**Disruption Meeting Minutes**.

**CONFIDENTIALITY STATEMENT:**

The matters raised are confidential to members of this meeting and the agencies that they represent, and should only be shared with others for the purpose of promoting the safeguarding and welfare of the children concerned.  The Minutes of the Meeting are distributed on the strict understanding that they will be kept confidential and in a secure place.

**INFORMATION SHARING AND DATA PROTECTION**

Should there be a need to share any of the information included in these minutes with other professionals who are involved with the family but are were not present at meeting or for managerial or supervisory purposes this is acceptable. However, if information needs to be shared with third parties then permission must be sought from Lincolnshire Safeguarding Children Partnership.

In the event of a request for access to personal information under the Data Protection act (or any other legislation that gives you right of access to information such as the Freedom of Information Act), agencies must consult and gain permission from Lincolnshire Safeguarding Children Partnership (C/O Lincolnshire County Council, Orchard Street, Lincoln, 01522 553100) before releasing any information. The LSCP will consider whether an exemption should apply under the appropriate legislation and the extent of that exemption.

**REPORTS SUBMITTED TO MEETING:**

These minutes must be read in conjunction with the reports submitted to the meeting.  For those who did not attend the appendices are included. For copies of any of the appendices please contact the Safeguarding & Review team on 01522 553100.

**EQUAL OPPORTUNITIES STATEMENT:**

We are committed to ensuring that current and potential service users are treated with dignity and respect and will not be discriminated against on the grounds of their social circumstances or background, such as gender, race, colour, ethnic origin, religion or belief, disability, gender identity, sexual orientation or age.

**PURPOSE OF MEETING: PLEASE REVIEW – Taken from Procedures.**

The purpose of the meeting is to enable participants to share information and feelings about the approval process, the matching, the placement and the disruption without assigning blame; To identify factors that lead to the disruptions, to interpret the current needs of the child, the cares, the birth family and the agencies, to formulate future plans for the child based on what has been learnt from the disruption and to highlight areas for developing policy and practice.

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| **Date and Time:** |  |
| **Venue:** |  |
| **Childs Name:** |  |
| **Carers Name:** |  |
| **Date of placement ending:** | ***Mandatory*** |

**Child / Children's Details**

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| **Name** | **DOB** | **Gender** | **Legal Status** | **Address** | **Child Attended:** |
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**Meeting Attendees:**

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| **Name:** | **Organisation and Address:** | **Attended Conference/****Apologies:** | **Submitted Report:** |
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|  **Agenda Item 1, 2 & 3: Introductions/ Welcome/ Apologies/ Confidentiality Agreement/Confirmation of Factual Information** |
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| **Agenda Item 4: Process and Recording ('Recording with Care') – Please refer to** [**Recording with Care Guidance**](https://lincolnshirechildcare.proceduresonline.com/g_rec_care_guid.html)**.** |
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| **Agenda Item 5: Discussion of Childs life prior to coming in to care/care history** |
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| **Agenda Item 6: Discussion of Childs care experience and number of moves** |
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| **Agenda Item 7:Brief history of circumstances leading to Foster Placement** |
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| **Agenda Item 8: Summary of preparation/matching undertaken with Child(ren)** |
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| **Agenda Item 9: Summary of preparation undertaken with Adoptive/Foster Parent(s)** |
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| **Agenda Item 10: Summary of how the match was made, decision making, contact, transition and what was the support offered to the placement(Fostering)** |
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| **Agenda Item 11: Introduction process of Child(ren) and Adoptive Parent(s) (N/A for Fostering)** |
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| **Agenda Item 12: Outline of the placement and support package that was delivered in the placement**  |
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| **Agenda Item 13: All participants views on what happened and events leading to the Disruption** |
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| ***(Redacted)* Agenda Item 14: The Childs needs and does the plan for Permanence/Further Task Centred Placement remain** |
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| ***(Redacted)* Agenda Item 15: Arrangements for contact (Foster Carers, Family, Adopters)** |
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| ***(Redacted)* Agenda Item 16: What has been the impact of the breakdown on the Childs Health, Education, Welfare and Development** |
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| ***(Redacted)* Agenda Item 17: Chairperson's Summary/Reflections/Recommendations** |
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| ***(Redacted)* Agenda Item 18: Lessons for the future and points for future planning**  |
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