

**::12.10 RECORD OF MEETING FORM**

Date of Meeting:
Names of those present:
Details of concern (be clear about what is fact):
What has the child/young person said (if anything):

<b>Decision reached</b> – choose at least one of the following options: Please tick those selected.	
	1. Take no further action. Why?
	2. Talk to the parents/carers. Why?  Who will do this?
	3. Arrange a discussion with an outside body. Why?  With whom?  Who will do this?
	4. Make a formal report to social services or Police/An Garda Síochána. Why?  Who will do this?
	5. Has the Taking Care Office been contacted for advice or to report?

<b>Signatures of those present:</b>	<b>Print Name:</b>

