

**North Wales Police**

**PRUDiC**

**Templates for Meetings**

**Meeting 1**

 **Initial Information Sharing and Planning Meeting**



**MEETING 1: INITIAL INFORMATION SHARING AND PLANNING MEETING**

|  |  |
| --- | --- |
| **Name of child/infant:**  |  |
| **Date of birth:** |  |
| **Date of death:** |  |
| **Address:**  |  |

|  |  |
| --- | --- |
| **Date of meeting:**  |  |
| **Time:**  |  |
| **Location:**  |  |
| **Chairperson:**  |  |
| **Minute-taker:** |  |

* Introduction from Chair
* Apologies:

**Purposes of the case discussion meeting**

1. **Share all available relevant information.**
2. **Decide whether or not there are immediate Child Protection concerns.**
3. **To plan (at least) short term support and counselling for the family.**
4. **If there are siblings – to discuss their needs.**



**Purposes of the case discussion meeting cont.**

1. **To consider and plan for any media interest**
2. **To consider welfare/support needs of the staff involved in the response to this incident.**
3. **To consider whether the case should be presented for discussion to the RSCB Child Practice Review Subgroup for consideration of a Child Practice Review/MAPF**
4. **To make arrangements to convene the Case Discussion Meeting within 5 – 28 days ( If agreed not necessary, document reasons and complete the Child Death Notification Form (appendix 5)**

**Child’s details:**

|  |  |
| --- | --- |
| Birthweight: |  |
| Gestational age:  |  |
| Weight at death: |  |
| Time of death:  |  |

**Mother’s details:**

|  |  |
| --- | --- |
| Name:  |  |
| D.O.B: |  |
| Address:  |  |

**Father’s details:**

|  |  |
| --- | --- |
| Name: |  |
| D.O.B: |  |
| Address: |  |



**Details of family members:**

**Circumstances of the event:**

*Below are the organisations/personnel who are commonly involved in the acute response to a report of a child death. An appropriate member of the meeting from each organisation should inform the meeting in detail of the circumstances of their attendance and any relevant information (inc timings, staff in attendance, circumstances as witnessed, events relayed by others etc).*

1. Ambulance Service

2. Police Service

3. ED department

4. Paediatrician

5. Other



**Background Information:**

*An appropriate member of the meeting from each of the below organisations should outline any relevant history from their research of the contact/information held in relation to those involved in this incident.*

1. Social Services

2. Police

3. Health

4. Education

5. Other



**Date/Time/Location of Post Mortem Examination:**

**Summary against objectives:**

1. **Has all information been shared?**
2. **Are there any immediate Child Protection concerns?\***
3. **What support and/or counselling has been agreed for the family?**
4. **Have siblings been identified and their needs explored?**
5. **Have any staff-welfare needs been appropriately addressed?**
6. **Should the case be discussed at the RSCB CPR Meeting?**
7. **Media interest?**

*\*Where there are child protection concerns identified child protection and PRUDIC processes run in parallel. A strategy meeting will be held, chaired by Social Care according to timescales and processes identified within the All Wales Child Protection Procedures*

**Actions:**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Action** | **Person responsible** | **Target time/date** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |

**Date and time of Case Discussion Meeting (5-28 days):**