

## A Guide to Multi-Agency Meetings in relation to Safeguarding Children and Young People

*“Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child’s needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.” Working Together 2018*

*‘a child is defined as someone who has not yet reached their 18th birthday’*

### Key things to remember

The lived experience of the child/young person is understood

Your information is important and valid so if you cannot attend you must either send a substitute or provide information in written form

Be transparent with the child and/or parent(s)/Carer(s) about sharing information, in order to effect change

There are no restrictions to sharing information around safeguarding so long as this is done in the appropriate forum and would not cause risk or harm to the child

Everyone at the meeting is responsible to make sure that the plan is progressed and to raise concerns if the plan isn’t working

Any changes to the plan must be agreed by the multi-agency meeting to decide the next steps – this wouldn’t be the decision of the individual assigned the task.

### Legislation and Guidance to support practice

Statutory guidance for all agencies, explains meetings and roles within meetings, and sets clear guidance.

[Working Together to Safeguard Children 2018 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672227/Working-Together-to-Safeguard-Children-2018.pdf)

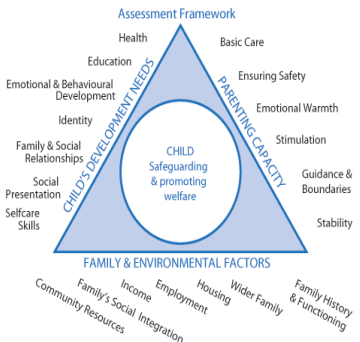
LLR SCPs Practice Standards guides you through the Child Protection Process [prac\\_stand\\_cp.pdf \(proceduresonline.com\)](https://www.proceduresonline.com/proceduresonline/llr-scps-practice-standards)

[Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers, July 2018 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672227/Working-Together-to-Safeguard-Children-2018.pdf) and LLR SCP’s Procedure on [Information Sharing \(proceduresonline.com\)](https://www.proceduresonline.com/proceduresonline/llr-scps-procedure-on-information-sharing).

LLR SCPs Resolving Practitioner Disagreements and Escalation of Concerns procedure could also be used to raise concerns [res\\_profdisag.pdf \(proceduresonline.com\)](https://www.proceduresonline.com/proceduresonline/llr-scps-resolving-practitioner-disagreements-and-escalation-of-concerns).

LLR SCPs Threshold to Access Services document [Thresholds for access to services \(lcitylscb.org\)](https://www.lcitylscb.org/Thresholds-for-access-to-services).

Guide to Safeguarding Adult Meetings <https://www.llradultsafeguarding.co.uk/wp-content/uploads/2021/05/A-Guide-to-Multi-Agency-Meetings-May-2021-.pdf>

The purpose of a Multi-Agency Meeting	Why might you be invited to a multi-agency meeting regarding a Child?	Preparation for the meeting?	Participation in the meeting	Multi-Agency Plans	After the meeting and review
<p>The purpose of a multi-agency meeting is to:</p> <p>Share information about worries and concerns</p> <p>Plan to reduce the worries and concerns.</p> <p>Be transparent with the child, parent(s)/Carer(s) about the sharing of information to effect change.</p>	<p>You or your agency were/are working or volunteering with the Child or family</p> <p>You have key knowledge and information regarding the child and/or their circumstances, environment/parent(s) or carer(s):</p> <p>Impact of changes within the household and significant visitors</p> <p>Information shared based on a professional perspective and curiosity</p> <p>You can offer a perspective on how agencies are working together</p> <p>Consider the information you hold pertinent to the domains of the Assessment Framework</p>  <p><a href="#">Working Together 2018 Page 30</a></p>	<p>Put the meeting date in your diary and a time to Read the papers for the meeting.</p> <p>Familiarise yourself with information you/your agency have on the child/family and significant others:</p> <p>Nature of service and intervention to date</p> <p>Nature of concerns – What are the signs of risk /safety? And supporting evidence, dates, times, what was seen, heard.</p> <p>The child’s lived experience wishes and feelings</p>	<p>Attending the meeting requires full participation as you will be asked to contribute to the risk assessment and planning</p> <p>Do not assume that the practitioners at the meeting know what you know.</p> <p>Ask for clarifications if things you do not understand</p> <p>If the child has given you information to share – then make sure you share it.</p> <p>It is OK to have a different opinion; qualification, specialism or perceived status of others is not a bar to expressing an opinion. Challenge what is said not the person.</p> <p>If you have a different opinion make sure that you state your/your agency’s opinion so that it is noted and give the reason/evidence for it.</p> <p>If you continue to feel concern or worry, then follow the <a href="#">LLR SCPs Resolving Practitioner Disagreements and Escalation of Concerns procedure</a></p>	<p>Plans should be:</p> <p><b>Specific</b> – what does the meeting want to happen ? Actions should be assigned to individuals/agencies who then take the responsibility to progress</p> <p><b>Measurable</b> – when will you know when it has been achieved?</p> <p><b>Achievable</b> – is it realistic that this action can be achieved in the time frame?</p> <p><b>Relevant</b> – does this offer any reduction in risk or increase in safety for the child?</p> <p><b>Time-bound</b> – time scales and dates for the action to be completed. Concerns regarding the allocation of tasks and completion should be discussed with managers and referred to the meeting</p>	<p>Check Minutes, or meeting notes for accuracy.</p> <p>Look at the Plan and see what tasks you/your agency have and ensure they are completed within the appropriate timescales.</p> <p>Share this information with the practitioners from the meeting in the way agreed.</p> <p>If the plan is not working contact the Chair and suggest a review of the plan to discuss with all partners/agencies involved why things are not moving forward and look to change the plan to ensure that it works</p>