

Things to do & who is responsible:

2 Week Child's Planning Meeting

- When a child is accommodated, the child's Social Worker will ask the CARO for a date for the **2 Week Child's Planning Meeting** (to take place 2 weeks from the date the child is accommodated) at the same time as they request a date for the 72 Hour Planning Meeting and the 6 Week Child's Planning Meeting (6 weeks from date of accommodation).
- A Practice Lead will chair the **2 Week Child's Planning Meeting**.
- The Agenda the group created should be used, together with the child's plan.
- All updates to the child's plan are to be completed by the Chair during the **2 Week Child's Planning Meeting**.
- A minute is to be completed at the **2 Week Child's Planning Meeting** so that a hard copy of agreed actions/updates can be given to all attendees when the meeting finishes.
- Within 24 hours of the **2 Week Child's Planning Meeting**, the Practice Lead will put a record on CareFirst of the agreed actions from the **2 Week Child's Planning Meeting**.
- The Practice Lead will also update the child's plan re: the logistics that were agreed, e.g. the Parenting Capacity Assessment will begin on X and X support will be given to the child's parents, etc.
- The Practice Lead will, within 24 hours of the **2 Week Child's Planning Meeting**, email and send a notification via the system to the child's Social Worker, the CARO and any other relevant person/ Team Lead/ Head of Service to let them know the outcome of the **2 Week Child's Planning Meeting**.

- The (Appointed person) will then update the LAC Spreadsheet with the outcome of the [2 Week Child's Planning Meeting](#).