1. Chair to guide **introductions** and to **identify the child**(ren) being discussed (name and DOB), clarifying who lives in the home and address.
2. Chair to read out **Purpose and Confidentiality** statement (or mention confidentiality which will be added to the minutes)

**Purpose:**

The purpose of the strategy discussion is to determine if there is reasonable cause to believe the child has suffered or is at risk of suffering significant harm and if a Section 47 investigation is required. A rapid multiagency plan will be made as required.

**Confidentiality:**

The Chair reminds all attending of the need for confidentiality and that information should only be shared if it is necessary and proportionate when considering if the child is at risk of significant harm. The Chair will ultimately decide as to any exclusion of irrelevant information from the minutes. Attendees are reminded that the minutes should not be shared outside of their agencies and that they are not shared with families.

1. Chair or most appropriate professional to **clarify and summarise why we are worried**, including detail of any **precipitating incident**(s).
2. Chair asks for a **summary of each agency’s current and historic involvement** with the family, to include strengths, worries, support already being offered, and the voice of the child. Health and the Police (as the other 2 lead agencies) should provide and co-ordinate any specific information from relevant practitioners within their wider agencies; the health and police representatives should arrange for information to be communicated more widely within their agencies and oversee any actions agreed at the meeting to ensure they are done. (p88 - [Working together to safeguard children 2023: statutory guidance (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/media/669e7501ab418ab055592a7b/Working_together_to_safeguard_children_2023.pdf))
3. Chair leads a discussion about **threshold; identified risk, significant harm and safety factors**, including agreement whether **Section 47** investigation is required and recording any dissent.
4. Chair leads on **identifying** **actions**

**Immediate actions** to include:

* + s47, specifically whether joint or single agency investigation
  + Safety plan to mitigate any risks to the child / family during investigations
  + Speaking to the child, When / Where / by Whom
  + Informing parent/carer (s), When / Where / by Whom
  + Police actions: agree the conduct and timing of any criminal investigation.
  + Health actions: plan any medical intervention or examination.
  + Education actions, with specific timeline

**Any further actions:**

* + Additional support referrals for example, by whom/when