**Durham Safeguarding Children Partnership (DSCP)**

**Professional Report for:**

Initial/Pre-birth/Transfer/Review Child Protection Conference (**delete as appropriate**)

Please comment separately on each child included in the Child Protection Conference and remember to share your report with the child/ren (if appropriate), and family at least 2 working days prior to conference for Initial Child Protection conference and at least 7 working days prior to conference for Review Child Protection conference.

**Please send a copy of the report to the Chairperson:**

* **2 working days in advance for Initial Child Protection Conferences**
* **7 working days in advance for Review Child Protection Conferences**

**Please bring enough copies of your report for everyone in attendance**

Please email all reports to: qrt@durham.gov.uk

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| **Date of Conference:** | | | | | |
| **Child(ren)/Young person** | | | | | |
| **Child’s Name** | **Age** | **Date of birth** | | **Nursery/ School** | **Doctor** |
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| **Household members** | | | | | |
| **Name** | **Relationship to Child/ren** | **Date of Birth** | | **Employment/ School** | **Doctor** |
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| **Members of the Network / Other important people to the child / family** | | | | | |
| **Name** | | | **Relationship** | | |
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| **Family Address:** | | | **Child/ren’s Current Address (if different):** | | |
| **Name of Agency Completing Report:**  **Report Prepared by:**  **Role:** | | | **Agency Base Address:**  **Tel No:**  **Email:** | | |

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| **Overview of your agency’s involvement with child/family. This should include:**   * Why are you involved with the family? * How long have you been involved with the family? * What help have you been providing to the family? What difference did this make? * What else could you do that would help? |
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| **What are we worried about?**  Any **significant events** from the chronology for the child / family that have caused harm to the child   * What was the impact upon the child/ren? * How do you know this? * What do you think are the current worries for the child/ren? * What is making things harder for the parents to deal with to keep the child/ren safe? * What do you think could happen to the children in the future if nothing changes? |
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| **What is working well? Existing safety and strengths**  Consider the connection between what a parent / adult is doing that is actually making a difference for the child/ren   * Any evidence that the safety plan has been used to protect the child/ren * What have you seen the parents doing in the past to keep the children safe? * What do you think the children would say their parents do to keep them safe? * What are the family already doing to make things better for the child/ren? * How do you know this? * Overall, what do you see that tell/shows you that things are going well for the child/ren and their family? |
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| **What would you be seeing that will tell you the child/ren will be safer? (Goals)**   * What will you be seeing the parents/carers and network doing in the future that keeps the child/ren safe? * What will you see in the child that is telling you things are getting better? * What would you like to see in the safety plan? (This should not be a list of services) |
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| **Child/ren’s Views**  Please ensure you have the child’s permission to share their views with parent/carers and with conference members.   * What has/have the child/ren told you? * What are they worried about and what do they say is working well? * What do they think needs to happen to make things better? * What have you seen that (tells/shows) you how the child/ren might be feeling?   **This section should only be completed if you know the child – from your own interaction or observation** |
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| **On a scale of 0 to 10 where 10 is there is enough safety in place for the child/ren and this has been tested over time and 0 is the child is not being kept safe enough by the parents/carers and their network and it’s not safe enough for the children to remain at home**  **Where would you scale today and why?**  (Your view may change during the conference, having heard other conference participants’ information, including parents and updates around family network meeting and safety planning in respect to ICPC, following the strategy meeting) |
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| **What is your recommendation and the reason for this?**   * Do you think the child/ren are in need of protection through a Child Protection Plan or support through a Child in Need Plan?   (Your view may change during the conference, having heard other conference participants’ information, including parents and updates around family network meeting and safety planning in respect to ICPC, following the strategy meeting) |
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| **Date Report shared with Parents/Carers:** |
| **Date Report shared with Child/ren:** |
| **Date Report shared with Child Protection Chairperson:** |

**Practitioner’s Guidance notes for writing a report for conference**

**THIS PRACTITIONER’S GUIDANCE DOES NOT NEED TO BE CIRCULATED TO CONFERENCE ATTENDEES**

For the conference to reach well-informed decisions based on evidence, it needs to be able to share information on the child/ren's needs and circumstances held by all agencies that have or been involved with the child/ren and family. Reports should be clear about what is fact, what are allegations and what is opinion.

The expectation is that all professionals and agencies will provide a written report for conference, whether they are able to attend the meeting or not. A copy of the report should be forwarded to the Chair of the conference at least 2 working days in advance of the meeting. You must provide copies for conference members (a guide will be numbers of invitees).

The contents of the report should be shared with the parents/carers and child/ren where possible. At times it may be necessary to provide a separate report where sharing all information could put the child/ren or family member at risk.

The expectation is that all agencies will consider each of the headings on the report format. You should:

* Be clear about what is observation, allegation or opinion, and where/who information has come from
* Use relevant information from current and past records
* Avoid jargon and abbreviations

Each person writing their report will have information relating to their own, or their agency’s involvement with a child/family which should be broken down into what they believe to be the worries and what they have seen that is working well for the family. For example:

Education: Attendance and punctuality, friendships within school, what the child/ren look like, are they tired or ready to learn? Are they hungry? Observation of emotional presentation? Are they talking about their worries/experiences?

Home conditions: Any complaints from neighbours etc. Is the home clean enough?

Health: Are the children taken to the doctor/dentist when needed? Are immunisations up to date, do the parents/carers listen and act on advice?

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| **What are we worried about?**  (use the child/ren’s, parents and network members names)  We are worried about the child/ren. There are concerns about domestic abuse in their mam and dad’s relationship. The most recent referral highlights that mam had been pushed on the sofa by dad, who was drunk, during this incident, the eldest child intervened to get mam’s phone from dad, so she could call for help.  We know that dad has had increasing difficulties with alcohol misuse and that his use of alcohol has been a feature in domestic incidents between parents. The children tell us that this worries them and that they would like a “new dad” or for dad to not drink alcohol | **What is working well?**  (use the child/ren’s, parents and network members names)  We know that mam and dad love their children very much and do not want them to see anything that makes them upset or frightened. They have developed a safety plan within their network, which means that the immediate risk of harm is reduced, as dad is supervised when spending time with the children and is living away from the family home whilst he accesses support for his difficulties with alcohol.  For the older two children, school provides a safe space, their attendance remains high and they have key adults in school that they can talk to.  There is a clear bottom line in place, agreed within the family network safety plan   * Dad must not spend time with the children after / whilst consuming alcohol |