

Guidance for Strategy Discussion/Meeting – (including guidance around children who are missing).

The chair of the meeting will advise attendees:

This strategy discussion/meeting has been called because the children detailed below are suspected to be suffering or likely to suffer significant harm. This is a confidential meeting the content of which must not be divulged without the permission of the chair. All agencies are expected to contribute all information pertaining to the family that is relevant and that which will aid in assessing and analysing risks, whether thresholds for significant harm are met and to contribute to the forming of a plan to ensure the child is safeguarded if required. You will receive minutes of this meeting.

Introductions/Confidentiality Statement:

Introductions will be made by the Chair and the Chair will inform all present that the strategy discussion/meeting will be carried out in line with the Working Together 2018 guidance. The chair will check if any apologies have been sent as well as reports for the meeting. If any apologies have been sent, the Chair will ensure that the person's names, designation, contact details and relationship to the child are recorded.

The Chair will also inform all present that this is a confidential meeting the content of which must not be divulged without the permission of the Chair

Details of the Child(ren)/Young Person(s), their Family and Significant Others

The Chair will ensure that all basic details of the Child(ren)/Young Person(s), their family and significant others are correct and are recorded including names, dates of birth, gender, relationship, ethnicity, address and as to whether they hold Parental Responsibility or not.

Reason and purpose of this strategy meeting:

Reason:

Reason for the strategy discussion/meeting needs to clearly include details of the cause for current concern that has resulted in this strategy discussion/meeting being held.

For strategy discussions/meetings regarding children who are missing: Chair to confirm times and dates of missing episode and include previous missing episodes.

Purpose:

The Chair will clearly explain the Purpose of the strategy discussion/meeting advising that the discussion/meeting is being convened in order to establish as to whether the child(ren)/young person(s) is/are considered, or are likely to be, at risk of Significant Harm as per Section 47 of the Children Act 1989 and for agencies to agree on a plan of action to ensure the child(ren)/young person(s) is/are appropriately safeguarded if required.

Discussion/Agency Information Sharing

Children's Services Information:

Summary of the current concerns

Brief summary of the chronology of involvement with the family

Previous enquiries, contacts, referrals, assessments, CIN, CP or LAC involvement

Protective factors/Strengths
Early Help/FIT involvement.
Parents previously known to CSC?

For missing:

Circumstances prior to going missing (any specific incidence or risk, please include current MH, substance missing use and any risk of exploitation).
Current actions taken to contact YP
Names and address of associates
Any known affiliations to gangs
CCE concerns/Current info around involvement in crime
CSE concerns
Known hotspots
Known routes and methods of travel for missing episodes

Other Agencies Information:

Please ensure that information from other agencies is clearly recorded within the minutes. The following agencies may contribute to the strategy discussions/meetings, however, this list is not exhaustive and may include other relevant agencies:

Police
Health (GP, Health Visitor, Midwife, School Nurse)
Education
Probation
FIT/EH
YOT
CAMHS
Housing
ETC.

The information provided by agencies should include summary of concerns and risks identified through information shared Protective factors/Strengths.

Decision/Chair's Summary

After the information is shared by all relevant agencies, the Chair will ask all present for their views as to whether they feel that the threshold for a Section 47 enquiry has been met and, if so, why? The Chair will then summarise today's discussion and decision, clearly clarifying the reasons for this decision.

Decision:

No Further Action
S17 Single Assessment
S47 Enquiry

If Section 47 enquiry was agreed, then a decision should be made as to whether it is going to be a single or joint Police/CYPS investigation.

If a joint investigation was agreed, it should be clearly recorded within 'Arrangements for S47 Enquiry' box as to how this will proceed. If for whatever reason, the Police or CYPS cannot conduct

the investigation jointly when agreed, then the reason for it must be recorded within 'Arrangements for S47 Enquiry' box.

The decision should also be made and clearly recorded as to whether medical examination is required as well as an emergency legal action, ABE interview and a follow-up strategy discussion/meeting.

Safety Planning

Multi-agency forum will need to set out the agreed actions that will be taken to ensure that the child(ren)/young person(s) will be kept safe whilst any agreed investigation takes place

Actions

There should be a clear plan of actions in place (action agreed, person responsible, date for completion).

When agreeing actions consider the following:

- Plan any immediate and short term steps required to protect the child
- Plans for CP medical (including for neglect)
- Plans to see the child (joint or single agency)
- Plan for ABE interview
- Plans to see family members – agree what information can be shared at this stage with family
- Police plans regarding criminal investigation
- Consider need for legal advice
- Consider any cultural, linguistic or disability needs
- Consider needs of any other child associated with subject of this strategy meeting
- Contingency plan if parents refuse consent for medical or for SW to see the child alone
- Plan for review strategy meeting if required
- Referral to LADO

For missing also consider the following actions:

- Who can be contacted for possible information – friends, family, associates
- What social media checks can be undertaken – facebook, Instagram, snapchat, etc
- Get and seek agreement from holders of PR for circulation of updated photograph
- Alert community safety partners to review CCTV
- Alert British Transport Police
- Alert other agencies – housing, youth centres, etc
- Consider media alert via the police and then via CBC communications team

Note: Strategy discussions are to be written up and recorded on CASS and copies distributed to all professionals concerned within 48 working hours.