

AGENDA FOR 2 WEEK CHILD'S PLANNING MEETING

Purpose: Ensure the correct people are present to progress a child's plan and prevent drift

All updates to the child's plan (by Chair) and minute (by minute-taker) to be done at the meeting so a hard copy can be given to all attendees when the meeting finishes

1. Welcome, introductions and purpose of 2 Week Child's Planning Meeting
2. Update since child has become accommodated and from 72 Hour Planning Meeting
3. Update child's plan with updates from all present
4. Contact arrangements
5. Health, Education, Referrals (i.e. to SCRA) updates
6. Review of child's placement – timescale and suitability
7. What assessments are needed; timescales for completion; and support for parents
 - What specific assessments are needed?
 - Who will be completing the assessments?
 - What support will be available for parents?
 - How often will we be meeting to complete assessments?
 - Specific deadlines in place for completion of assessments
8. Ensure dates of next key meetings are fixed

9. Next steps

- Reminder of deadlines for assessments
- Reminder of dates of key meetings
- Updated child's plan