



Child's Planning Flow Chart

Wellbeing/welfare need identified by an agency or individual (usually Universal Services)

If a child or young person's needs are not able to be met, then additional planning may be undertaken

Refer to the 5 GIRFEC questions and the [Getting it right for every child: using the National Practice Model](#)

Is it Child Protection? **Is there significant or immediate risk of harm?**

Yes

Follow [Moray Child Protection Procedures](#)

No

Initial meeting to discuss the identified need

This meeting is arranged following the named person's service or 'agreed other' agency's protocol. This meeting must be recorded on the agency's system to form part of a chronology. The One Child One Plan can be used to give a record of a minute and agreed actions

Is it Child Protection? **Is there significant or immediate risk of harm?**

Yes

Follow [Moray Child Protection Procedures](#)

No

Proceed to Child's Planning?

Yes

Single and Multi Agency Approach * The CYP and parent/carer are to be given the necessary information explaining the Child's planning process at level, the offer of advocacy and that consent is given regarding information sharing

The [Solution Oriented Meetings Leaflet](#) and [Children's Rights Moray](#) advocacy service are shared at this meeting*

No

Supports are in place and the family do not wish this information to be shared any further. **This should be reviewed regularly, and the flow chart revisited using the 5 GIRFEC questions**

Refer to the 5 GIRFEC questions and the [Getting it right for every child: using the National Practice Model](#)

Single Agency Child's Planning

Universal services -
Education or Health

ACTIONS

- Use Moray's Child's Planning guidance before, during and after each meeting to ensure all aspects are covered
- Following each meeting Family/Universal service to complete actions identified
- Monitor, review and record within Single Agency Child's Planning documentation within an agreed timeframe
- There may be decision for referrals to go to other agencies. **There must be a conversation with the Wellbeing Coordinators to identify the appropriate services.** [Wellbeing Co-ordinator email](#)
- Involvement of additional agencies out with the universal service structure moves planning from Single to Multi-Agency. **For any referral to another agency a CYP Request for Assistance and Essential information document must be completed and submitted along with a copy of the last child's plan**

All identified needs met - refer to the 5 GIRFEC questions

Yes

Close Single Agency Child's Plan

No

Is it Child Protection? **Is there significant or immediate risk of harm?**

Yes

Follow [Moray Child Protection Procedures](#)

No

Is Multi agency Child's Planning required? The TAC refer to the 5 GIRFEC questions and [Getting it right for every child: using the National Practice Model](#)

Yes

Multi Agency Child's Planning

ACTIONS

- Discussion and agreement on who will discuss the Multi Agency Approach*
- Identify agencies and supports already working with the child/young person and family for invites to multi-agency meeting.
- Discussion and agreement about who is the lead professional to coordinate the Child's Plan and meeting. See [Lead Professional role Guidance 2022](#)
- Further referrals can be made at a Multi-Agency Child's Planning meeting in line with reviewing the progress of My Action Plan. **There must be a conversation with the Wellbeing Coordinators to identify the appropriate services.** [Wellbeing Co-ordinator email](#)
- **For any referral to another agency a CYP Request for Assistance and Essential information document must be completed and submitted along with a copy of the last child's plan**

Withdrawal of all additional agencies at Child's Planning meeting as all needs met?

Yes

Return to single agency

No

Remain in multiagency planning

