

Medway Early Help – Initial Review Meeting

Chair’s Review agenda – with notes April 2017

* *Italics indicate suggested wording that could be used – this is not a script, use your own style*

Item	Task	✓
1	<p><u>Welcome and apologies</u></p> <p><i>Welcome to this first review meeting for Thank you for attending. I have received apologies from</i></p> <p><i>a. Please put any mobile phones on silent</i></p> <p><i>b. Can everyone ensure that all your contact details are recorded please</i></p> <p><i>c. The purpose of today’s meeting is to share information and any concerns and celebrate positives.</i></p>	
2	<p><u>Ground rules</u></p> <p><i>This is what we use at all of these type of meetings</i></p> <p><i>a. Confidentiality – I would like to remind everyone that information discussed here should not be shared outside of this meeting, unless there are concerns about the safety of a child or young person</i></p> <p><i>b. Everyone will have an opportunity to speak and I would ask that everybody listen to the points of view of others.</i></p> <p><i>c. Personal criticism is not appropriate and will not be allowed in this meeting.</i></p> <p><i>d. Any disagreements must be presented in a respectful manner and threatening or abusive language or behaviour is not acceptable</i></p> <p><i>e. When presenting information to the meeting we must be able to distinguish between fact and opinion and to make clear which is which</i></p> <p><i>f. You all have a copy of the agenda for today’s meeting, which explains what we will be discussing</i></p>	
3	<p><u>Review members - introductions</u></p> <p>Chair to introduce him/herself first</p> <p><i>My name is.....</i></p> <p><i>I am a</i></p> <p><i>I have been working with..... since..... (Highlight positives about the child/young person)</i></p> <p><i>Could you please all introduce yourselves? (Go round the table)</i></p>	
4	<p><u>Why the Assessment was started and outcomes identified</u></p> <p><i>This Assessment was started because.....</i></p> <p>As part of the assessment the family identified some outcomes – this included.....(<i>read out the outcomes/actions section</i>)</p>	
5	<p><u>Discussion</u></p>	

	<ul style="list-style-type: none"> • Each agency to present information in turn • Family to be given an opportunity to respond after each practitioner's contribution • Family to be invited to contribute their information/views • Wishes/feeling of the family to be checked <p>Chair to summarise the discussion – focussing on strengths and then needs</p>	
7	<p><u>Agree actions</u></p> <p><i>Now we need to agree any further Actions (that will need to be taken to achieve the Outcomes) – each action will need to include who will do it (including family members) and by when.</i></p>	
8	<p><u>Agree the Early Help Lead</u></p> <p><i>We need to decide who will be the Early Help Lead for the forthcoming Early Help Reviews– this is the person who will be the main point of contact for the family and will co-ordinate future meetings</i></p>	
9	<p><u>Family/practitioner comments</u></p> <p><i>I would like to record the family's comments about how they felt about this meeting. And any comments from practitioners</i></p>	
10	<p><u>Meeting outcome</u></p> <p><i>We need to agree the Meeting outcome for this meeting (the options are – outcomes achieved; good progress; some progress; stayed the same or things are worse – on the end of this Review)</i></p>	
11	<p><u>Date, time and venue for the next review</u></p> <p>Date of review – agree the date, time and venue for the review</p>	
12	<p><u>Circulation of the Review Plan</u></p> <p><i>The Review document will be circulated to everyone by Thank you all very much for attending today</i></p>	

NB – if at any stage the information provided at the meeting indicates that a child/young person is at risk of significant harm or abuse, call Children's Advice and Duty Service (CADS) on 334466 and seek advice.