



Blackpool Safeguarding Children Board

Guidance for Core Group Members

The Core Group is a multi-agency group jointly responsible for the implementing and reviewing the detailed Child Protection Plan following a Child Protection Conference

This leaflet is designed to make clear the roles and responsibilities of all core group members throughout the period of a Child Protection Plan.

Guidance for Core Group Members:

- The first meeting of the core group should be arranged at the Initial Child Protection Conference and take place within 10 working days of the ICPC.
- Subsequent Core Groups must be at 4 weekly intervals

The Core Group Shares Responsibility for:

- Drawing up the detailed plan
- Implementing and monitoring the plan
- Ensuring that consideration is given to individual needs
- Participating in the completion of the core assessment
- Making recommendations to the subsequent review
- Monitoring the level of risk

Core Group Consists of:

- The child/young person (if appropriate)
- Parents/carers
- An identified key worker from Blackpool Council, Children's Services Department
- Other relevant professionals that have a direct input into the family e.g. Health Visitor, School Nurse, Teacher, GP
- Health visitors only need to be involved in a CORE group where there is a specific role for them
- It is also possible to involve other relevant professionals e.g. Probation, Psychologist, YOT worker.

Roles and Responsibilities of Core Group Members

The lead Social Worker is responsible for:

- Convening and chairing regular core group meetings
- Acting as lead worker for multi-agency work around the child
- If the Lead Social Worker is not available to chair the meeting, it must be chaired by someone from the Social Work team who knows the family well

The lead Social Worker must also ensure that:

- The statutory responsibilities of their agency are fulfilled
- A comprehensive social, health and developmental assessment of the child is carried out

- Written confirmation of the multi-agency plan is provided to all Core Group Members

All other Core group members will:

- Offer the fullest co-operation and support to the lead Social Worker in the discharge of their duties
- Attend all core group meetings agreed with the lead Social Worker
- Be responsible for their own tasks identified within the child protection plan
- Notify the lead Social Worker if the level of agreed work with the family has not or cannot be maintained
- Decide whether the plan needs adjusting to meet needs
- Communicate any changes or concerns to the lead Social Worker immediately

Record of Core Group Meetings

- A member of the Core Group should be nominated to take notes and develop a written record of the meeting
- The written record should identify all actions agreed and decisions taken at the Core Group Meeting
- The record should be completed by the nominated core group member and distributed within 5 working days of the meeting to all other members and anyone responsible for identified tasks/actions

Core group attendance is essential to the effective management of child protection cases and conveys the seriousness of the situation by all agencies to the family.

If you are definitely going to miss the core group you must:

- Try to arrange for a relevant colleague to attend
- Provide a written report in advance of the Core Group to the lead Social Worker detailing what work has been undertaken
- Send written apologies

Core Groups should **ONLY** be missed in exceptional circumstances.

Attendance at Core Group meetings is monitored on a regular basis by BSCB.

If key family members/carers cannot attend, the Core Group should ensure that:

- Their views/wishes are obtained and available to the Core Group
- Reasons for the non-attendance are obtained
- Whether family non-attendance could be indicative of an ineffective Child Protection Plan and/or
- Family avoidance and/or
- Added risk, and is fully considered during the Core Group Meeting

Core groups SHOULD NOT be cancelled and re-arranged unless this is totally unavoidable.

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