Core Group Meeting Minutes

One Minute Guide

In Newcastle all Core Group meetings must be recorded on CareFirst. A new template was launched on the

1 February 2022 to aid core groups in ensuring there is greater focus on updating the child’s Plan and on promoting a relational approach.

What is a “Relational Approach”?

Relational and restorative practice places emphasis on building meaningful and respectful relationships, as opposed to focusing solely on process or policy. It focusses on practitioners working ‘with’ children and families to provide high levels of support and challenge so that they are empowered to be involved in decisions that affect them, and more likely to make positive sustained changes in their lives (for more information see the Relational and Restorative Practice One Minute Guide).

What changes have been made?

The template is broadly similar to the existing document. The wording is in line with the revised Child Protection Meeting template and Child Protection Plan which asks practitioners to focus on the key risks facing a child rather than broader worries and concerns.

What is the purpose of the changes?

It is hoped the changes to the template will support practitioners in strengthening the involvement of families and their networks in addressing risk and sustaining change.

**Care Group Meetings – information to be recorded**

***Housekeeping:***

* Date and time of meeting
* Child/children’s names
* Child/children’s date of birth(s)
* CareFirst number(s)
* List of meeting attendees
* Any apologies received
* Note who has been invited to the meeting but has not attended or sent apologies

***Review current Child Protection Plan:***

* Date of Plan
* Category
* Outcomes – What needs to happen? By whom? By when?
* Progress since last meeting

***The Core Group can add new supports/actions as required.***

***Main risks and how the child(ren) have been or may be affected:***

* Provide the risks of significant harm for each child/ young person as agreed at the most recent Initial Child Protection Conference (ICPC)/Child Protection (CP) Review. Additional risks identified since the previous meeting should be added
* Indicate if there has been any change to the risk since the most recent ICPC/CP Review

***Voice of the child(ren)/lived experience:***

* Detail the voice of the child(ren)
* Detail the child(ren) lived experience

***Keeping the child(ren) safe:***

* Detail what the parent(s)/carer(s) think needs to happen to keep the child(ren) safe
* Detail what other family members/friends who are important to the child(ren) think about how to keep the child(ren) safe and how are they helping to keep the child(ren) safe

***New/additional supports (agency) required:***

* List what new or additional supports the family think they need that are not already covered in the Plan

***Updates and significant events since the last Core Group/ICPC/Review:***

* Record updates and significant events from all Core Group members
* Consider what has gone well/what has changed/ challenges

***Next Core Group meeting/review date and venue***

**The new template does not replace the need for the information to be recorded on CareFirst**

For further information about the new Core Group Meeting template contact [stafford.devine@newcastle.gov.uk](mailto:kate.williams@newcastle.gov.uk)