Chair of Family Action Meeting Checklist

**Before the meeting – Ensure you are clear about:**

What will the meeting/plan achieve for the child/young person?

What will be outcome from the meeting? What is the purpose?

What information do you need from other agencies in the meeting? E.g. school – attendance, attainment, behaviours and parental involvement. Health – Outstanding immunisations and development checks?

Ensure you have the minutes from the last meeting. If this is the initial meeting use the Early Help Assessment.

**Identify who will take minutes**. (This does not have to be the chair/lead)

**Welcome** everyone – signing in sheet circulated.

**Introductions -** starting with the lead/chair move round the table and record absentees.

**Share the aims of the meeting** - “The purpose of this meeting is to…”

**Share confidentiality statement for the meeting “**I want to remind people that the information remains confidential to this meeting. If the young person or family have chosen not to be here the completed FAM plan will be shared with them”

**Obtain updates – starting with the family.**

* Details of what is going well
* Details on current issues and concerns (what are they worried about?)
* Share **child’s views** with consent

**Update from agencies or services currently supporting child/young person and their family**

* What is going well?
* Details of current issues or concerns (what are you worried about?)
* Current involvement (What needs to happen?)

**EHAT Author/Lead/Chair to summarise the key aims from the assessment/last plan.**

* Address each item separately
* Seek families views on each issue

**Discuss, agree and identify the Lead Professional – this does not have to be the author of the assessment, but best placed to coordinate the plan/support.**

Identify actions, timescales and person responsible – as per Signs of Safety headings.

Clarify each action/target/outcome and person responsible, check family agree and understand.

**Agree next date, time and venue for next FAM**