



## Early Years Checklist

This checklist is to support you to be prepared for meetings you may have to attend to support children. This may include meetings for children who are part of a multi – agency plan.

If you are to attend a meeting for a child and you are not the safeguarding lead you must discuss the child with the safeguarding lead before you attend any meeting and this must be recorded.

Always take a note pad and pen with you!

Ensure all records are up to date. You will need to know about how the child/ren and family are doing. This will include:

- What is working well with the child and or family.
- What are you worried about - How the child is presenting, wellbeing, developmental, any support they are receiving.
- Ensure you have the voice of the child, this can be in any format, some agencies use a spider diagram, other use tools to do this or it could be from observation due to the age/development of the child.
- Logs of concern - these should be in date order (chronology) including any formal or informal observations – you may need to use some of your online observations (Tapestry etc).

In some cases, you may have to give support to the child to be able to attend one of the meetings.

Have you read any notes/ minutes of previous meetings – if this is the first time you have attended the meeting you can ask the social worker for the previous meeting minutes.

You must ensure you are familiar with the processes of how the different meetings operate – there is guidance available on the CSCP website:

**[https://cumbrialscb.proceduresonline.com/chapters/docs\\_library.html](https://cumbrialscb.proceduresonline.com/chapters/docs_library.html)**

Early Help - Team Around the Family:

**<https://www.cumbriasafeguardingchildren.co.uk/professionals/earlyhelp/earlyhelpguidance.asp>**

Child In Need - **[https://cumbrialscb.proceduresonline.com/chapters/docs\\_library.html](https://cumbrialscb.proceduresonline.com/chapters/docs_library.html)**

Core Group - **[https://cumbrialscb.proceduresonline.com/chapters/docs\\_library.html](https://cumbrialscb.proceduresonline.com/chapters/docs_library.html)**

Child Protection Conference - **[https://cumbrialscb.proceduresonline.com/chapters/docs\\_library.html](https://cumbrialscb.proceduresonline.com/chapters/docs_library.html)**

Scaling Tool - **[https://cumbrialscb.proceduresonline.com/chapters/docs\\_library.html](https://cumbrialscb.proceduresonline.com/chapters/docs_library.html)**

You need to complete any reports that are expected within timescales for any of the meetings you are attending. You need to share your reports with the family.

## Actions following any attendance at one of the meetings.

- Do you know what your own agency actions are? - these will be on a plan – you are responsible for your agency actions and you may not receive the plan/ minutes/actions notes immediately.
- Put your own agency actions into place.
- If you don't receive a copy of the plan/minutes and it was agreed you would receive them – contact the lead person for the meeting – however it is your responsibility to follow through for your agency.

If you are not the safeguarding lead you must discuss the outcome of the meeting you have attended with your safeguarding lead. Decide who will share any information regarding the meeting with staff who support the child/ren/family.

If you are the safeguarding lead you need to share any relevant and appropriate information with staff who will be supporting the child/ren /family.

## What if you don't agree with decisions made at the meeting you have just attended?

- You should raise that you do not agree with a decision within the meeting you are attending.
- Ask for it to be noted.
- You need to be able to 'back up' with evidence why you don't agree with the decision/s.
- Following the meeting you need to consider the use of Escalation Policy if you still disagree with the decision/s.

If you are not the safeguarding lead, discuss with your safeguarding lead/line manager and they will support you as to whether the Escalation policy needs to be used

**[https://cumbrialscb.proceduresonline.com/chapters/full\\_contents.html#roles\\_resp\\_lscb](https://cumbrialscb.proceduresonline.com/chapters/full_contents.html#roles_resp_lscb)**

Remember to continue to regularly review the plan/actions and assess how the child/ren family are progressing to enable you to be ready for the next meeting.

At all times the child/ren/family should be praised for their success however small this may be.