



INTER-AGENCY PROCEDURE (Vulnerability Procedure)

Vulnerable Children & Young People At Risk of Significant Harm

Revised

October

2006

1. BACKGROUND

- 1.1 These procedures were drawn up in response to the recognition within Glasgow that there is a significant number of children and young people, who through their own behaviour, or as a consequence of others behaviour towards them, are at considerable risk of significant harm. The procedures are intended to give guidance in the assessment, decision making and co-ordination of a multi-agency response to the complex needs of this group of children/young people. It is recognised that often this group may be involved in a number of high risk activities, and that managing and supporting children/young people will often be demanding and progress very difficult to measure or achieve.
- 1.2 Work with children / young people involved in high risk activity / behaviours should be co-ordinated as part of the multi-disciplinary child protection system. A common procedure is necessary to ensure:
- key support staff are alerted to vulnerable and dangerous situations for young people
 - care, support and protection for young people and others
 - monitoring of a young person's progress and the effectiveness of support plans
- 1.3 This procedure will support the work of staff in operational units / projects and should assist agencies and professionals plan and work together to make best use of their experience and expertise in protecting children. Complementary sets of practitioner guidance have been developed to support staff through these procedures. The management of this procedure will be the responsibility of Social Work Services and the appropriate Operations Manager.
- 1.4 Many of these young people may not come within the scope of the Child Protection Procedures, but may be looked after or accommodated and be known to several workers and services. These procedures are intended to mirror and complement existing child protection procedures. **In any circumstances where there is conflict between the two, the Child Protection Procedures shall take precedence.**

2. AIMS AND OBJECTIVES

- 2.1 The procedure should –
- provide practical support for children/young people who are identified as vulnerable and at risk of significant harm

- support children/young people in making the decision to take responsibility for themselves and to encourage them to make positive lifestyle choices.
- ensure that children/young people are viewed holistically and that their behaviour/activities are
- understood within the context of the child/young person's environment
- offer agencies a platform for positive responses locally
- ensure that existing services are effectively co-ordinated
- ensure available skills are identified and utilised
- improve communication between agencies ensuring that information is shared
- allow gaps in service provision to be highlighted and appropriately responded to

3. DEFINING THE CHILD

3.1 The United Nations Convention on the Rights of the Child states that each child

- has a right to be treated as an individual
- who can form a view on matters affecting him or her has the right to express those views if he or she wishes
- has the right to protection from all forms of abuse, neglect or exploitation.

3.2 For the purposes of these procedures “**child**” means a person under the age of 16 yrs or under 18 yrs if remaining looked after or accommodated by the social work services. These procedures should be invoked for those children/young people who are 16-18 yrs and who are not on a supervision order, but who are considered to be at significant risk and subsequently vulnerable. Consideration should also be given to invoking these procedures for those young people 18-21yrs who have previously been accommodated by the Local Authority.

3.3 Where it is identified that a young person will require a transfer into adult services, these procedures should be used to ensure the period of transition from children & family services to adult services is seamless. While such a meeting will be chaired by Children and Families, adult care services should be invited to attend in order that early plans can be made to ensure there is a clear plan for the young person. Staff from both Children and Families and Community Care services should attend.

4. SCOPE OF PROCEDURE

- 4.1 These procedures are **not** intended to be used where children/young people become involved for the first time in risk behaviours, (ie. using drugs/alcohol, absconding etc), but rather when workers and those with a knowledge of the child, identify an escalation/pattern in behaviour resulting in increased risk either to the individual child or to others.
- 4.2 It is likely, that children/young people being reviewed under this inter-agency procedure, will be known to social work services and often other agencies. However, there may be occasions, when a young person comes to the attention of agencies/organisations for the first time, and because of the assessed risk to the young person, a meeting will immediately be convened. These procedures should be implemented when agencies consider a young person's behaviour to be of a level of concern which could lead to serious physical and emotional difficulties: in some instances the level of risk may be life threatening.
- 4.3 The procedures **must** be applied in relation to children under 16 yrs, or children/young people who are looked after by the local authority.
- 4.4 The procedures **will** also be applied in relation to children/young people over 16 yrs who are not looked after. These children/young people do not have the added safety net of a supervision order, and can be equally or more vulnerable. Operations Managers should give careful consideration to applying the procedures in such cases, and should respond positively from requests from social work staff or other agencies to do so.
- 4.5 Social work have the responsibility for co-ordinating vulnerable young person's case discussions. However, it will be necessary that all agencies/organisations coming in to contact with vulnerable children/young people acknowledge their responsibilities for sharing information through direct representation or by providing a written report. All agencies/organisations and have a key role in identifying and supporting vulnerable children/young people.

5. RISK CRITERIA

- 5.1 These procedures will apply to children who are looked after or who are assessed as a child in need and whose behaviour causes concern under one or several of the vulnerability groups:

- a) Children/Young People Who Regularly go Missing from Home or Their Care Placement for More Than 24 Hours, and Where Concern Has Been Expressed About Their Safety and Well Being**
(consider regularity of absconding, pattern, possible destinations, absconding with others/alone, level of risk – See Inter Agency Protocol Re Missing Children/Young People Practice notes)
- b) Children/Young People Involved in Chaotic, Serious Drugs, Alcohol or Substance Misuse**
(a clear deterioration in the overall situation characterised by an increase in use of abusive substances, evidence of beginning to inject, cocktail of drugs, poor level of self-awareness, loss of control, health related problems)
- c) Children/Young People Sexually Exploited and This Could be Through –**
- **The exchange of money or other forms of coercion**
(a young person may become involved in prostitution and may find themselves having sex in order that they have a bed for the night, food, cigarettes etc. Some children/young people become involved in abusive relationships which can result in serious emotional difficulties or violence)
 - **Grooming and targeting of children/young people through New technology**
(Chat rooms, mobile phones, web sites, message boards etc)
 - **Exploitative sexual behaviours**
(the individual will have power over the young person by virtue of one or more of the following – age, emotional maturity, gender, physical strength or intellect)
- d) Children/Young People Involved in Serious Incidents of Self-Harm**
(consideration needs to be given to the nature of the incident, pattern of behaviour, seriousness of incident, level of self-awareness, likelihood of repeated action)
- e) Children/Young People Whose Persistent Offending Behaviour Places Themselves or Others in Danger**
(needs of young person held in custody, violence, link with Youth Justice processes)

- f) **Children/Young People Whose Violence or Abusive Behaviour or Mental Health Difficulties Place Themselves or Others in Danger**
(consideration to psychological difficulties which may be similar to diagnosable mental health problems, level of verbal, emotional, physical and sexual aggression, their risk to themselves and others)

6. CORE PRINCIPLES

- 6.1 The welfare of children/young people will be the paramount concern in any decision making.
- 6.2 The views of children / young people should be ascertained and taken into account. These views should be balanced with the duty to take positive action to ensure their safety and welfare. They should be advised that it is sometimes necessary to share this information with others, but that they will be informed and encouraged to participate in the process.
- 6.3 Consideration should be given to the views of parents/carers and their active involvement in the decision making processes. However, this should not be to the detriment of the young person.
- 6.3 **Concerns about confidentiality must not obstruct the exchange of information between agencies/organisations which may be essential to the protection of a young person from serious harm. The rights of the young person should be considered at all times, and the sharing of information should be undertaken sensitively.**

7. PROCESS (REFER TO APPENDIX A)

7.1 INITIAL ASSESSMENT

- 7.1.1 Many children and children/young people who become involved in high risk activity have been known to social work and other agencies for some time. Their high risk behaviour may have developed over a period of time, and it is critical that significant changes in behaviour are recognised, and that appropriate action is considered. Workers from other agencies/organisations may have significant information regarding a young person which may reflect a different set of risk behaviours.
- 7.1.2 Any worker from any agency/organisation who is concerned about the vulnerability of a young person should liaise with the young person's social worker if an open case, or the duty Children & Families Practice Team Leader where they are not known to social work services. This referral

should be followed up in writing within three days using pro-forma Appendix B. It is likely that most children/young people will be known to social work services and considerable dialogue will have taken place around the vulnerability issues.

- 7.1.3 An initial assessment will be necessary by those in contact with the young person to identify issues of concern and an initial level of risk. All agencies should recognise that children/young people are often unable to accept or comprehend the level of risk they are exposed to, and are unable to accept they are vulnerable.
- 7.1.4 The Operations Manager will consider the assessed needs of each case with the Practice Team Leader and will advise of any immediate action to be taken or inter-agency consultation required in terms of protecting the young person. **Necessary urgent action must not be delayed while a vulnerable young person's (VYP) case discussions is being arranged.**
- 7.1.5 The Practice Team Leader, Standby Service, should be consulted in the event of such concerns being raised out of hours.
- 7.1.6 In reviewing the information the Operations Manager will make a decision about the need to convene a VYP case discussion. A decision on such a meeting should be convened by the area team and conveyed to referrer within 5 working days.
- 7.1.7 In those situations where social work services and the referrer disagree over the need for a vulnerable young person's case discussion, the Operations Manager in discussion with the referring agency will discuss and agree an appropriate course of action.

7.2 VULNERABLE YOUNG PERSON (VYP) CASE DISCUSSION

- 7.2.1 Case discussions will be chaired by the Operations Manager.
- 7.2.2 Where an agency is concerned about the vulnerability of a young person (16-18 yrs) who is unknown to Social Work Services, initial discussion should take place with the duty Practice Team Leader to agree what action is necessary.
- 7.2.3 The referrer will complete the written referral form outlining the high risk behaviour which is causing concern, and this will be available at the case discussion. (Appendix B).

7.2.4 When it is agreed that a VYP case discussion should be convened social work services and the referrer will agree –

- who will inform the young person of the date of meeting
- purpose of meeting
- prepare/support the young person for attending
- to discuss the young persons views if they do not wish to attend
- inform the young person of their right to have a support person

7.2.5 Social Work Services will open a Vulnerable Young Person's Event and all activities will be recorded on CareFirst.

7.2.6 The case discussion should be needs led and the agenda should include -

a) Assessment of need

(has or should a Integrated Assessment been undertaken, in what areas of the YP's life is he/she experiencing difficulty, past history of abuse, current abuse history, natural support systems involvement with other agencies eg. police)

b) Review of risk

(description of risk behaviour(s), how/when behaviour commenced, pattern of behaviour, level of risk, escalation of behaviour with subsequent rise in level of personal risk or risk to others, current areas of concern, what changed for this procedure to be considered necessary)

c) Options for supporting and protecting the child/YP

(these may include the use of child protection procedures, secure accommodation, accommodation by social work department, referral for emergency medical assessment, intensive community support package)

d) Relevance of the Children's Panel to the Child/YP's situation

(If there is a current supervision requirement the Reporter must be kept informed)

7.2.7 Agencies should be included in case discussions on the basis of their existing involvement with the young person, or the potential for them to contribute advice or services which will benefit the young person. Appendix C gives a list of participants whose attendance should be considered where directly relevant to the needs of the young person.

7.2.8 All agencies participating in the case discussion should be prepared to share appropriate information and be flexible in their approach to providing direct or indirect support to the child/young person. All agencies must agree the level of risk the young person may be exposed to, and should collectively agree an integrated action plan which reflects the young

person's unique situation. All agencies must be able to clearly define what they can offer the young person, and be prepared to participate in the core group if this is the decision of the case discussion.

7.3 ACTION PLAN

- 7.3.1 In most cases an action plan will be agreed, allocating specific roles and tasks to individuals and agencies/organisations. Where a child or young person has not been previously known to the Social Work Services a decision will be taken about the need for the allocation of a case worker.
- 7.3.2 The action plan from the case discussion will be circulated within five working days, setting out tasks and areas of responsibility to be undertaken by individual workers and agencies. The action plan will be written up immediately following the discussion using the standard pro-forma (Appendix D) and circulated to case discussion participants, the Principal Officer (Child Protection) and the manager of Standby.
- 7.3.3 During the case discussion a decision will be made about the need for the establishment of a core group of workers who will work together on the young person's behalf.
- 7.3.4 Consideration needs to be given as to whether a referral to SCRA is necessary. Where it is agreed a referral should be made a copy of the minute along with a letter advising the Reporter of the referral should be forwarded to the Reporter. Where the young person is subject to a supervision order a copy of the minute should always be forwarded to the Reporter for information.
- 7.3.5 Where a young person does not attend the vulnerable young persons case discussion, the participants will agree who should meet with the young person and provide them with feed back in relation to the action plan. In those circumstances where the young person is missing, the action plan will proceed and discussion will take place with the young person upon their return.
- 7.3.6 The minutes of all VYP case discussions will be signed by the Operations Manager, Social Work Services
- 7.3.7 The Principal Officer (Child Protection) will record all vulnerability case discussions and an analysis of risk and unmet need will be recorded

8. CORE GROUP

Where a core group has been agreed, the following will apply -

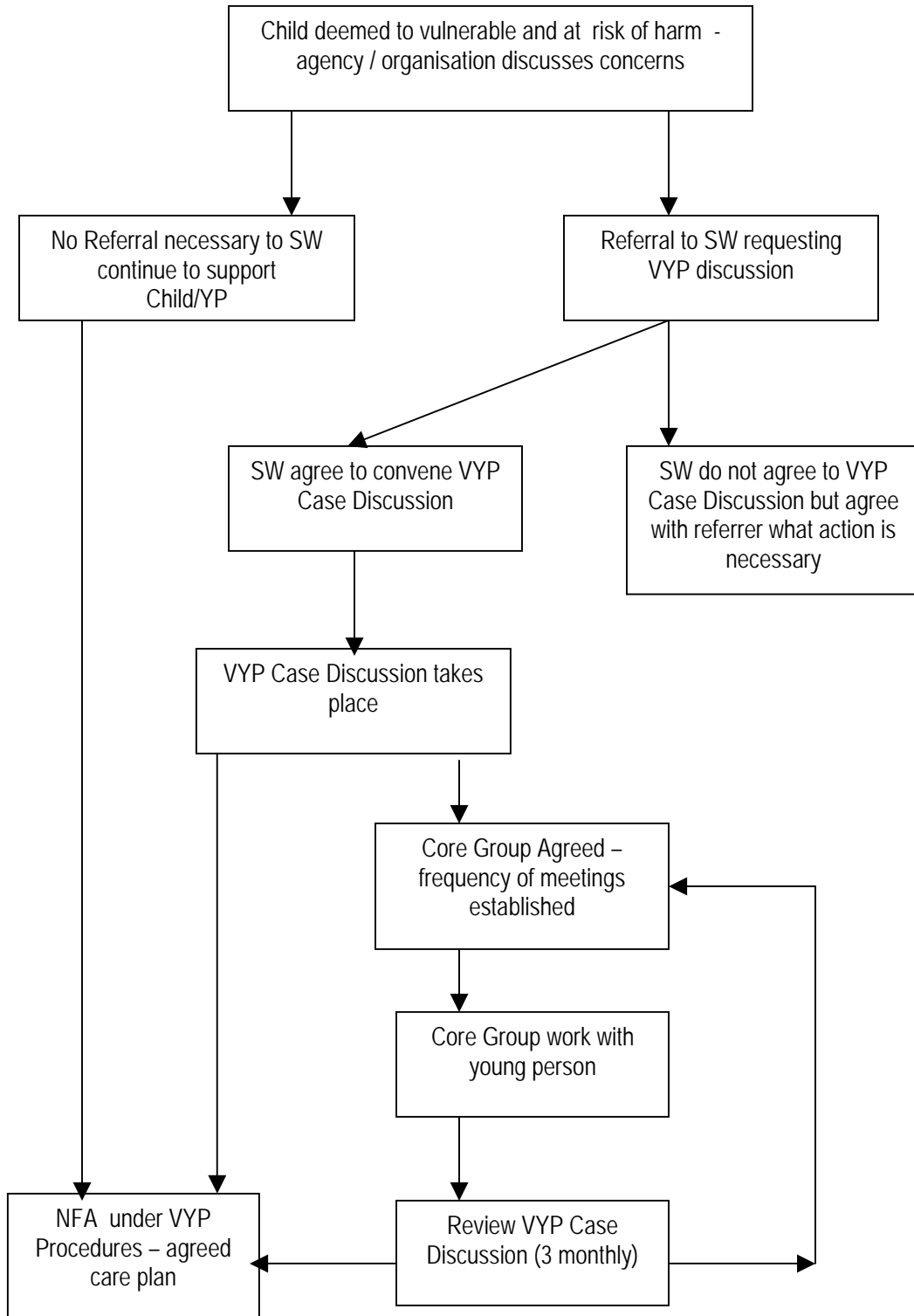
- 8.1 The core group will be made up from the key agencies involved with the young person.
- 8.2 The co-ordination of the care plan and action plan will normally be the responsibility of social work services, however, there may be circumstances when this may be the responsibility of the leaving care worker or someone else as agreed at the VYP case discussion. Communication between members of the core group must be open and prompt.
- 8.3 Frequency of core group meetings will be agreed at the first core group meeting. This will often be determined by the level of the young person's risk and whether or not the young person is participating and engaging in the process.
- 8.4 These procedures and subsequent reviews should be linked to existing review frameworks (eg LAC review under the Vulnerability Procedures).
- 8.5 All core group meetings will be formally recorded (Appendix E) with minutes distributed to all participating agencies and including the young person within 5 working days.
- 8.6 The core group can, at any time, request a case discussion be convened if circumstances change and there is a need for urgent review.

9. REVIEW

- 9.1 The action plan will be reviewed at regular intervals and at least quarterly. An initial review should take place within 3 months and can be earlier if specified by the VYP case discussion. The inter-agency core group will update the review VYP case discussion with regard to work undertaken and current concerns.
- 9.2 At review if the action plan is not successful in promoting change and the reduction of risk, meetings should continue to be convened to record the level of risk and to review the action plan taking account of statutory responsibilities to the young person.
- 9.3 It is recognised that these meetings may be less frequent. It will be important to monitor the young person's progress even if they are refusing to participate in the protection plan or work with the core group.

- 9.4 When its is agreed at a review VYP case discussion that there no longer requires to be ongoing reviews under this procedure, Social Work Services will close the VYP Event clearly recording the reasons why the decision has been taken.

PROCEDURAL FLOWCHART



**GLASGOW CHILD PROTECTION
COMMITTEE**



INTER AGENCY REFERRAL FORM

1a. REFERRAL DETAILS

NAME OF REFERRER	AGENCY	DESIGNATION	POSTAL ADDRESS (INCLUDE POSTCODE)	EMAIL	PHONE	FAX
	(Please circle) Nursery / School Health Police Other (please specify)					

1B. DESIGNATED CONTACT PERSON (IF DIFFERENT FROM 1A)

NAME OF REFERRER	AGENCY	DESIGNATION	POSTAL ADDRESS (INCLUDE POSTCODE)	EMAIL	PHONE	FAX
	(Please circle) Nursery / School Health Police Other (please specify)					

2. REFERRAL TO

DATE OF REFERRAL	TIME OF REFERRAL (AM OR PM)	NAME OF WORKER SPOKEN TO	DESIGNATION	IS THE PARENT/CARER AWARE OF THIS REFERRAL? YES/NO?	IS THE YOUNG PERSON AWARE OF THIS REFERRAL? YES/NO?
AREA/HOSPITAL SOCIAL WORK TEAM	RESPONSIBLE LOCAL AUTHORITY	PHONE	IS THIS A RE-REFERRAL FROM YOUR SERVICE? YES/NO	IF YES, PLEASE ENTER DATE(S) OF PREVIOUS REFERRAL(S)	

3. SUBJECT OF REFERRAL

CHILD'S NAME	OTHER NAME KNOWN BY	DOB DD MM YY	AGE	GENDER (M/F)	HOME ADDRESS (INCLUDE POSTCODE)	ETHNICITY (SEE LIST ON PAGE 7)	RELIGION (SEE LIST ON PAGE 7)
1							
2							
3							

Child Affected by Disability

PREFERRED LANGUAGE (SEE LIST ON PAGE 7)	INTERPRETER REQUIRED (SPECIFY)
1	
2	
3	

DESCRIPTION (SEE LIST ON PAGE 7)	COMMUNICATION ASSISTANCE REQUIRED (SPECIFY)

4.FAMILY DETAILS

MOTHER'S NAME	DOB (IF KNOWN)	OTHER NAME KNOWN BY	CURRENT ADDRESS (IF DIFFERENT FROM CHILD)

FATHER'S NAME	DOB (IF KNOWN)	OTHER NAME KNOWN BY	CURRENT ADDRESS (IF DIFFERENT FROM CHILD)

4.FAMILY DETAILS (cont'd)

Principal Carer's Details (if different from Mother/Father)

FAMILY ADDRESS (INCLUDE POSTCODE)	PHONE (IF KNOWN)	IS CHILD CURRENTLY RESIDENT AT THIS ADDRESS? YES/NO	IF NO, STATE ADDRESS (INCLUDE POSTCODE)

NAME	DOB (IF KNOWN)	RELATIONS HIP TO CHILD	ADDRESS (INCLUDING POSTCODE)	TYPE OF RESIDENCE (IF NOT AT HOME)

Other Adults in Household

Any Other Significant Adult(s) (if known, please include contact details)

NAME	DOB (IF KNOWN)	RELATIONSHIP TO CHILD	NAME	DOB (IF KNOWN)	ADDRESS	PHONE	RELATIONSHIP TO CHILD

Siblings not subject to referral

CHILD'S NAME	OTHER NAME KNOWN BY	DOB DD MM YY	AGE	GENDE R	IF IN RELATION TO UNBORN BABY OR MOTHER IS PREGNANT – ESTIMATED DATE OF BIRTH

8. AGENCY INVOLVEMENT

HEALTH	GP'S NAME	ADDRESS	PHONE	EMAIL
HEALTH VISITOR/SCHOOL	NAME OF HEALTH VISITOR/SCHOOL NURSE	ADDRESS	PHONE	EMAIL
Education (Nursery / School)	NAME OF SCHOOL AND CONTACT PERSON	ADDRESS	PHONE	EMAIL
Any Other Agencies (if known)	NAME OF AGENCY AND CONTACT PERSON	ADDRESS	PHONE	EMAIL

Signature of Referrer _____ Please print name _____

Date _____

Signature of Line Manager (if applicable) _____ Please print name _____

Pick Lists

<u>ETHNICITY</u>	<u>PREFERRED LANGUAGE</u>	<u>RELIGION</u>	<u>DISABILITY</u>
Bangladeshi	Albanian	Agnostic	Autism
Black Caribbean	Arabic	Bahai	Hearing Impairment
Black African	Bengali	Buddhist	Language/Communication Disorder
Chinese	Cantonese	Christian Catholic	Learning Difficulties
Declined Information	Eastern European	Christian Protestant	Mental Health Problems
Indian	English	Christian Other	No Disabilities but Affected by Disability of Family Member
Pakistani	European	Declined Information	No Disabilities not affected by disability
White Irish	Farsi	Hindu	Physical/Motor Impairment
White Scottish	Gaelic	Jainism	Social, Emotional, Behavioural Difficulties
White Other British	Gujarati	Jehovah's Witness	Visual Impairment
Any Mixed Background	Hindi	Jewish	Other Disability (please specify)
Any Other Asian Background	Kurdish Sorani	Mormon	<u>TYPE OF RESIDENCE</u>
Any Other Black Background	Mandarin	Muslim Shia	Children's Unit
Any Other Ethnic Background	Mirpuri	Muslim Sunni	Foster Placement
Any Other White Background	Persian	Non Believer	Friend
Not Known	Punjabi	Sikh	Pre-Adoptive Placement
	Sign Language	Taoist	Residential School
	Swahili	Unknown	Respite
	Urdu		Relative
	Unknown		Secure Accommodation
	Other Language		

Acknowledgement Notification Of Concerns About A Child To Social Work Services

Social Work Services use only (Return to Referrer within 5 working days)

Insert Social Work Services Address

Family Name

SWID No.

Date of Referral

Referral Treated as:

Outcome of Referral/request for Services

Any other comments

Practice Team Leader Signature:

Date

CASE DISCUSSION PARTICIPANTS

The following should be considered as possible where directly relevant to the needs of the child/young person –

- ◆ Young Person – in cases where participation by the young person will not be detrimental to his/her welfare. A young person may choose to attend all or part of the discussion, but whether they attend or not the decisions of the discussion should be fully discussed with them, either by the core group or by the case worker which ever is more appropriate.
- ◆ Area Team - Social worker, Practice Team Leader, Operations Manager and any other staff involved with the young person
- ◆ Parent(s) – in cases where their participation will not be detrimental to the child or young person's welfare.
- ◆ Residential unit or foster carer.
- ◆ Placement service.
- ◆ Community support services.
- ◆ Leaving Care Services.
- ◆ Addiction Project – in all cases where there is significant concern about substance misuse.
- ◆ Base 75 – in all cases where there is concern about possible prostitution.
- ◆ Barnardo's Street Team - it would be appropriate to invite them to the discussion.
- ◆ Education professionals involved with the young person.
- ◆ Health professionals with significant involvement – including psychiatric services where there are significant concerns about self-harm.
- ◆ INCLUDEM
- ◆ Police – in all cases where there are concerns about prolonged absconding or involvement in prostitution or offending.
- ◆ Reporter to the Children's Hearing
- ◆ ROC
- ◆ Senior Officer – Child Protection Team (should be invited to ALL VYP case discussions)
- ◆ Young Women's Project

GLASGOW CHILD PROTECTION COMMITTEE



VYP MINUTE OF MEETING (Copy of Template Already on SW System)



GLASGOW CHILD PROTECTION COMMITTEE

CHILDREN\YOUNG PEOPLE VULNERABILITY PROCEDURES

CASE DISCUSSION ACTION PLAN

Date	
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CHILD SURNAME	KNOWN AS	FORENAME/S	CAREFIRST NO	DATE OF BIRTH (DDMMYY)	SEX M/F

ADDRESS	CURRENT ADDRESS (IF NOT AT HOME)

LEGAL STATUS OF CHILD		OTHER (PLEASE SPECIFY)	
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IS CHILD/YOUNG PERSON CURRENTLY ON CHILD PROTECTION REGISTER?	<input type="checkbox"/>	IF YES, PLEASE STATE CATEGORY	
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HAVE THERE BEEN ANY PREVIOUS CHILD PROTECTION REGISTRATIONS?	<input type="checkbox"/>	IF YES, PLEASE STATE CATEGORY	
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AREA TEAM		SOCIAL WORKER	
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Other Agencies Involved

Category of Risk

ABSCONDING	<input type="checkbox"/>
ALCOHOL	<input type="checkbox"/>
DRUGS	<input type="checkbox"/>

OFFENDING	<input type="checkbox"/>
PROSTITUTION	<input type="checkbox"/>
SELF HARM	<input type="checkbox"/>

Participants in Discussion

NAME	AGENCY	TEL NUMBER	REPORTS AVAILABLE YES/NO

Immediate Issues of Concern

Brief Details of General Discussion

Role of Child/Carer in Discussion

Child/Young Person involved

Carer involved

Core Group Members

NAME	ORGANISATION/AGENCY	TEL NUMBER

Details of Protection / Action Plan

DECISION	PERSON RESPONSIBLE	TIMESCALE

Date of Next Meeting	
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Chairperson Name		Designation	
Chairperson Address		Tel Number	

Chairperson Signature		Date	
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Minute Taker Signature		Date	
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Confidentiality

The information in this document is confidential to you. It must not be disclosed to any other person or agency without the written consent of Social Work Services. If you disagree with any aspect of this report, you should contact Team Leader immediately in writing.

GLASGOW CHILD PROTECTION COMMITTEE



CORE GROUP ACTION PLAN (Copy of Template Already on SW System)



Social Work Services INTER AGENCY VULNERABILITY PROCEDURES

VULNERABLE YOUNG PERSONS CORE GROUP MEETING ACTION PLAN

DETAILS OF YOUNG PERSON(S) CONCERNED

FAMILY NAME	KNOWN AS	FORENAME/S	CAREFIRST NO	DATE OF BIRTH (DDMMYY)	SEX M/F	HOME ADDRESS	CURRENT ADDRESS (IF NOT AT HOME)	PREVIOUS ADDRESS

1 CORE GROUP DETAILS

Date of Core Group

CHCP Responsible

Date(s) of previous Core Groups since the last VYP Case Discussion

Key individuals/and agencies/professionals nominated by VYP Case Discussion to be part of Core Group

Name	Designation	Work Address	Present Yes/No

2 Status of Tasks from previous Core Group

Status of Tasks from Previous Core Group
click here to enter status of tasks from previous core group

3 Child Protection Plan

Issues/Identified Needs	Task	Desired Outcome for YP	Person Responsible For Action	Timescales

4 Monitoring and Review to include Frequency of Core Group and Lead Professional

Agreement about the Process of Monitoring and Review

5 Areas of Disagreement with the Plan

f Disagreement with the Plan

6 Date of Next Core Group Meeting

Date of Next Meeting

Chairperson (print name)

Signature

Date

Address of CHCP

Date Action Plan Distributed

Confidentiality

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