PROBLEM SOLVING TEAM BUILDING

Process

1

CLARIFY PROBLEM

State the issue clearly, factually, and without assumptions.
This ensures everyone is working from the same understanding and reduces bias.

2

BACKGROUND

Subsequent questions from the resources are for clarification only or to seek further relevant information or background.

3

IDEA GENERATION

Generate as many ideas as possible for how the team might understand or address the issue.
All ideas are welcome at this stage—creativity and openness are key.

4

IDEA SELECTION

Identify the most promising ideas from the list.
Choose those that:

- Are realistic
- Are proportionate to the level of concern
- Keep the child at the centre
- Align with safeguarding thresholds and statutory duties

5

ANALYSE BENEFITS & CONCERNS

For each selected idea, explore:

- Benefits: Why this action could help
- Concerns: Risks, barriers, unintended consequences

This stage strengthens critical thinking and improves decision-making.

6

WORK ANY CRITICAL CONCERNS

If any idea has concerns that could block progress or create risk, the team works through them:

- Can the concern be reduced or removed?
- Does the idea need adjusting?
- Is the idea still viable?

Only ideas with manageable risk should continue to action planning.

---------- ACTION PLANNING ----------