

Good Practice Guidance for Key Child Protection Meetings: Information for all Practitioners¹

Good practice in engaging children and families in meetings that are relevant to them involves providing appropriate information at the right time. In order to promote and achieve this, the following standards should apply. This practice relates to all practitioners attending the meeting.

Before the Meeting

- The child / family have at least 7 days' notice, where possible, of any meeting taking place
- You are aware of the purpose and function of the meeting
- You understand your role in the meeting and expectations of you
- The child / family are aware of and understand:
 - The purpose of the meeting
 - The time, date and format of the meeting
 - If it is a physical meeting, know which venue and ensure they are able to get there
 - Who will be at the meeting
 - The potential outcomes of the meeting and any implications from these
- The child / family have the opportunity and are supported to complete any forms expressing their views
- The child / family have a copy of your report / assessment and understand the content of it and any recommendations
- The child / family are aware of their options to have someone support them at the meeting
- The child / family are provided with any relevant information leaflets and ensure they understand the content
- The child / family have the opportunity to ask any questions
- You have read all written reports / assessments provided by other practitioners and are properly prepared for the meeting

¹ These Practice Standards reflect [Protecting Children and Young People: The Charter](#) and [Protecting Children and Young People: Framework for Standards](#)

At the Meeting

- If you are the Chair of the meeting, that you have a discussion with the child / family before the meeting starts
- The child / family are given a copy of all reports / assessments prepared for the meeting
- The child / family are able to enter the room and be seated before practitioners arrive if the meeting is a physical one
- Introductions are made and the reasons for the meeting are clearly explained and understood
- The child / family understand the concerns and what needs to change
- The child / family are given the opportunity to share their views and that these are listened to, understood; respected; and taken seriously
- The child / family are engaged in a meaningful way which is not seen as tokenistic
- You adopt a respectful approach; keep your focus on the needs of the child – whilst maintaining the need to be professionally curious
- Contribute to the identification and assessment of risks, needs and protective factors for the child / young person
- Everybody – including the child / family understand what has been decided; why it has been decided and what the timescales are
- The child / family know and understand what will happen after the meeting
- The child / family know what to do if they don't agree with the decision made

After the Meeting

- Act if you are not satisfied with the decision making process – always attempt to resolve any issues or disagreements at practitioner level and if necessary escalate your concern via local procedures/guidance
- Check note / minutes for accuracy, highlighting any changes or amendments
- The child / family receive any note / minute of the meeting, this is explained to them and that they understand the contents
- All actions are undertaken timeously and timescales are adhered to
- The child / family are involved in developing the Child's Plan
- The child / family are involved in future plans and decision making
- The child / family are involved in any future planning meetings