



CORE GROUP MINUTES

(A copy of the minutes should always be attached to the Child/Young Person(s) most up-to-date Child Protection Plan)

Child/Young Person(s) Details

Name			
DoB/EDD			
Address		Tel No	

Status/Category			
Reason for Plan			

Date and time of Meeting		Meeting No	
Meeting Venue			

Group Member Attendance

Surname	Forename	Agency	Attended		
			Yes	No	Report Provided
Parent 1					
Parent 2					
Lead Social Worker					

Action	Lead	Timescale	Progress towards Outcome

Discussion Detail

Has risk to the child increased or decreased?
Any Actions Required?

Child/Young Person(s) Views (this section MUST be completed unless there is a valid reason such as age. Please record child/young person(s) views and how these were gathered (include when and in what situations the child was seen by the Lead Social Worker, both alone and with other family members or care givers present)
Child/Young Person(s) Signature (if appropriate)
Date

Parent/Carer(s) Views (please use this section to record parent/carers views)
Parent/Carer(s) Signature
Date

Is there a need to implement the contingency plan?

Dissent (please use this section to record any dissent at the Core Group Meeting around decisions taken at the meeting)
Resolution of Professional Differences Procedure – other notes in here around what action professional is going to take next

Date Plan Started	
Date Plan Updated	
Date Minutes Agreed	
Date Minutes Circulated	