

Child in Need Meetings – Top Tips for Professionals



Working Together to Safeguard Children (2015) describes effective safeguarding systems as those where:

- The child's needs are paramount and their wishes and feelings are put first
- All professionals who come into contact with children and families are alert to their needs and potential risks
- All professionals share information in a timely way and can discuss concerns with colleagues and children's social care
- All professionals contribute to whatever actions are needed to safeguard and promote a child's welfare and take part in regularly reviewing outcomes against specific plans and outcomes

I am attending a Child in Need Meeting – What do I need to Remember?

- Keep child centred – make sure children's wishes and feelings are being put first and that they are encouraged to participate
- Be on time, prepared, and confident of your abilities
- Have your plan and previous actions/notes with you. Consider what may be the challenges and plan how you need to respond
- The same person can't chair and take the notes of the meeting at the same time. Therefore, arrange who will chair and who will take the notes at the start of the meeting. Take turns to chair and be the note taker
- You are here for the child – do not be distracted by the needs of the parents and focus on the impact of the current situation on the child
- Challenge yourself, other professionals and parents – be curious as to why things aren't being achieved
- Be clear and able to evidence the work that you have undertaken and any ongoing concerns
- Give positive feedback to parents when actions are achieved
- Give a clear timescale for all actions that are required and outcomes to be achieved. The plan should be SMART
- Do not keep any concerns to yourself; share them in a calm, firm and respectful manner