

## **AGENDA FOR A MEETING BEFORE PROCEEDINGS**

- 1. Introductions**
- 2. What are we worried about?**
- 3. What is working well?**
- 4. Is there/what is the current safety plan? Scaling**
- 5. Proposed safety plan. Are there any family/friends that are being put forward to be part of the safety network/assessed as an interim/long term carer for the child/children.**

**(If so signed consents and contact details to be provided by the parents at the meeting – see below)**

- 6. If father not involved - identity of father confirmed and any contact details provided**
- 7. Local authority proposals for assessment and timescales**
- 8. Consideration of expert CV's and any draft letters of instruction (if relevant)**
- 9. Obtain any relevant consents:**
  - Consent to release of any documents to expert/other professionals involved in the case**
  - Consent to obtain any relevant documents from other professionals/court**
  - Signed consent to obtain medical/mental health records.**
  - Consent by parent for information to be released to local authority (e.g. by substance misuse service/support services)**
  - Names and addresses of any family members, signed letter with contact details (or at allocation hearing/CMC)**
  - Confirm who will obtain medical records**

- 10. Establish detailed timetable for the production of any assessments and/or evidence etc.**
- 11. Agree date for a review meeting and arrangements to agree the meeting minutes.**