

# A guide to Multi-Agency Meetings relating 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*

## The purpose of the meeting

Share key knowledge and information regarding the child and/or their circumstances, environment/ parents(s) or carer(s)/ harms outside the home.

Produce a plan to reduce the worries and concerns for the child/young person and family

Be transparent

## Preparing for the meeting

Ensure relevant agencies are invited to attend  
Gather the voice of the child to ensure the meeting is focused around them

Be aware of the type of meeting you are attending - know what multi-agency procedures you are following

Familiarise yourself with information you/your agency hold on the child/young person, their parents/carers, and their circumstances

## Participation at the meeting

Listen to opinions, even if you don’t agree with them – you have a right to challenge in a respectful way

Focus on outcomes

Be accountable and take responsibility for your role in safeguarding children and young people

Consider the information shared by others, not just from your own agency

A parent/ carer should not be hearing something about their child for the first time in a multi-agency meeting

## Multi-Agency Plans

Draw up a clear plan of action with timescales and who is responsible, with [SMART](#) actions and contingency plans if change is not sustained



In the event that there is disagreement between agencies, consider how this might be resolved, possibly outside the meeting or using the [Dispute Resolution Procedures](#)

## After the meeting

Take responsibility for chasing for a summary of the meeting or plan if this has not been received in a timely way

Ensure any actions for your agency are completed within the agreed timescales

It is everyone’s responsibility to raise concerns if the plan is not working