**Children's details name(s):**

**Date/time/venue of this meeting:**

**Has the plan and minutes from the last meeting been shared?**

**Type of plan: CP/ CIN**

**Reason for the plan:**

**Meeting attendees (this includes parent/family attendance)**

Name	Role

**Danger statement**

*What are we worried will happen to the child/YP if nothing changes?*

## Safety goal

*What do we need to see to know the child/ YP is safe enough?*

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## Bottom lines:

*(These are non-negotiables)*

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## Key Information

*Information gathering about the worries and what's working well.*

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## What are we worried about?

*Past harm – behaviour, severity, frequency, impact.  
complicating factors*

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## What is working well?

*Strengths, who has been doing what to try and get these worries sorted out?*

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*Safety, who has been doing what to keep the children safe when the risk has been present?*



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**Direct work with the child/ young person**

*What work has been undertaken?*

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**Child's plan**

Action (SMART Goals)	Who will do this? (Can include family)	Update on progress

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**Has the Graded Care Profile 2 assessment been completed or considered for this family?**

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**What is the contingency plan and who can support parents?**

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## SCALING

Scaling question:

### Individuals scale

Name	Role	Scale for danger statement and safety goal	Reason	What are the things that need to happen to make thing better for the child (what could improve things by 1)

**Details of next meeting** (If the social worker is not in attendance, a date needs to be arranged in their absence)

Date and time:

Venue:

