

- At the end of the Meeting there should be a clear plan of what actions will be carried out/support offered, by whom and by when. (This can include actions to be undertaken by the young person/family as well as by practitioners).
- At the Meeting, if it is clear that more than one agency is involved, and there are a range of needs identified, then one person should be identified as the Lead Professional (if there is not already one in place) to monitor the action plan and to act as a single point of contact for the family. (Remember that the views of the child and family should be taken into account as far as possible regarding the choice of Lead Professional).
- A Review date will be set at the Meeting, to take place within a three month period, in order to track the progress of the Action Plan, to identify any new actions and to make sure that everyone is working well together.

I do hope that you will be able to attend the above meeting as your contribution will be most valuable. Please return the RSVP slip below indicating whether you can attend, alternatively let me know by contacting me at the telephone number or email address as above.

Many thanks,

Yours Sincerely

RSVP Slip re the Team Around the Child/Review Meeting for: (add name of child _____)
to be held on (add date _____)

- I can confirm that I, _____, from _____(name of agency) will be able to attend the above Team Around the Child Meeting.
- I, _____ from _____(name of agency) am unable to attend the above Team Around the Child Meeting, but _____(name of colleague) will be attending and is able to represent my agency.
- I am unable to attend the above Team Around the Child Meeting, but I am attaching a report providing relevant information and suggestions about how my agency may be able to assist.
- I am unable to attend the above Team Around the Child Meeting, and am unable to provide information or suggestions to the Meeting.